



Event Organisers' Toolkit

Events Management in East Lindsey

Version 3
January 2011

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Introduction

event' n. happening; notable occurrence, issue; result
event'ful a. full of exciting events

Whatever event you are planning, large or small, this toolkit is designed to offer practical help and guidance, providing an initial source of advice, information and checklists.

This toolkit sets out how East Lindsey District Council (ELDC) Officers and other key organisations can help ensure your event runs smoothly and safely. However, this is not a comprehensive guide to organising events and we encourage you to look at the list of 'Further Reading' in Appendix 5. Some of these publications are available on loan from ELDC or downloadable from the internet.

One of the most important documents providing guidance on event organisation is **The Event Safety Guide – A Guide to Health, Safety & Welfare at Music and Similar Events (HSG 195)** (ISBN No. 978-0-7176-2453-9) and it is recommended that all event organisers obtain a copy of this publication.

East Lindsey District Council has contracted 'South Lincs CVS' to support the voluntary and community organisations in the district. For support or further information on matters such as training and funding opportunities, please visit their website at www.southlincscvs.org.uk



East Lindsey District Council's Commitment

ELDC's vision is to encourage innovative, high profile events, with regional, national and international appeal, run to the highest possible standards.

ELDC's commitment to you:

We will at all times:

- Treat you with respect and courtesy
- Respond to you quickly and clearly
- Value your time and contribution to the District
- Support you in seeking solutions to problems
- Share examples of good practice used elsewhere
- Be an advocate for you with other organisations
- Be prepared to do things better and learn from you

Your commitment to ELDC:

We ask that you will:

- Treat officers with respect and courtesy
- Value our time and responsibility to the District
- Work with us as early as possible prior to your event
- Be patient when things take time
- Recognise that there are obligations we must comply with
- Recognise that we sometimes have to say no
- Be prepared to do things better and learn from us

Local events are:

Either

- **run by ELDC** e.g. Illuminations switch-ons
We will manage our own ELDC events according to the same principles, practices and standards expected of any other event organiser
- or
- **supported by ELDC** e.g. with grants, publicity, etc.
We have to be sure the event is safe and well-managed
- or
- **run on ELDC premises** by other organisers
We have to make sure the event is safe and well-managed
- or
- **run with no involvement of ELDC**
We are happy for you to use the toolkit and will add your events to our events calendar, provided information is supplied to us.

In addition, the Council has to carry out its duties to inspect and enforce relevant legislation.

We will always try to make sure you have been well advised and are aware of the requirements before the event. **However, ultimately, it is your responsibility, as event organisers, to comply with all legal requirements.**

Up to one year before your event

1. **Start to organise – appoint steering/organising committee**
2. **Share out job roles and responsibilities across your committee taking into account levels of competency and time availability.**
3. **Agree an outline event programme looking at key issues** (venue, insurance, licensing, permissions, etc.) - Don't forget to use the checklist in Appendix 2.
4. **Investigate a site** (bear in mind parking considerations) e.g. a local park, pedestrian precinct, hall and provisionally book your venue.

Details of hireable Council owned venues are available by telephoning 01754 897673.

If you are wanting to hold your event on land owned by East Lindsey District Council, you need to write to the Property Services Team formally requesting permission to do so (contact details on page 35).

5. **Carry out initial talks with local authority officers**

- **ELDC:**

- Events Team re: avoiding clash of dates, contacts for help inc: emergency services, advice on publicity, funding opportunities, evaluation of your event, etc.
- Licensing re: entertainment, street trading & collections
- Health & Safety re: risk assessments, event safety plans, etc
- Development Control re: planning permission, advertisement consent etc.
- Environmental Health re: noise, catering, etc.

- **Lincolnshire County Council:**

- Highways re: road closures, traffic orders, etc.

6. **Carry out initial talks with emergency services**

- Police re: highways, crowd control, stewarding, selling of alcohol, etc.
- Fire re: Fire risk assessment including access, equipment on site, etc.
- Ambulance re: first aid procedures, etc.
- HM Coastguard re: events taking place on the beach, water-based events and fireworks
- Air Traffic Control – air shows, fly-pasts, etc.

7. **Undertake initial risk assessment to flag up any Health & Safety issues**

8. **Encourage local community groups to get involved with the project**

9. **Draw up an outline budget and list ways of raising funds towards the staging of the events, e.g. grants and business sponsorship plus help in kind.**

When planning budgets please bear in mind that there may be additional fees and charges made by the local authorities or emergency services which you will need to include in your overall costs

10. **Assess whether the project is viable at this stage, taking into account costs, especially relating to health & safety and events limitations**

11. **Apply for grant application packs with local authority and others**

Circulate sponsorship requests to commercial businesses, etc.

Nine months to go

as before plus:

1. Set up review meetings with relevant ELDC officers

- Obtain written permission from ELDC's Property Services Team if requiring use of ELDC owned land

2. Review your Risk Assessment

3. Prepare grants application and send off.

4. Investigate public liability, employers liability, cancellation and equipment insurances required for event

5. Draw up a draft event safety plan & site plan and circulate to relevant ELDC and emergency services contacts for comment.

6. If your event is expecting 5000+ people, arrange to attend an East Lindsey Safety Advisory Group (ELSAG) meeting.

7. Check artists and entertainers availability including cost, insurance cover, CRB checks (if working with children and vulnerable adults) and references – if happy, make provisional booking

8. Check availability and confirm costs of equipment e.g. marquees, generators, toilets, barriers, radios, etc. including insurance cover on equipment.



Six months to go

as before plus:

1. **Set up review meetings with relevant ELDC officers**
2. **Review your Risk Assessment.**
3. **Prepare appropriate licence application (entertainment/alcohol/late night refreshment) and send to ELDC.**
4. **Check progress on funding applications from local authority, businesses, etc.**
5. **When incoming funding is confirmed, set out a revised budget sheet, and trim or expand project accordingly – review budget regularly.**
6. **Apply for road closure/traffic orders and to erect temporary directional signing – you may also need to suspend parking bays for your event.**
For signage/closure advice, call LCC Highways on 01522 782070 who can advise you on the procedure and any costs involved.
For Car Parks, e-mail CarParks@e-lindsey.gov.uk
7. **If your event is expecting 5000+ people, attend a further Safety Advisory Group meeting, if required.**
8. **Confirm booking of artists with contract**
9. **Confirm bookings of major equipment hire**
10. **Agree when and to whom press releases should be sent – first release sent at this point (communications plan).**
11. **Start contacting potential stallholders**

Three months to go

as before plus:

1. Set up review meetings with relevant ELDC officers
2. Review your Risk Assessment
3. Revise your Event Safety Plan & Site Plan
4. Check for progress of relevant licences – if you have not been granted a licence you may need to amend your event. It may not necessarily need to be cancelled, but some elements may need leaving out.
5. If your event is expecting 5000+ people, attend a further Safety Advisory Group meeting, if required.
6. Appoint key task team members and circulate information to team
7. Start getting artwork together for flyers and posters
 - Agree text and design
 - Agree distribution and quantity
8. Check on Communications Plan
9. Confirm stallholders
10. Review budget

Six weeks to go

as before plus:

1. Apply for Temporary Event Notice (if a Premises Licence is not required)
2. Check on Communications Plan
3. Print flyers and posters and distribute
4. If your event is expecting 5000+ people, attend a further Safety Advisory Group meeting, if required.
5. Review budget

One month to go

as before plus:

1. **Set up review meetings with relevant ELDC officers**
2. **Review and finalise your risk assessment** including the verification and confirmation of all risk controls which will be suitable and available.
3. **Finalise your Event Safety Plan** (i.e. evacuation procedures, fire points etc.) to include the review of any necessary contingencies required, as identified within the reviewed risk assessment.
4. **Make final reviews/checks** on artists, budget, equipment hire, stalls, catering, beer tent, etc., including insurance cover for relevant items and services.
5. **Organise your own clean up teams for during and after your event** or make arrangements with ELDC's Street Scene Team on 01507 601111.
6. **Train your Team**
Crowd/traffic control/emergency procedures/general information/basic fire fighting – carry out 'Table Top' exercise.

Day before the event

1. Erect temporary signage in agreement with LCC Highways/Traffic Act regulations.
2. Hold a Team briefing

Day of the event

1. Hold your final Team briefing
2. Erect road closure signs/barriers at opening
3. Dismantle all signs and barriers at the close of your event.
4. Clear away all refuse
5. Follow your own pre-prepared 'check list' to avoid overlooking any details.

Day after the event

1. Remove all temporary directional signage
2. Remove any local advertising, flyers, posters, etc.

Review

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

Cultural Services Team

The Cultural Services Team has experience in managing a wide range of sports, arts and recreational events and early contact with members of the Team will help you stage a successful and professional event.

We can assist you with:

- Event planning including providing advice and guidance in relation to the health and safety aspects of your event.
- Contacting and forging links with schools, clubs and other community groups
- Advice on funding sources and budget planning
- Coaching, umpiring and refereeing contacts
- Issues relating to equipment

Whether you are planning a junior 5-a-side football competition or a major Fun Run, a charity art exhibition or a music festival, we can help!

The success of your event depends upon planning – contact the Cultural Services Team at the earliest opportunity and give yourself a better chance of winning!

CONTACT:

Events & Evaluation Officer

Tel: 01507 329437

Senior Cultural Officer

Tel: 01507 601111 ext 827

E-Mail: events@e-lindsey.gov.uk

EVENTS WEBSITE

For information regarding events in the East Lindsey district, information on how to organise events, links to other useful websites or for event organisers wishing to add their event details, please visit our website: www.e-lindsey.gov.uk/events

Property Services and Car Boot Sales

The Council's Property Services Team can assist with your event by formally approving use of East Lindsey District Council owned land or property. It is important that you obtain prior written **permission** to use the Council's land well ahead of your event. Advice elsewhere within this document refers to specific sites such as our car parks or certain Council venues that are available for hire. Our open spaces include Jubilee Park in Woodhall Spa or the Tower Gardens in Skegness. If you wish to hold an event at these sites, you should speak to the appropriate site manager in the first instance.

OTHER COUNCIL LAND

The Council also owns large areas of the Foreshore, Promenades and Beaches in Skegness, Mablethorpe and Sutton On Sea. If you wish to hold an event on any of these sites you should contact a member of the Property Services Team.

GENERAL INFORMATION

Whilst Property Services aim to allow use of the Council's land where at all possible consideration is given to other tenants/concessions in the area close to your preferred event site. It may also be necessary to consult Local Councillors for comment and approval where events are taking place within their ward. An individual request (e.g. a funfair) may involve the need for a detailed site licence and payment of an agreed fee before such permissions can be given. Property Services will work with other teams within the Council in granting permissions and you should take note to comply with all areas of guidance such as insurance, health & safety, waste services etc.

CONTACT:

Tel: 01507 329441

E-Mail: property@e-lindsey.gov.uk

CAR BOOT SALES

If you wish to hold a car boot or tabletop sale, certain rules apply and you may be required to make an application to the Council along with payment of the appropriate fee. Guidance and forms are available by telephoning the Economic Development Team.

(In some circumstances you may also require Planning permission for this type of event.)

CONTACT:

Tel: 01507 329568

E-Mail: carbootsales@e-lindsey.gov.uk

Emergency Services / Outside Agencies

Some events may require you to notify the emergency services or other agencies prior to the events taking place.

For large events it is always advisable to contact the Police well in advance. You should also inform Lincolnshire Fire and Rescue and the East Midlands Ambulance Service in writing about your event particularly if there are fireworks or large crowds.

You should provide an agreed level of first aid at your event. We recommend that in the first instance, you consult with the East Midlands Ambulance Service NHS Trust who can advise on this matter. They can also provide local contact details for voluntary medical services such as British Red Cross and St. John Ambulance.

Lincolnshire Police

Operations - East Division
Park Avenue
SKEGNESS
Lincolnshire
PE25 1BL

Tel: 01754 762222

Fax: 01754 614229

Lincolnshire Fire and Rescue

Community Fire Protection Team
Churchill Avenue
SKEGNESS
Lincolnshire
PE25 2RN

Tel: 01754 898980

Fax: 01754 610087

East Midlands Ambulance Service NHS Trust

Lincolnshire Divisional Headquarters
Cross O'Cliff Court
Bracebridge Heath
Lincoln
LN4 2HL

Tel: 01522 832622

HM Coastguard (Yarmouth)

MRCC Yarmouth
4th Floor, Havenbridge House
Great Yarmouth
NORFOLK
NR30 1HZ

Tel: 01493 841300

Civil Aviation Authority

Airspace Utilisation Section
Directorate of Airspace Policy
K6, CAA House
45-59 Kingsway
London
WC2B 6TE

Tel: 0207 453 6599

Lincolnshire County Council Highways & Planning

In the East Lindsey district area, Lincolnshire County Council's Highways & Planning Department has a duty to keep the highways free of obstruction and in a condition that allows the safe passage of people, vehicles and goods.

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

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

In the first instance, any of these factors should be reported, in writing, to Lincolnshire County Council's Highways and Planning Department. The cost of road closure and any associated temporary or other required diversion signage, and suspension of parking bays will have to be met by the event organiser.

Lincolnshire County Council's Highways and Planning Department can give advice on these matters.

TIMETABLE FOR HIGHWAY ISSUES

6-12 months in advance

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

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

3- 6 months in advance

Applications for temporary road closures, signage, etc. for the event must be made.

2- 4 weeks in advance

The on-site signage informing of any proposals that will affect the Public Highway (following advertisements and consultation) must be displayed by the Event Organiser

1 day before the event

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

Day of the event

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

CONTACT:

Traffic Orders
Development Directorate
Lincolnshire County Council
4th Floor
City Hall
LINCOLN
LN1 1DN

Tel: 01522 782070

Fax: 01522 553149

E-Mail: roadclosures@lincolnshire.gov.uk



Health and Safety

Question: When is an accident not an accident?

Answer: When it was foreseeable.

Without exception, event organisers will want their event to be a happy, pleasurable and safe experience for all those taking part or attending so health and safety must be integral to the overall event planning process and be part of the production schedule (see Section - Timetable) and continue right up to the day of the event.

All the parts of the proposed event can be written down and evaluated to see how they could affect the final outcome. As different elements of the event are pieced together their implications for health and safety on the whole event must be assessed.

The Health & Safety at Work Act 1974 (HASWA) and all relevant supporting regulations identify the legal (criminal law) requirements for all event organisers. These should be seen as the minimum standards needed to organise a safe event.

The Health & Safety Executive (HSE) produces a number of guidance and information documents related to event safety (see Appendix 5 – Further Reading).

The Enforcing Authority for most local events will be East Lindsey District Council Regulatory Services – Health and Safety Section.

In addition, event organisers will have a (civil law) "duty of care" towards those persons involved with or attending their event.

Liabilities arising from any failures connected with a duty of care will normally be covered through insurance. It must be noted that Health & Safety (criminal) law liabilities are not insurable.

What can happen when the process goes wrong was graphically illustrated by the Hillsborough tragedy. Here was an event that was professionally organised but where a breakdown in communications led to tragic consequences.

The most practical, and arguably the most important, skill used during the planning of events to avoid or minimise the risk of accidents is the "Risk Assessment" (see appendices 3 & 4 – Risk Assessment Matrix & Template)

As individuals we encounter potential hazards and perform risk assessments on a daily basis, most of the time without realising it. E.g. When crossing the road or driving a car.

For the benefit of organisers of events of modest scale and low risk an example of an event risk assessment form with some explanatory notes has been included in this guide.

This approach allows you to:

- Identify the hazards
- Identify who is at risk
- Identify control measures in place and implement any other measures that may be required to reduce the level of potential risks. This process needs to be documented.

Health and Safety - continued

Remember, the higher the risk the more effort (time, resources, money) will be expected to be applied to reduce or eliminate the risks. Re-evaluation and reassessment should be programmed into the timetable and records kept.

When you are satisfied that you have completed your event plans, you must ensure the information is communicated to everyone connected with the event to ensure the health and safety of participants, employees, volunteers and the public.

If the event involves the use of contractors, the organisers will be under an obligation to ensure they are competent to do the work safely. Check their safety policy, their risk assessment(s), insurance documentation and references. During the setting up and dismantling phases of the event, ensure the work activities of contractors and others do not create potentially hazardous situations.

Nobody wants an accident to occur during an event they have organised but, if there was a serious injury(s) connected with your event, investigating bodies (Police; Environmental Health; Health & Safety Executive; Coroner) and perhaps the courts (Civil and/or Criminal) will want to see evidence that you had considered the risks involved and had put in place appropriate control measures.

Event planning documents (Risk Assessments; Event Operational Plan; Emergency Procedures; Method Statements; Minutes/Notes of Event, Accident Reports. Planning Meetings etc.) will provide crucial evidence to confirm you have fulfilled your statutory obligations and duty of care. The availability of documentary evidence will have far greater significance than reliance on word of mouth.

It should be noted that, where it is proposed to hold an event on a site owned or controlled by East Lindsey District Council, it will be necessary to satisfy the Council that you are competent to plan and manage health and safety for the event. This will normally be through the production of suitable and sufficient risk assessments and event operational and emergency plans. Any initial confirmation of the application for use of the site can be withdrawn at any time unless all such requirements are satisfactorily complied with.

East Lindsey District Council will encourage and support safe events for East Lindsey.

Additional information on event safety can be obtained from the further reading list in Appendix 5.

CONTACT:

For events taking place on ELDC owned land please contact:

Tel: 01507 601111 and ask for Health & Safety

For all other events please contact:

Tel: 01507 601111 ext 344

E-Mail: HSEhealthandsafety@e-lindsey.gov.uk

Fire Safety

Organisers of events should be aware of the requirements of the **Regulatory Reform (Fire Safety) Order 2005** legislation.

The following guides are for all employers, managers, organisers of events, occupiers, and owners of open air events and venues. It tells them what they have to do to comply with fire safety law, helps them to carry out a fire risk assessment and identify the general fire precautions they need to have in place.

Fire Safety Risk Assessment Guides

HM Government Open Air Events and Venues

(ISBN – 13: 978 1 85112 823 5

<http://www.communities.gov.uk/publications/fire/firesafetyassessment>)

This guide is intended for open air events, and venues, such as:

- Theme parks
- Zoos
- Music concerts and festivals
- Sporting events
- Race meetings
- Fairgrounds
- Street festivals
- Religious festivals
- Balloon festivals
- Car-boot sales
- County fairs, and
- Other similar events

The guide does not cover sports stadia, permanent buildings or structures.

Small and Large temporary structures, marquees/tents and air-supported structures are covered in **HM Guide Small and Medium Places of Assembly** (ISBN– 13: 978 1 85112 820 4 <http://www.communities.gov.uk/publications/fire/firesafetyrisk7>) and **HM Guide Large Places of Assembly** (ISBN–13: 978 1 85112 821 1 <http://www.communities.gov.uk/publications/fire/firesafetyrisk>)

The guides have been written to provide guidance for a 'responsible person' to help them to carry out a fire risk assessment of less complex open air events or venues. If you read the guide and decide that you are unable to apply the guidance, then you should seek advice from a competent person.

'Responsible person' The person ultimately responsible for fire safety as defined in the Regulatory Reform (Fire Safety) Order 2005. (also Page 6 HM Government Open Air Events and Venues).

'Premises' Any place (including the open air), such as a building and the immediate land bounded by any enclosure of it, any tent, moveable or temporary structure or any installation or workplace.

Other guides can be found in Appendix 5.

CONTACT:

Tel: 01754 898980 Community Fire Protection, District Risk Manager, East Lindsey.

Fax: 01754 610087 Skegness Community Fire Station

E-Mail: firesafety.eastlindsey@lincoln.fire-uk.org

Food Safety

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

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

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

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

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

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

Further advice and guidance on Food Safety matters may be obtained from Commercial Team in Regulatory services.

CONTACT:

Tel: 01507 329417

E-Mail: food@e-lindsey.gov.uk

Insurance

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

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

The following guidelines are to assist you:

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

Guide to when you should contact ELDC's Insurance Section:

Major Event

Minimum of 12 months' notice required.

Medium-sized Event

Minimum of 6 months' notice required.

Small Event

Minimum of 3 months' notice required.

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

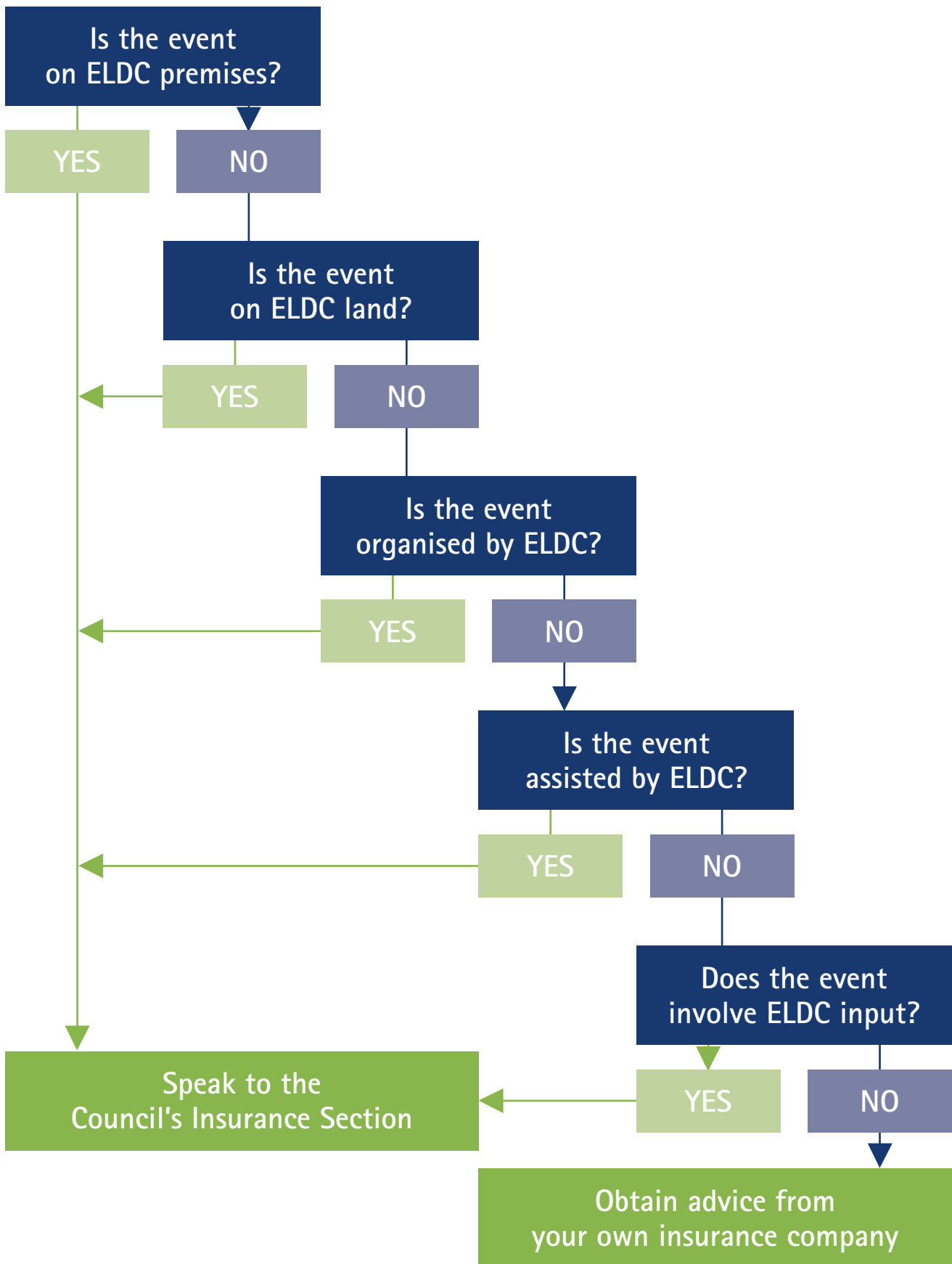
CONTACT:

Tel: 01507 329444

Fax: 01507 329599

E-Mail: insurance@e-lindsey.gov.uk

Insurance - Continued



Licensing

Licensing Act 2003

The Licensing Team at East Lindsey District Council co-ordinates and administers the process of licensing events and issuing licences, authorisations and permits.

If you are organising an event it is always a good idea to contact the Licensing Team to discuss the activities that will be carried out, so we can ascertain if a licence will be required. It is advisable to make contact early in your planning stage to avoid abortive work. Ideally you should initially contact us at least 6 months before a licence is required.

The Licensing Team is more than happy to assist applicants for event licences in completing their application. Please telephone us for an appointment and one of our Officers will be pleased to help you make your application. Before completing the application form, please read the guidance leaflet "Applying for a Premises Licence for a Temporary or Large Event" enclosed with the application pack.

Licensing Objectives

You need to bear the four licensing objectives in mind when completing your application for a premises licence. They are:

- Prevention of public nuisance;
- Prevention of crime and disorder;
- Public safety;
- The protection of children from harm.

What do I need a licence for?

You need to obtain a premises licence for the following activities:

- To sell or supply alcohol
- To supply alcohol to a club member, or to sell alcohol to a guest of a club member
- To provide regulated entertainment
- To sell late night refreshment (hot food or drink between 11.00pm and 5.00am)

What is regulated entertainment?

The following kinds of entertainment are regulated entertainment:

1. Plays
2. Film exhibitions
3. Indoor sporting events
4. Boxing or wrestling exhibitions
5. Live music (karaoke included)
6. Recorded music
7. Dancing by the public or performers
8. Any entertainment similar to that described in 5, 6 or 7 above.

Licensing – continued

What about one off events and special occasions?

If you are holding a licensable activity that falls into both the following categories:

- Less than 500 people attending
- Lasting for not more than 96 hours

You can hold your event by submitting a Temporary Event Notice (TEN) to the Licensing Team. This notice allows you to hold a licensable activity on premises that are not currently licensed, or to hold activities an existing licence does not permit.

If your event/activity falls outside these restrictions, you will require a full premises licence.

It may also be possible for you to mix and match your authorisations under the 2003 Act in order to suit your particular circumstances. For example you could obtain a full premises licence in order to authorise regulated entertainment at your event and then use a TEN in order to provide a beer tent on the site.

Only the Police may object to a TEN. Furthermore for a TEN to be legal it must be served on the Police and Licensing Team at least 10 working days before the event. However the Licensing Team recommend that at least 20 working days should be given. Further information on TENs is available from the Licensing Team.

Please note: charges apply.

General Information

Many of the larger events will require a full premises licence rather than a temporary event notice (TEN). Such events would normally include street fairs, carnivals, circuses, outdoor music festivals, agricultural shows, etc. where more than 499 persons are expected to attend the event at any one time.

Remember, the Licensing Authority require up to two months under the licensing laws to process your premises licence application. You should therefore ensure that you organise and submit your application well in advance of your event. The Licensing Team recommend that you submit your application at least 3-6 months before the event. If your event involves the supply of alcohol, then you will need a nominated Designated Premises Supervisor (DPS) in your premises licence application. They must give their written consent and hold a personal licence to sell alcohol by the time your event begins.

The Licensing Team strongly recommend that event organisers contact responsible authorities in advance of drafting/submitting a licence application. The responsible authorities (including the Police, Fire Service and Environmental Health Department) are normally in a position to offer expert and specific advice on promotion of the four licensing objectives, and practical experience of dealing with events. This approach can both minimise the potential for responsible authority representations (objections) against your proposals and help ensure that your event runs smoothly and safely. Some event organisers also actively advise and consult local residents and the parish/town council directly on their proposed event (although this is not a statutory requirement).

Licensing - continued

Procedural Information

The application form contains a notes page and you should read these notes carefully prior to completing the form.

A 'premises' under the 2003 Act can be any place including part of a street, field, market square, temporary structure as well as a building (or part of a building). Certain exemptions can apply to certain types of 'premises' (such as churches). You should contact the Licensing Section if you require further guidance in this respect.

The statutory requirements for applying for a premises licence for an event are no different to an application for a permanent licence for a public house, bar or entertainment venue. You will need to provide a plan of the premises, advertise the application in a local newspaper and on the premises, serve a copy of the full application to all responsible authorities and pay any statutory fee applicable to your application.

Remember, if you are seeking a licence for Council owned land (such as a public park) then you will need to ensure that you serve a copy of your application to the Health and Safety Executive as well as all other responsible authorities under the 2003 Act.

It is helpful to persons with an interest in your application if you give an indication, within your operating schedule, of the maximum number of persons (including staff and performers) you anticipate will attend your event at any one time.

Normally your premises licence will be time limited to the day or days of your event. The application form provides a space for you to provide this information. However an alternative option may be for you to apply for a licence which authorises licensable activities by your society/organisation for a set number of days each year – the date of the event to be notified in writing to the Licensing Authority, Lincolnshire Police and the East Lindsey Events Safety Advisory Group (whilst the Group is in operation) prior to the event. This would save the need for you to apply for a licence each year and also give you the opportunity of holding a licence, which is not restricted to a particular date or weekend each year.

Carefully check the fee payable with your application. Some premises, which may include fields, streets, village greens etc. will not have their own Non-Domestic Rateable Value (NDRV) and therefore pay the lowest (Band A) licence fee. However some premises may be part of a premise that is rated and that fee will apply to your application. This could for example apply to an open space, within the boundaries of a factory, being used for licensable activities. To check NDRV for your particular premises then access the Valuation Office Agency (VOA) website: www.voa.gov.uk

Additional licence fees may be payable if your event is attended by 5000 or more persons.

An integral part of your licence application is the plan of the premises, which you must provide by law. Plans should be drawn to a scale of 1:100, unless written agreement has been agreed with the Licensing Team to submit the plan to an alternate scale (for example 1:200, or in the case of open spaces 1:2500). The plan should indicate each area of the premises, which is required to be licensed. This includes all areas, which may be accessed by the public during a licensed event.

Licensing – continued

You do not need to have your plan professionally drawn but it must contain the information set out by Regulation and clearly identify and delineate the area you are seeking to licence. You may wish to specify an Ordnance Survey map reference to help identify the area.

In order to assist the Licensing Team and responsible authorities understanding your application you may wish to provide more than one plan. This can be helpful for applications where, for example, a marquee or staging/seating area is erected in a field. You could consider showing the marquee or stage in a scale of 1:100 with the surrounding area as a site plan at scale 1:2500.

In some cases you may not, at the time of application, know the exact final layout and finer details of your plan. Matters such as seating/staging arrangements may change after you submit the application. You may wish to consider providing in your operating schedule a commitment to provide the relevant authorities with a more detailed or any revised plan shortly before your event takes place.

Operating Schedule

The operating schedule forms part of the licence application. It is the document that outlines what activities are proposed, when these activities will take place, the overall opening hours and how the activities will be managed, particularly in respect of the licensing objectives.

One of the most critical parts of the operating schedule is the section where the applicant describes the steps intended to promote the four licensing objectives. Careful consideration of what is entered is advised. What is written in this section will be translated into conditions on the licence.

A risk assessment should be done on the proposed activities to identify the risks to the licensing objectives. These risks should then be addressed and an operating schedule should emerge from the risk assessment.

What Happens to your Application

Any of the responsible authorities are entitled to make representations about your application. Local residents and businesses may also make representations, providing they are relevant to any of the licensing objectives. If representations are made, a Licensing Sub Committee (consisting of Councillors) will determine your application. You will be invited to attend the meeting to give evidence, answer questions, and call any witnesses. The Sub Committee will listen to evidence from both sides before deciding whether to grant the application. They may grant it as requested, grant with conditions (provided these are relevant to the licensing objectives) or refuse your application.

If you are dissatisfied with a decision made by the Sub-Committee, you may appeal to the Skegness Magistrates Court

Further Information – The Licensing Act 2003 and National Guidance

The Act and Regulations are available electronically from the Department of Culture, Media and Sport (DCMS) website: www.culture.gov.uk

Licensing - continued

East Lindsey District Council Licensing Policy

The Council's Statement of Licensing Policy is available on the Council's website: www.e-lindsey.gov.uk.

The Authority's enforcement protocol, licensing guidance and other related information is available by contacting the Licensing Team.

Charitable Collections

You will require a street collection permit available from the Licensing Team in order to carry out a charitable street collection within the East Lindsey District Council area. If the collection takes place on private property / land then authorisation is not required from the Council. However it is always advisable to obtain the consent of the landowner before undertaking such a collection.

Lotteries, Raffles and Similar Gambling Activities

The Gambling Act 2005 strictly regulates lotteries, raffles and other forms of gambling. In most instances gambling activity must be registered with the Local Authority or the Gambling Commission.

However incidental non-commercial lotteries, private lotteries, customer lotteries and free draws and prize competitions enjoy exemption from registration. The exemptions are dependent on rules contained in the 2005 Act and accompanying regulations. All other lotteries and raffles need to be registered either with the Local Authority or the Gambling Commission.

By far the most common exempt raffle is an Incidental Non-Commercial Lottery. Such a lottery is exempt from the usual raffle/lottery registration requirement provided certain criteria can be met. These lotteries or raffles will usually be held as part of a fundraising event such as a bazaar, village fete, dinner dance, sporting or athletic event or other entertainment of a similar character. The proceeds of the event, must along with the proceeds of the lottery or raffle, be used for a purpose(s) other than private gain (i.e. charitable purposes or benevolent purposes). In addition the exemption can only be made where the raffle or lottery is deemed to be small and 'incidental' to the main event on that day.

A fundraising social event with an entrance fee would be non-commercial if the profits went to the relevant benevolent society but would not be non-commercial if the profits were retained by the organiser for private gain.

With regard to incidental non-commercial lotteries it is important to note that the 2005 Act specifies that:

- the promoters of the lottery may not deduct more than £100.00 from the proceeds in respect of the expenses, such as the cost of printing tickets, hire of equipment, etc.
- not more than £500 can be spent on prizes.
- the lottery cannot involve a rollover of prizes from one lottery to another.
- all tickets must be sold at the location during the event, and the result made public while the event takes place.

Licensing - continued

Under the old alcohol licensing legislation any alcohol offered as a lottery or raffle prize was considered as a sale and required a licence to sell alcohol. However, at the request of the Home Secretary this law was not normally enforced. Section 175 of the Licensing Act 2003 has now removed this anomaly and alcohol can now legally be offered as a prize at a non-commercial event. However the alcohol prize must consist of alcohol in a sealed container.

Further information regarding the legality of lotteries is available in the Gambling Commission document 'Lotteries and the Law (Gambling Act 2005) - Advice for society and local authority lotteries (May 2007)'. The document is available on the Commission's website (www.gamblingcommission.gov.uk) or by contacting the Council's Licensing Team.

Can I run a 'race night' for charity?

"Race nights" are events in which participants stake money on the outcome of recorded or virtual races, where the selection is totally dependent on chance, and where no "odds" or "form" are available to assist the selection.

As a general principle, "race nights" may only take place at events where none of the proceeds from the event itself are used for private gain, and all participants must be told what "good cause" is to benefit from the profits from the gaming. No authorisation is required to operate this kind of gaming provided that all the relevant statutory requirements are complied with.

Further information regarding race nights, including the statutory requirements, can be found on the Gambling Commission's website (www.gamblingcommission.gov.uk)

Can I organise a casino night at which proceeds go to charity?

For many years, commercial organisations have offered to provide equipment and gaming staff to persons organising non-commercial casino nights.

Organisers will not require authorisation for these events provided that the event is a non-commercial event (i.e. no part of the proceeds is to be appropriated for the purpose of private gain).

Proceeds are defined as: The sums raised by the organisers (whether by way of fees for entrance or for participation, by way of sponsorship, by way of commission from traders or otherwise), minus the amounts deducted by the organisers in respect of costs reasonably incurred in organising the event.

No authorisation is required to operate this kind of gaming provided that the statutory conditions are complied with.

Further information regarding casino race nights, including the statutory conditions, can be found on the Gambling Commission's website (www.gamblingcommission.gov.uk)

The law controlling gambling activity is extremely complex. If you are in any doubt about the legality of a proposed gambling event, you seek legal advice as a matter of urgency.

Licensing - continued

Street Trading

The Council has designated certain streets as consent or prohibited streets for the purposes of street trading. Where a street has been designated a prohibited street no street trading is allowed. In those streets, which are consent streets a specific street trading consent is required from the Council before trading is allowed. Some types of trade (such as pedlars and news vendors) are exempt from the restrictions. Further information is available from the Licensing Team.

CONTACT:

Tel: 01507 601111 ext 287 or 547

E-Mail: licensing@e-lindsey.gov.uk

Further useful information:

Performing Rights Society (PRS) Licence

The Performing Right Society (PRS) is a non-profit making membership organisation. The PRS collect royalties from music users across the UK on behalf of their members (the writers and publishers of copyright music). The majority of premises using music will already have a PRS Music Licence. However, if you do not currently have a PRS Music Licence and are thinking of using music in your event, you will need to check the situation with the PRS. You can view more details regarding the PRS at www.prsformusic.com

Smoke Free Legislation

From 1 July 2007, virtually all enclosed public spaces and work places in England became subject to Smoke Free Legislation. Virtually all workplaces used by more than one person are affected. Anyone wanting to smoke will have to go outside.

The law applies to anything that can be smoked. This includes cigarettes, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes.

Managers of smokefree premises have legal responsibilities to prevent smoking and to ensure that no smoking signs are displayed as required by the law.

For more information on the smokefree law go to: www.smokefreeengland.co.uk

Parking Services

Which car park facilities are available for organised events?

East Lindsey's Car Parking services currently manages 69 car parks throughout the District. A total of 40 car parks operate a pay and display system, and a further 29 car parks offer free or permit parking facilities.

Disabled parking is available in nearly all car parks. Please check the information boards at the time of parking for full details.

In certain circumstances, car parks and individual parking spaces may be suspended for organised events. If you wish to use an East Lindsey District Council owned car park or parking space for an event, please write to:

The Car Parks Manager,
Town Hall,
North Parade,
Skegness,
Lincolnshire
PE25 1DA

or e-mail **CarParks@e-lindsey.gov.uk**

All requests must be submitted in writing at least four months prior to the planned commencement date of the proposed event.

It is important that you consider this requirement well in advance of any proposed event, as without the Council's written permission your event cannot take place.

What is the next step?

Each request will be considered by a panel of officers which includes the Portfolio Holder for Amenities. For private use of any Council owned car park, the panel will always consider any impact on local traffic management issues.

If your request is approved you will be referred to the Council's Property Services Team who will formalise the agreement. Please note this may include negotiating a detailed licence and payment of an appropriate fee.

Street Scene

The Council's Street Scene Team can contribute to your event organisation by ensuring effective control of issues such as:

Toilet Facilities

Variation of opening and closing times of Public Conveniences in the vicinity of the event.

Litter Control

Advice, support and special arrangements can be provided to organisers to ensure the sufficient numbers of litter bins are provided and that emptying arrangements are adequate.

Rubbish Collection

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

CONTACT:

Tel: 01507 601111

E-Mail: cleansing@e-lindsey.gov.uk

Guidelines for Disposal of Commercial waste.

If you already run a business and are running an event as an addition to your service then you should already have waste arrangements in place. However if you do not and are arranging an event then you should read the following.

Waste generated at events is considered Commercial Waste.

Commercial Waste must be disposed of in a controlled manner that is outside the domestic flow currently provided by East Lindsey District Council collection service and Lincolnshire County Council household refuse collection sites.

The Environmental Protection Act 1990 sets clear guidelines in respect of management of controlled waste. That the person producing, keeping or in control of waste has a duty of care to ensure that the waste is disposed of in a lawful manner and those persons responsible for disposal should:

- Ensure that any waste passed on to any third party for carriage to a disposal point should be in possession of a current Waste Carriers Licences as issued by the Environment Agency.
- Ensure that waste passed on to any third party for storage, recycling and destruction of waste should be in possession of a licence to manage waste as issued by the Environment Protection Agency.

Street Scene - continued

- Prevent the passage of waste to those persons not licensed, by the Environment Agency to carry or manage waste.

Any person in possession of a license should be able to produce it upon request. You can check whether a person has either license by asking for the reference number then contacting the Environment Agency either on line at www.environment-agency.gov.uk or by telephone on the general enquiries line 08708 506 506.

Further to this you should not bury or burn commercial waste if found doing so you may be subject to prosecution.

If you would like to receive further advice on dealing with commercial waste generated from your event please contact ELDC's Regulatory Services Waste Department.

CONTACT:

Tel: 01507 601111



Tourism, Marketing & Grants

The Tourism Team, working closely with Lincolnshire Tourism, can help with advice and include your event on their websites:

Visit Lincolnshire
Beech House
Waterside South
Lincoln
LN5 7JH
Tel: 01522 526450

Websites: www.visitlincolnshire.com www.enjoytheseaside.com

Tourist Information Centres at various locations throughout the district:

- **Horncastle** Tourist Information Centre 01507 601111
Email: horncastleinfo@e-lindsey.gov.uk
- **Louth** Tourist Information Centre 01507 601111
Email: louthinfo@e-lindsey.gov.uk
- **Mablethorpe** Tourist Information Centre 01507 474939
Email: mablethorpeinfo@e-lindsey.gov.uk
- **Skegness** Tourist Information Centre 0845 674 0505
Email: skegnessinfo@e-lindsey.gov.uk
- **Tattershall** Tourist Information Centre 01507 601111
Email: tattershallinfo@e-lindsey.gov.uk
- **Woodhall Spa** Tourist Information Centre 01526 353775
Email: woodhallspainfo@e-lindsey.gov.uk

Grants Scheme

East Lindsey District Council can offer funding support to eligible groups for events through their 'Community Grant Scheme' (deadlines apply). Through the scheme, groups can access small grants of £250, or larger 'Community Grants' up to a maximum of £8,000 (or 50% project costs, whichever is the lower amount). Both revenue and capital costs are eligible for support and revenue can be awarded for up to 3 years.

Events that have in the past received Community Grant support include: 'Mablethorpe Marathon', 'North Thoresby 1940's Event', 'Skegness Art Group Exhibition' and 'Be Your Best Foundation - Rock Challenge'.

For more information please visit the Community Grants webpage at:
www.e-lindsey.gov.uk/Community/community+grants/

CONTACT:

Tel: 01507 601111 ext 538
Email: communitygrants@e-lindsey.gov.uk

East Lindsey District Council's Venues

VENUES

The following East Lindsey District Council owned venues are available to hire:

Louth Town Hall
Mablethorpe Community Room
Skegness Town Hall
Arts Room at Embassy Theatre, Skegness
Embassy Theatre, Skegness

To find out more information and to check availability and pricing please contact 01754 897673 or visit: www.e-lindsey.gov.uk/business/premises/venues-available-for-hire.cfm

Tower Gardens, Skegness

Tower Gardens is a six-acre park situated on Grand Parade, Skegness.

It plays host to a wide variety of events for all ages and tastes throughout the period May-September each year, with assistance from East Lindsey District Council Arts & Events Team.

Further information please contact the Foreshore Office:

Tel: 01754 897695

Visit: www.e-lindsey.gov.uk/leisure/parks-gardens/tower_gardens.cfm

Foreshore Information

East Lindsey District Council is responsible for the foreshore and beach areas at Skegness, Sutton-on-Sea and Mablethorpe.

If you would like to use an area along the foreshore for your event, in the first instance, please contact ELDC Property Services

Tel: 01507 329441

Email: property@e-lindsey.gov.uk

Planning Regulations

Attention should be given to the fact that there may be a need for planning permission and other consents under Town & Country Planning legislation and planning constraints may affect particular activities.

For further information on how planning regulations may affect your event, please call the ELDC Planning Department.

Tel: 01507 601111



APPENDIX 1 - ELDC Contacts at a glance

Team	Telephone	Email
Car Parks	01507 601111	carparks@e-lindsey.gov.uk
Cleansing	01507 601111	cleansing@e-lindsey.gov.uk
Community Grants	01507 601111 ext. 538	communitygrants@e-lindsey.gov.uk
Cultural Services Events & Evaluation Officer Senior Cultural Officer	01507 329437 01507 601111 ext. 827	events@e-lindsey.gov.uk
Economic Development (Car Boot Sales)	01507 329568	carbootsales@e-lindsey.gov.uk
Food Safety	01507 329417	food@e-lindsey.gov.uk
Foreshore Information	01507 329441	property@e-lindsey.gov.uk
Health & Safety	01507 601111 ext 344	HSEhealthandsafety@e-lindsey.gov.uk
Hireable Council Venues	01754 897673	
Insurance	01507 329444	insurance@e-lindsey.gov.uk
Licensing	01507 329448	licensing@e-lindsey.gov.uk

APPENDIX 1 - continued

Team	Telephone	Email
Planning	01507 601111	
Property Services	01507 329411	property@e-lindsey.gov.uk
Tourist Information – Horncastle	01507 601111	horncastleinfo@e-lindsey.gov.uk
Tourist Information – Louth	01507 601111	louthinfo@e-lindsey.gov.uk
Tourist Information – Mablethorpe	01507 474939	mablethorpeinfo@e-lindsey.gov.uk
Tourist Information – Skegness	08456 740505	skegnessinfo@e-lindsey.gov.uk
Tourist Information – Woodhall Spa	01526 353775	woodhallspainfo@e-lindsey.gov.uk
Tower Gardens	01754 897681	towergardens@e-lindsey.gov.uk
Waste Services	01507 601111	wasteadmin@e-lindsey.gov.uk

APPENDIX 2 - Event Organisation Checklist

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

A

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

B

- Badges
- Banking
- Banners
- Barriers
- Bookings
- Budgeting Procedures

C

- Cancellations
- Car parking
- Cash flow/change
- Catering
- Ceremonies
- Chairs & tables
- Changing rooms
- Checklists

- Children's Act
- Church Services
- Civic/Government receptions
- Cleaning up
- Cloakrooms
- Commentators
- Committees
- Communications
- Community & Voluntary Sector Support
- Complaints
- Complimentary tickets
- Concessions
- Contact Lists
- Contingency plans
- Contracts
- Copyright
- Crèche
- Critical plan document
- Crowd Control
- Customer care

D

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

APPENDIX 2 - continued

E

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

F

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

G

- Grants
- Guests

H

- Habitat & Wildlife
- Health & Safety Act
- Hiring
- Hospitality
- Hosting
- Hotels

I

- Identification
- Image
- Information
- Insurance
- Interviews
- Interpreters
- Invitations
- Invoicing

L

- Legal aspects
- Liaison officers
- Licences (including alcohol, regulated entertainment, late night refreshment etc.)
- Lifeguards
- Lighting
- Local authority
- Local people
- Logo
- Lost children & vulnerable persons
- Lost property

M

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

APPENDIX 2 - continued

N

Numbers participating

O

Offices

Officials

P

Parking

Passes

Patents

Patronage

Permits

Photocall

Photography

Photographic Policy

Planning (Town & Country)

Policing

Political support

Post event arrangements

Poster sites

Power supply

Practice facilities

Printing

Prestigious supporters

Presentations

Press conference

Press launch

Press room

Protocol

Prizes

Programme of the day

Protective clothing

Printed programme

Public relations

Publicity

R

Radio

Receipt system

Reception areas

Refreshments

Refuse areas & disposal

Registration

Rehearsals

Religious services

Research

S

Safety

Sales

Schedules

Score-boards

Seating

Seating arrangements

Security

Secretarial services

Services (plumbing, etc.)

Shops

Signposting

Souvenirs

Speakers' requirements

Spectators' arrangements

Sponsorship

Staff/stewards

Staging

Stationery

Stock checks

Structures (or organisation)

Storage

Subsistence

Sunday Trading Law

Support Services

APPENDIX 2 - continued

T

- Team liaison
- Technicians
- Technical equipment
- Technical requirements
- Telephone
- Tickets
- Time
- Timetable
- Toilets
- Tourist services
- Traders/exhibitors
- Training
- Traffic control
- Transport
- Travel (agents)
- TV
- Two-way radio

U

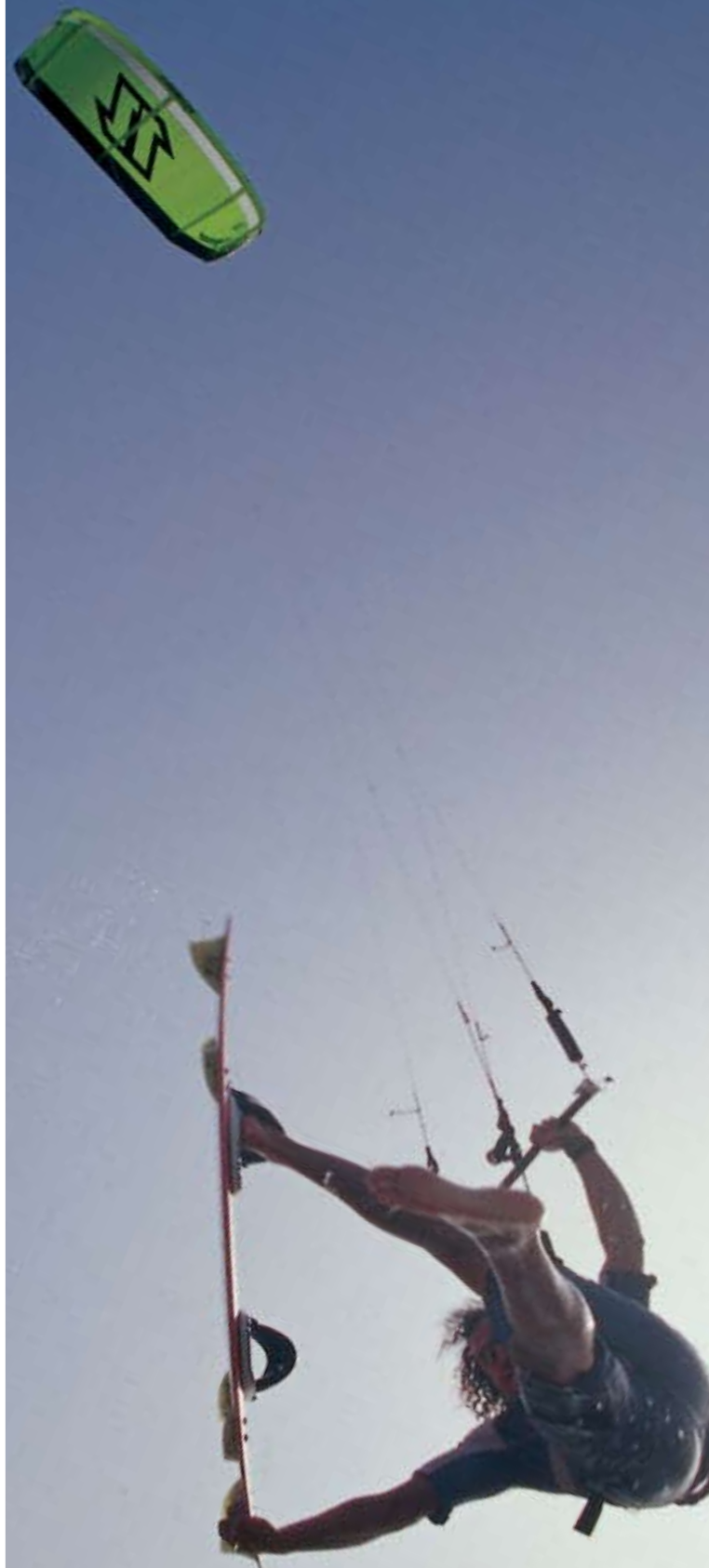
- Uniform
- Ushers

V

- Venue(s)
- VIPs
- Visitor facilities
- Volunteers

W

- Warm up
- Waste disposal
- Weather contingencies
- Work schedules



APPENDIX 3 - Risk Matrix

1. Purpose

This risk matrix has been produced to allow organisers of events in Lincolnshire to evaluate risk against agreed criteria and identify into which of three risk categories the event will be allocated. For each risk category, a control standard will be allocated.

2. Criteria

The criteria suggested have been selected as indicators of the degree of risk to health and safety of those who may be affected by the event, including participants, spectators and members of the public. The criteria involve consideration of both the risk of harm, the extent of control and the availability of emergency response. The criteria are allocated and outlined in table one.

3. Evaluation

Each of the criteria proposed has been allocated a score. The total score of all relevant factors should be added and compared to the threshold set for high, medium, and low risk events. For multi-site or multi-activity events, organisers should use the likely worst-case scenario for the event as a whole when considering the scores. Very large events which may involve many activities over many sites or over many days are best considered as individual events, with the organisers ensuring that appropriate control and co-ordination is achieved across the entire event.

4. Scoring

The total score obtained from the table should be compared to the following threshold to determine the relevant risk category:

0 – 20	LOW RISK
21 – 30	MEDIUM RISK
31 +	HIGH RISK

5. Action

Where events are subject to health and safety law, the actions given below are mandatory. For those not subject to that law, the actions illustrate good practice and are recommended.

For events posing a **HIGH RISK**, the guidance included in the Health and Safety Executive's publication "The Event Safety Guide" (reference HSG 195) and the LESAG publication "A Guide for Event Organisers in Lincolnshire" should be implemented in full.

For events posing a **MEDIUM RISK**, the guidance contained in the LESAG publication "A Guide for Event Organisers in Lincolnshire" should be implemented in full. It is strongly recommended that the Health and Safety Executive's publication "The Event Safety Guide" (reference HSG 195) be considered during the planning process.

For events posing a **LOW RISK**, the guidance contained in the LESAG publication "A Guide for Event Organisers in Lincolnshire" should be considered. It is strongly recommended that the Health and Safety Executive's publication "The Event Safety Guide" (reference HSG 195) be considered during the planning process. It should be noted that whilst this matrix and assessment of risk doesn't replace the duty to carry out a risk assessment under health and safety legislation (where work activity takes place), it can be used to compliment such assessments and will help to deliver the various duties of care contained in the Health and Safety at Work etc Act 1974.

APPENDIX 3 - continued

Factor	Details	Value	Score
Event Nature	State Occasion / VIP Visits	1	
	Classical / Folk / Theatrical Performance	1	
	Athletics and Sport	1	
	Fetes / Fund Raisers	1	
	Pop / Rock / Dance events	2	
	Agricultural Show	2	
	Parades and Carnivals	2	
	Fireworks Display	2	
	Aviation Sport and Display	3	
	Motor Sport and Display	3	
	Marine / Waterway Events	3	
	Celebrations and Parties	3	
	Event Venue	Indoor	1
Arena / Stadium		2	
Outdoor, defined boundaries		3	
Outdoor. Widespread / street		4	
Expected Numbers	<500	1	
	500 – 1,000	2	
	1,000 – 3,000	3	
	3,000 – 4,000	4	
	5,000 – 10,000	5	
	> 10,000 plus	10	
Audience accommodation	All seated	1	
	Mixed (at least 50% seated)	2	
	Standing	3	
Audience age and profile	Full mix, in family groups	1	
	Full mix, not in family groups	2	
	Predominately adults	3	
	Predominately children and young persons	4	
	Predominately elderly	4	
	Conflict / Rival factions	5	
	Additional Factors	Spring / Autumn timing	1
	Queuing over one hour	1	
	Parking on site	1	
	Livestock	1	
	Winter / Summer timing	2	
	Temporary structures	2	

APPENDIX 3 - continued

Additional Factors - continued	Bouncy castle / sideshow	2	
	Onsite catering	2	
	Overnight camping	3	
	Traffic movement in crowd area	3	
	Helicopter operations	4	
	Dangerous goods storage and use	4	
	Funfair rides	4	
	Alcohol available	5	
	Distance from major A & E facility	Under 5 miles	1
5 – 10 miles		2	
Over 10 miles		3	
Distance from fire station	Under 3 miles	1	
	3 – 5 miles	2	
	Over 5 miles	3	
		Total	



APPENDIX 4 - Risk Assessment Template

(insert show logo here)	Venue:		
	Halls in use:		
	Rooms in use:		
	<p>Tenancy Dates:</p> <p>Flyer:</p> <p>Build up:</p> <p>Open:</p> <p>Break down:</p>		
		<p>Show Director:</p>	
			<p>Signed:</p> <p>Date:</p>
		<p>Risk assessment undertaken by:</p>	
			<p>Signed:</p> <p>Date:</p>
		<p>Distribution:</p> <p>e.g.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Show Management Team <input type="checkbox"/> Floor Managers <input type="checkbox"/> Contractors <input type="checkbox"/> Venue 	

APPENDIX 4 - continued

Scope of Risk Assessment:

This assessment coversfrom.....to...etc.

Visitor Profile:

- Age range
- Alcohol consumption high/moderate/low
- Likelihood of some drug use yes/no
- % Children
- % Disabled/new and expectant mothers
- Busiest times
- Average attendance

Show Profile:

Visitor capacity at any one time:

Details of after show events:

Extent to which the show is likely to be vulnerable to terrorist attack or protest?

APPENDIX 4 - continued

What are the hazards?	Who is at Risk?	What controls are in place	What further action is required?	Actions (Prioritise and deal with the most significant hazards first)		
				By whom	By when	Completed date
<p>A hazard is anything that has the potential to cause harm.</p> <p>Spot hazards by:</p> <ul style="list-style-type: none"> ■ Identifying what the event will consist of ■ Communicating at an early stage with all involved in the event ■ Seeking advice and information from the legislation and guidelines (see Appendix 5), or calling HSE Infoline ■ Checking manufacturers' instructions <p>For example:</p> <ul style="list-style-type: none"> ■ Electricity ■ Temporary Structures ■ Fire and Explosion 	<p>How could they be harmed?</p> <ul style="list-style-type: none"> ■ Organisers ■ Employees ■ Visitors ■ Contractors etc 	<p>List what is already in place to reduce the likelihood of harm or make any harm less serious.</p> <p>Consider the hierarchy of controls.</p> <p>Can you:</p> <ul style="list-style-type: none"> ■ Eliminate ■ Substitute ■ Reduce ■ Isolate ■ Control ■ Training / Instruction <p>or</p> <ul style="list-style-type: none"> ■ Personal Protective Equipment (PPE) 	<p>You need to make sure that you have reduced risks 'so far as is reasonably practicable'. An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done.</p>

APPENDIX 4 - continued

What are the hazards?	Who is at Risk?	What controls are in place	What further action is required?	Actions (Prioritise and deal with the most significant hazards first)		
				By whom	By when	Completed date



APPENDIX 5 - Further Reading

Title

The Event Safety Guide (HSG 195) (Purple Guide)

A Guide for Event Organisers in Lincolnshire
(Download at www.lincolnshire.gov.uk/lesag)

Managing Crowds Safely (HSG 154)

Working Together on Firework Displays (HSG 123)

Giving Your Own Firework Display (HSG 124)

Fairgrounds & Amusement Parks (HSG 175)

Fairgrounds & Amusement Parks (ETIS 5)

Electrical Safety for Entertainers (INDG247)

Five Steps to Risk Assessment (INDG163REV2)

A Guide to the Reporting of Injuries Diseases and
Dangerous Occurrences (RIDDOR) 1995

Guide to Safety at Sports Grounds
(Green Guide - fourth edition)

Fire Risk Assessment- Open Air Events & Venues

Fire Risk Assessment- Large Places of Assembly

Fire Risk Assessment- Small & Medium Places of Assembly

Events: From Start to Finish

Charity and Voluntary Workers (HSG 192)

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Department of Culture, Media and Sport

Department for Communities & Local
Government

Department for Communities & Local
Government

Department for Communities & Local
Government

Institute of Leisure and Amenity
Management

Health & Safety Executive



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