

Organising events

- a good practice guide



Events – A good practice guide

Introduction

Events provide the opportunity to have a significant beneficial impact on the quality of life of the local community as well as in some cases, have an appeal to an audience from further afield increasing chances for local businesses to thrive. They come in many different sizes and cover a wide range of activities. It may be a small community fete or a large music festival. Whatever the size, they have common issues including planning, organisation, safety, insurance, licensing, contingency/emergency planning and publicity.

This document has been drawn up to provide event organisers with advice and to ensure they are fully aware of the implications in organising an event rather than creating barriers and deterring anyone from organising an event, this should be seen as informing organisers and providing the appropriate contacts to help an event run smoothly.

The Events Advisory Group has been re-established to bring partners together considering the many events that are happening across the Borough and in light of changing regulations.

The aim of the Events Advisory Group is to have a 'can do' attitude and where possible to make things happen. Event organisers need to know what they are responsible for, together with responsibilities that rest with landowners, highways authority regarding events on the highway together with responsibilities of those with a position of care regarding public events.

It is the policy of Bury Council to promote reasonably practical standards of public safety at all public events in the Borough together with the health, safety and wellbeing of the public at those events. To aid this, the Council shall work in partnership with appropriate agencies across 'Team Bury' and involve those divisions in the Council with a responsibility for public safety.

The type of events that should be referred to the group include

- Those events with more than 500 attending
- Events that take place on the highway
- Any event that is 'out of the ordinary'
- Events that are due to take place on Council land

The advisory group will not consider sports grounds events which are within the remit of other group's responsibility unless it is an event that is out of the ordinary.

Bury Council, in conjunction with Greater Manchester Police, have therefore updated the original guidance document with input from specialist sections across "Team Bury".

Now formed, the Events Advisory Group will continue to meet on a regular basis to deal with issues arising from events, and where applicable, offer further advice to organisers. The email address for the group is given in Appendix 5.

In compiling this document, an attempt has been made to make it easy to follow by using the "Frequently Asked Questions" approach but to also create a balance between too much and too little. It aims to pool experience and general information, which in one shape or form relates to the majority of events. **It is not exhaustive.**

While some of the questions raised may not seem easy to resolve, it should be noted that there are numerous experienced National bodies, Societies and Associations, who in the absence of approved specific guidance have adopted what could be referred to as good practice (a method of achieving standards set by legislation), for example the National Health and Safety Executive Guidance “Guidance on running events safely” – is available via the following link:

<https://www.hse.gov.uk/event-safety/>

As an organiser, you have a duty, so far as is reasonably practicable, to make yourself aware of and consider any current and applicable statutes, regulations, by-laws, approved and associated codes of practice relating to the event or its individual elements and to take appropriate action. This guide is intended to act as a signpost to direct you towards the various sources of help and contacts are contained within the guide.

This is a working document, the information aims to encourage continuing good practice, increase knowledge and understanding and the hope is that it does not deter people from organising events, but that it gives confidence to event organisers, enabling them to consider all relevant options and make the right choices.

Event organisers are reminded of the need to make their own enquiries and to seek competent advice as appropriate, basing any decisions they make relative to the health and safety of participants and visitors to the event.

There is also a national Code of Practice relating to noise from outdoor events which may be useful - <https://www.hse.gov.uk/event-safety/noise.htm>

We are grateful to the officers from Greater Manchester Police and Bury Council who have contributed to the development of this document. We hope that it will prove to be a very useful source of information for everyone concerned.

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Things to think about when organising an event

1. What type of an event is it going to be?

An event is something out of the ordinary, which must be specially provided for. The venues, audiences, funding arrangements and the organisational structures and methods can all be radically different but the basic principles of event organisation will remain constant.

The types of events this document is intended to cover include street parties, parades, demonstrations, outdoor events, local fetes, car boot sales, car shows, concerts, fairs, fireworks and bonfires (see Appendix 6).

Every event must have a clearly stated purpose at the outset which should be set down in a way, which will allow organisers to judge the success of the event after completion.

As the event organiser you should monitor the event's progress and be in a position to call the event off if it is necessary to do so (before or during the event).

Legal responsibility

Remember that as an event organiser, you have a legal responsibility to ensure the Health, Safety and Welfare of any employees, volunteer helpers or contractors involved in arranging the event and to the public and participants attending. Carrying out a detailed risk assessment will help you to ensure this is achieved. A formal record should be kept of the risk assessments (see Appendix 10).

<https://www.hse.gov.uk/event-safety/>

1.1 Other things to consider

In the case of all events there needs to be a named organiser(s) right from the beginning. The first thing to do is to set out aims and objectives i.e. what do you want to do and what do you want it to achieve. It is advisable to agree and designate persons who will undertake a specific role, such as Treasurer, Secretary, Health and Safety Advisor etc. if possible.

How many people do I want coming to my event?

Timescale should be set out right away so that you are able to plan in a proper manner. Some large events can take months to arrange, the relevant documents could take a while to arrive.

More time, better planning = success.

You must have all the relevant documentation including an application form, a site plan, copies of insurance details, risk assessments and method statements if asked for etc. finalised **3 weeks** prior to the event and ensure that it is provided to the Events and Lettings Officer if on Council Land.

Any event on Council owned land will be cancelled if this documentation is not provided.

In the case of large events, where planning could be a long process you should try to give six months' notice to:

- **Land Owners**
- **Licensing**
- Environmental Services
- Highways
- Police
- Insurers
- Local Area Partnership Manager
- Local Area Tasking Teams

Please refer to Useful Telephone Numbers in Appendices

Child and vulnerable adults safeguarding

The Event Organiser has a duty to safeguard all children involved in activities from harm. All children have a right to protection and the needs of any particularly vulnerable children must be taken into account. This protection must apply whatever their age, culture, disability, gender, racial origin, religious belief or sexual identity.

Insurance

Public Liability Insurance must be obtained for the event and sent in with the event application and produced during the event if asked for. In addition, all contractors and performers must have their own public liability insurance. Make sure that any potential insurer is provided with full information regarding the event and that they are aware of any hazardous activities that are being planned. An organiser is also responsible for checking that the insurance of contractors and performers is adequate and valid to cover the period of the activities.

If your organisation employs staff, it is a legal requirement that you have **Employers Liability Insurance** for bodily injury or disease to staff whilst undertaking their duties.

Generators

If there is no power supply on site then you will need a generator to power a PA. This should be modern and silent running. Remember to ensure a fuel supply to fill it up and keep this in a safe place. Diesel generators are advisable, as the fuel is less volatile. Please ensure that you get your generator from a reputable hire company and that any spillages are cleared up as soon as they occur.

PA and Lights

Lighting must be considered for events continuing into the evening. A good PA system is important, not just for the volume but to ensure that the music sounds good. There should be a separate PA system from the stage for the emergency announcements.

Location of the PA should be such that minimal disruption is caused to local residents.

Fencing, Demarcation and Security Fencing

The level of security you require at an event would determine the type of fence that you would use.

For simple demarcation of an area mesh panel fencing is ideal.

The provision of a security fencing system is common at major events and concerts. Where the need to restrict and control access is a key factor, this is the responsibility of the event organisers. It may need to be in place a few days before and after the event if equipment is on site early

Temporary Road Surfaces at Events

This should rank high in priority. The temporary roadway is the event infrastructure and is the first product on site and can help reduce damage to the site and therefore subsequent repairs, this is the responsibility of the event organisers.

1.2 Online Events Guidance

Now available electronically:

Health and Safety Executive event safety guide <https://www.hse.gov.uk/event-safety/>

2. Where can I hold my event?

2.1. Park or other Leisure site

Any park or countryside site can be a possible event venue; you can speak with the Councils Events and Lettings Officer for possible venues (see appendix 5 for the number)

2.2. Highway

Highways Authority (see appendix 5 for the number)

2.2. School

Make contact with the individual school and they will decide whether they can accommodate your request

3. Who do I need to make contact with regarding an event?

Please see above as to who needs to be spoken to regarding specific sites, there is also a useful list of contacts in the appendix (Appendix 5)

4. What information do I need to provide?

- An outdoor site plan
- Obtain a large scale map of the proposed area. A reference copy may be available at the Bury Library: 0161 253 5873.
Listing all types of equipment on the plan and submit with the application:
 - Stages and PA
 - Fairground equipment – list individual pieces of equipment
 - First Aid
 - Bins, Skips etc
 - Information tent
 - Marquees
 - Portaloos
- Public liability insurance
- Risk assessments
- Method statements (if requested)
- ADIPS certificates for fairgrounds and bouncy castles

5. How long can I have the site for before and after my event?

This really depends on the size of the event and the things that need setting up, it should be negotiated with the landowner.

6. Can I close a road if needs be?

If your event requires the road to be closed to traffic, you will need to provide full details, in writing, to the Council's Traffic team at the following address: Operations Department, Highway Network Management Group, 3 Knowsley Place, Duke Street, Bury, BL9 0EJ, or alternatively by e-mail to traffic@bury.gov.uk.

Because the process requires that notices may be published in newspapers, etc, you really need to

make your formal application **no later than two months in advance**. However, you must make contact much earlier than this to discuss your proposals, so that the Highway Authority and the Police can consider whether or not they are acceptable. There may be a cost involved in preparing and advertising the necessary traffic orders, but you will be advised of this.

Appendix 3 outlines the necessary information which should be submitted in support of a request for a temporary road closure.

Traffic Management in relation to your event

You must consider the traffic management and road safety implications of an event at an early stage by preparing a Traffic Management Plan.

This needs to consider the safe and effective movement of all those going to the event (attendees and organisers), and how any interference with normal traffic movements will be minimised. It will also need to look in detail at the impact of the event on the highway network adjacent to the site.

Wherever possible, you should encourage the use of public transport, walking and cycling to the event. Parking arrangements will need to be considered carefully to ensure that the event does not cause unacceptable congestion or impact on local residents. (See appendix 3).

For street parties please see appendix 4.

7. What happens if it rains or there is bad weather?

You will need to consider the impact of severe weather (heavy rain, heat, high winds, icy conditions and lightning). The event organiser must be responsible for altering or ceasing the event if weather becomes a hazard or if there is likely to be too much damage to the site.

Consider on and off-site hazards, e.g. is the event site next to a river? If so, then you will need to be aware of flood alert status. Beyond floods, you will also need to be aware of nearby potential hazards (adjacent high buildings/trees, nearby motorways etc.).

8. How can I ensure people are safe while at my event?

There are several ways to do this, you need to have:

- Completed a risk assessment of the site and your event (see appendix 10)
- thought about having marshals (see 18 below)
- an information tent centrally perhaps
- an emergency plan (see 9 below)
- control numbers attending

9. What needs to happen if there is an emergency?

Most importantly, as the organisers you **must** consider the impact of a sudden evacuation into the surrounding area. For example, don't evacuate hundreds of people on foot from a park if this will block the highway, preventing access by the emergency services.

When organising your event it is important to think about arrangements for situations when something has or could go wrong, such as a serious injury, fatality or serious damage and you

would need to seek support and backup. You may therefore need an **Emergency Plan** or arrangements which could be activated quickly to reduce the impact of the incident.

The contents of such a Plan should consider the numbers involved and the risk factors involved with the event. An emergency plan should also be in place prior to any event going ahead.

Organisers and support agencies would clearly need appropriate instructions and relevant contact numbers to assist. Thought should also be given to sharing this Plan with a colleague off site, Emergency Services and/or the Council's 24/7 Emergency Response and Resilience Service (Tel 0161-253-6606). Your Plan should be sent with your relevant Event Application Form.

The following details should be considered and included in your Emergency Plan:

- The organiser's ability to manage and implement the Emergency Plan; including:
 - Who is in charge of the event and the Emergency Plan and the contact details;
 - Who needs to be updated/informed in the event of an incident and the contact details;
 - Access arrangements for the emergency blue light services;
 - The numbers that will be present at the event (although just a few involved can result in plan implementation);
 - The nature and risk of the activities that will be taking place;
 - Any other relevant factors e.g. The clients involved, weather factors, time/day of the event, operating in water or at height etc.

If the event is taking place on Parks and Countryside Land then the Events and Lettings Officer will automatically inform the Council's 24/7 Emergency Response and Resilience Team that it is taking place.

Please Note: If your event is taking place on land which is **not** owned by the Council then it is the responsibility of the event organiser to inform the Council's Emergency Response and Resilience Team with relevant advanced notice (preferably 2 months advised). Failure to accord with this requirement could result in the Council seeking reimbursement for resources and expenditure incurred.

10. Do I need first aid on site?

It is necessary to have first aid provision in relation to the numbers attending the event. A telephone number for St John Ambulance is included in the Appendices.

11. Do I need to consider car parking?

Yes, you will need to consider this for any event as this can be an issue and will affect future events if not dealt with in the correct way, the Events and Lettings Officer can advise on Parks and Countryside Land.

You will also need to consider access and egress for large scale events

Disabled Access

It is acknowledged that disabled spectators feature as part of many crowds. You should make sure that their needs are taken into consideration during planning arrangements (See Appendix 3).

12. Can I put up signs for my event?

Banners and signs can be put onto the railings of parks if it is a park event with prior permission.

Highways will need to be contacted as to the siting of signs on the carriageway and/or street furniture; these will also need prior permission.

Publicity

You will need to target your audience to attract the kind of people that you want to attract to the event. You need to consider the space available, anticipated attendance, age mix etc.

The promotion of an event is critical in maximising awareness of the event and ensuring a high attendance at the event.

To realise that attendance, you might consider the following promotional items:

- Press release
- Press advert
- What's on in Bury Guide
- Leaflets, posters and banners
- Local radio station

Please note, however, if you are distributing leaflets, this should be done responsibly and the area must be free from leaflet litter at the end of the distribution time. This means picking up and properly disposing of any leaflets discarded by members of the public. Also, posters should only be displayed in carefully selected buildings or land with the owner's permission. Without this permission the display of posters is classed as fly posting. This is illegal and organisations and individuals taking part in this activity will have their posters removed and may be prosecuted. For certain events it may be possible to get permission to display posters on street furniture. To get further information please contact Highways at Bury Council (see Appendix 5).

13. I want entertainment at my event, do I need a licence?

You will need a licence (temporary events notice - TEN) if the event has a musical slant or any dancing or involves indoor sports unless there is an existing Premises Licence in place for that land or premise (a number of parks have this so please contact the Events and Lettings Officer for further information and there may be a charge). You need to contact the local licensing officer for a TEN, a fee is required. A TEN requires at least 10 days' notice and if a full premises licence is required the process can take up to 2 months (see appendices 5 and 7). A late TEN can be applied for with 5 working days' notice but if the police object this cannot go ahead. Live Music Act might mean a TEN not needed.

When organising an event that does not require a temporary events notice it is still necessary to comply with health and safety legislation. It is advisable therefore that event organisers contact the Local Authority and emergency services. (See appendix 5)

14. I want a beer tent at my event?

If the premises aren't already licensed to sell alcohol you will need a licence (temporary events notice - TEN) for any beer tents, you need to mention this on your application (see appendices 5

and 7).

Council parks premises licences are for entertainment only and do not include alcohol, so TEN's will be required on those sites.

Bury Council Civic Halls can provide beer tents, for information please contact them directly on the number which can be found in the appendix.

15. Can I bring on Fairground rides?

In certain cases, yes depending on the department. The Parks and Countryside section encourage fairs as part of a larger event as large sole fairgrounds/fairs will not be permitted unless by agreement. Safety information about the activity should be obtained from the operator. This should include adequate insurance arrangements (£5m public liability insurance) plus up to date ADIP certificates for each piece of equipment brought on site, copies of which need to be sent in **3 weeks prior** to the event (See appendix 12 for more info)

16. Do I need marshals at my event?

The primary duty of all marshals is to ensure the safety, welfare and enjoyment of all others attending. Marshals are there to help rather than control, to make everyone's experience enjoyable. Marshals should be appropriately identifiable with "Hi Viz" waist coats, well trained and over the age of 18 unless partnering an adult (and if appropriate "Security Industry Authority (SIA) Licensed).

17. Can I put up a marquee?

Marquees: Canopies and tents: All temporary fabric based structures must have a fire certificate and be tested for stability by Bury Council's Building Control Section; a charge will apply for this inspection

18. Can I have refreshments at my event?

This could include mobile catering units, ice cream vendors, catering stalls, BBQ's etc. All catering operations should comply with food safety legislation. Advice on food safety and health and safety requirements can be obtained from Public Protection Tel 0161 253 5353. Mobile catering units are known as street traders.

In order to engage in street trading in Bury, (be it in a public place or on private land where the public have access without payment), traders must be either currently in possession of a Street Trading Consent issued by Bury Council or be prepared to make application at least 10 working days before the event commencing for such a consent.

As part of the application process if it is your intention to sell food, Bury Council will arrange for your trading vehicle/stall to be inspected by an Environmental Health Officer, unless you can produce evidence to the satisfaction of Bury Council of your trading vehicle/stall having been inspected by another Local Authority within the previous 12 months (i.e. produce your copy of the inspection report, food registration form and a documented food management system). You should also produce copies of gas and electrical safety certificates where appropriate. This evidence should be sent back with your application for a street trading consent.

If you can produce the above evidence, we may decide not to inspect your vehicle/stall, however,

you will still have to apply for and pay the requisite fee for a Street Trading Consent covering the Bury area.

If it is not your intention to trade in food, your vehicle/stall will not be required to be inspected by the Environmental Health Section.

Our current Street Trading Consent fees can be found at <https://www.bury.gov.uk/index.aspx?articleid=11174>

To trade in a park or on an open space, The Parks and Countryside section will insist that all trading vehicles have a Bury Council street trading licence.

19. Can I have animals/birds at my event?

This is at the discretion of the landowner and can depend on what it is you have in mind, so speak to the land owner as soon as possible to avoid disappointment. You may also need to contact Trading Standards for advice on livestock movement regulations for certain farm animals

20. Will I need toilets at my event?

In respect of toilet provision, this must be undertaken relative to the numbers expected to attend the event. If most people are local, you do not need huge numbers of toilets, but there is nothing worse than long queues or complaints after the event regarding the lack of toilets.

Toilet Ratios:

- **For Events with a gate opening of 6 hours +**
 - **Females:** 1 toilet per 100 females
 - **Males:** 1 toilet per 500 males plus 1 urinal per 150 males
- **For Events with a gate opening of less than 6 hours**
 - **Females:** 1 toilet per 120 females
 - **Males:** 1 toilet per 600 males plus 1 urinal per 175 males

Consideration must be made for disabled access to toilet provision.

For hiring/borrowing any equipment we would suggest trying the local hire stores.

Also consider regular restocking of toilet paper and inspection of facilities for damage etc.

Where possible, provide hand-washing facilities in the ratio of one per five toilets with no less than one hand-washing facility per ten toilets provided. Provide suitable hand-drying facilities. If paper towels are supplied, arrange for regular disposal and restocking.

21. Will I need to inform the emergency services of my event?

Inform them well in advance of what type of event you are planning. Any resulting traffic management should comply with the requirements of the Traffic Signs Manual and be “self-policing”. Police Officers will not be used as part of a traffic management plan introduced in consequence of a closure order unless this is completely unavoidable. Whilst the police do not charge for providing the core services of dealing with crime and disorder or for roads policing, they can charge for special duties and you should ensure that they do not cause the police extra work. Early contact with the police is highly recommended. (See Appendix 5 - Useful Telephone

Numbers).

Please see the Police Safety Policy in appendix 11.

22. How much will it cost and who will pay?

There may be a charge for hire of land on parks and countryside land please contact the Events and Lettings Officer.

There will be a charge for the TEN (temporary events notice) for small events where there is no premises licence or if there is alcohol involved this can be obtained through Bury Council's licencing department.

If it is a car boot then a charge will be made for the markets licence which can be obtained through markets.

If there is any damage to the site during the event then that will need to be repaired at the expense of the event organisers.

There may be a charge for the use of a park with a premises licence, contact the Events and Lettings Officer.

Bury Waste Management Section will make a charge for operations described below in question 24.

All of these costs above are the responsibility of the event organisers and numbers can be found in appendix 5.

There will be a charge for the preparation and advertisement of any temporary traffic regulation orders and parking restrictions/suspensions. In addition, the organisers will be responsible for arranging the implementation of their traffic management plan.

23. Can I collect money at my event?

Lotteries

Incidental noncommercial lottery -

Do not require registration with the Local Authority but are intended to be modest affairs. They must be conducted as part of an entertainment such as a school fete, dinner dance, sporting event, etc. The printing of special tickets is not required but the selling of any tickets can only be carried out on the premises where the entertainment takes place and during that entertainment. Discounted sales of tickets for example, 5p per ticket or 5 for 20p is not permitted. The total cost of prizes can not exceed £500 and the result of the draw must be declared during the event.

Street Collections

The Police, Factories etc (Miscellaneous Provisions) Act 1916 as amended by the Local Government (Miscellaneous Provisions) Act 1972 is the relevant legislation. A Street Collection permit is required for the collection in a public place, of money or goods or for the sale of items for the benefit of charitable or other purposes. The Council will require 28 days' notice for a street collection permit.

Please note that entrance fees into public parks is not permitted either directly or through the selling of programmes.

24. Who's responsible for the litter during and after my event?

As the organisers of an event you are responsible for all litter (on the full site if it's a park site) so this needs to be cleared at the end of your event or the day after at the very latest ready for inspection. If it is not cleared on inspection, you will be asked to return to rectify.

Bury Council Waste Management Section can, at a cost:

- Collect and dispose of bagged litter from site.
- Deliver 240 litre wheeled bins to site for use as litter bins and collect at end of event.
- Offer mechanical sweeping and litter picking services

Please contact them directly on the number which can be found in appendix 5.

25. What happens if there is damage to the site after my event?

The organisers of the event are responsible for returning the site back to its original condition which means making good any damage caused, at their own expense.

In some cases for large scale events you may be asked to provide a monetary bond as insurance. This bond will take the form of a cheque which should be given to the Events and Lettings Officer prior to the event going ahead. This cheque will then be kept in the safe and returned to the organiser after inspection, if the site has been left satisfactory with all damage repaired.

This Bond will not be used without the prior consent of the event organiser unless repairs are not dealt with within satisfactory timescales.

26. I want to organise a demonstration/procession

As the organisers of a planned demonstration/procession you are required by law to inform the Police and Local Authority about the event you are organising. You also have legal responsibility for the welfare, health and safety of all persons concerned in the organisation of the event and also to all the participants attending / taking part. You must carry out a detailed risk assessment and a formal record should also be made of this. The police have the power to place conditions on the demonstration if necessary.

You will need to inform the Police and Bury Council's Highways Network Management Group (as road closures may be required) giving as much notice as possible (at least 1 month) for information requirements see appendix 16.

Liability insurance must also be in place and is the responsibility of the organisers.

Stewards are required and should be easily identifiable (see appendix 16).

27. Considered inclusion and diversity?

Community events and celebrations are important in providing a positive experience for

Bury residents and bringing them together. This contributes to a strong sense of community and promotes community cohesion. To do this, it can be helpful to consider whether any event you are planning is inclusive. Bury is changing and has a number of communities living in the borough. There are also groups of people who may find barriers to attending events if these are not considered in advance. (See Appendix 18).

28. How do I make my event more accessible?

When planning an event, we can all agree that there's one universal goal — to ensure everyone has a fantastic time.

Often, accommodating accessibility is often an afterthought in event marketing (or not even a thought at all). As event organisers, you need to make sure every component of your event is accessible to every single participant — no matter the ability.

Things to think about below:

Have you considered the location? Is it accessible?

- Outdoor events booked on Leisure land are usually organised within a park setting, is the park accessible? Are there any ramps or accessible access points? Can these be highlighted for visitors?
- Has a disability path been thought about? Is there one or is this something identified as a barrier and needs to be included into any action plan for the park?
- How to get to the event?

When planning your outdoor event, take into consideration the ground covering. Some ground coverings are more difficult to navigate than others. To make it easier to travel around your event, consider:

- Using bright colours on any cables
- Creating accessible paths or use outdoor flooring to stabilize uneven surfaces
- Keeping electrical cables out of the paths of travel
- Using wheelchair accessible cable protectors

What is the accessible transport to your event?

Some of your event goers may be using public transportation. Consider providing accessible public transportation information for festival goers with disabilities, including:

- Schedules and routes of accessible buses, trains, and shuttles
- Whether shelter is provided at the bus stop
- Accessibility access to train and Metrolink stations
- Assign people to meet disabled people?

Is there accessible parking?

When planning event parking, create accessible spaces as close as possible to:

- The nearest entry and exit
- Lifts and ramps if available
- Also, consider providing a clearly marked designated passenger drop-off area located close to the event entrance.
- Assign people to meet disabled people

Support Persons and Animals

Event participants may have a support person or a service animal to assist them with mobility, personal care, or medical needs. Therefore, support people or service animals are entitled, for the most part, to go wherever the person they support goes. When advertising fees for your event, include any fees for a support person. Also, consider providing water and a suitable relief area for service animals.

Is there priority seating for disabled people?

Include accessible information on your publicity or webpage?

Think about targeted invites or contact numbers to call relating to disability access or consider an online registration form for disabled people

Inform people who are interested in attending your event about your accessibility features, such as:

- How to get to your event
- Transportation
- Parking
- Drop off area
- Disability Toilets
- Rest areas
- Food services
- Viewing areas
- Performances
- Communication supports
- Safety information (for example, evacuation plans and signs)

Create accessible signage to the event?

Designing techniques are given here [Dos and don'ts on designing for accessibility - Accessibility in government \(blog.gov.uk\)](https://blog.gov.uk/dos-and-don-ts-on-designing-for-accessibility/)

To be:

- Installed at drop off zones, parking areas, and along the path of the event
- Easy to read
- Designed with good colour contrast
- Posted at different heights
- Promoting accessibility features

Feedback gathering?

Send out feedback forms to gather information on how accessible your event is, what needs to be added, or improvements to make, other things can be asked at the same time to help with future events

Put a safety plan in place?

Food services and Eating areas

All event goers should have easy access to food services and seating areas during your event. Can your food vendors make their service and seating areas more accessible they should think about:

- Creating accessible paths to food service booths and seating areas
- Ensuring food services allow a person using mobility devices or equipment to reach them
- Providing large print menus or offering to read menus aloud
- Setting up tables that will accommodate a variety of mobility devices.

Appendix 1

Bury Council events guidance check list

This checklist raises the key issues (and minimum notice required) that need to be in place prior to permission being given.

Minimum Notice	Job	Page No.
3 Months	Find a venue: Ensure it is adequate for proposed event.	6
3 Months	Make initial enquiries with appropriate landowner – Council Land - Contact Events and Lettings Officer for advice & application form	6
	Things to think about and mention to the landowner Dates, venue, size of event, any entertainment, any fairs, any marquees, beer tent, idea of possible numbers attending perhaps even a site visit	
2 Months	Complete site plan. The location of any structures, rides, stalls, toilets and access/exits routes should be identified on the site plan - SEND IN WITH APPLICATION	6
2 Months	A formal plan of parking should be in place for a medium and large scale event - SEND IN WITH APPLICATION	7 & 19
2 Months	A formal plan should be established to deal with any emergency situations - SEND IN WITH APPLICATION	8
2 Months	The organiser must estimate the number of attendees to the event and consider its duration - SEND IN WITH APPLICATION	45
2 Months	Initial talks with the Local Authority Licensing Officer (entertainment/beer tent) and Traffic Management Services (road closures, parking), initial contact with local Police Commander	23
2 Months	Follow instructions from Traffic managements application form if a road is to be closed – SEND A COPY IN WITH APPLICATION	7
2 Months	Talk to local community police officer. – If on Council Land the Events and Lettings Officer should be made aware of when this is in place	
1 month	Make sure the team needed for the day have been booked – If on Council Land the Events and Lettings Officer should be made aware of the numbers and ages of all volunteer marshals	11

1 month	Minimum notice to apply for a temporary markets and car boots sales licence– If on Council Land the Events and Lettings Officer should be made aware of when this is in place	29
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3 Weeks	Prepare a licence application and send it off if there's entertainment (recorded or live music) or alcohol or both – If on Council Land the Events and Lettings Officer should be made aware of when this is in place	10 & 27
3 Weeks	All events need to have public liability insurance in place (Minimum £5 Million) - SEND A COPY IN WITH APPLICATION	7, 48
3 Weeks	All performers should have and provide their own Public Liability Insurance (Minimum £5 Million) and risk assessments - SEND COPIES IN WITH APPLICATION FOR APPROVAL	
3 Weeks	A bond may be required dependant on what is going to be on site, which will be returned if no damage occurs or when repairs have been completed	14
3 Weeks	Ensure that all fairground equipment and inflatable equipment i.e. bouncy castles have up to date ADIP certificates together with the vendors public liability insurance (Minimum 5 Million) accompanied by a risk assessment – EVENTS AND LETTINGS OFFICER SHOULD HAVE COPIES OF ALL PAPERWORK PRIOR TO THE EVENT FOR APPROVAL	11 & 40
3 Weeks	Submit completed application form together with all additional documents and information to the landowner – EVENTS AND LETTINGS OFFICER IF BURY COUNCIL LAND	46
	Any event on Council owned land will be cancelled if the above documentation is not provided prior to the event	
10 Days	Is the minimum notice to be given for a Temporary Events Notice (TEN) for entertainment or alcohol	10 & 27

Appendix 2

Local Township Forums - Depending on the size of your event, number of attendees or special circumstances regarding the land the Events Safety Advisory Group may need to consult with the Local Township Forums. You could also be asked to attend to explain what your event is about, traffic management, alcohol management or other issues that may be raised.

Appendix 3

Road Closure

The Traffic Management Plan will include Method Statements showing how the event is to be organised and run. It will also include Risk Assessments that clearly identify all the risks to the travelling public, participants and organisers attending the event, and how those risks will be managed and minimised (see also section 6.0).

Generally speaking, any event which is proposed to be held on the highway itself will be closely examined to identify potential alternatives. The police are no longer in a position to provide assistance in managing road closures and safety implications are critical in deciding whether an event can take place.

Considerations of timing, normal volume of traffic, competent stewards are all relevant.

Early contact should be made for on-highway events – this includes processions, carnivals, fun runs, cycle races etc. as well as static events.

If your event requires the road to be closed to traffic, you will need to provide full details, in writing, to the Council's Traffic Network team at the following address: Operations Department, Highway Network Management Group, 3 Knowsley Place, Duke Street, Bury, BL9 0EJ, or alternatively by e-mail to traffic@bury.gov.uk.

You will need to provide all the necessary signs and barriers to close the road to traffic, together with all necessary diversion signing; there are a number of specialist contractors who will be able to assist. Traffic Team will be able to help you decide what is needed.

Because the process requires that notices may be published in newspapers, etc, you really need to make your formal application no later than two months in advance. However, you must make contact much earlier than this in order to discuss your proposals, so that the Highway Authority and the Police can consider whether or not they are acceptable. There may be a cost involved in preparing and advertising the necessary traffic orders, but you will be advised of this.

Below outlines the necessary information which should be submitted in support of a request for a temporary road closure.

Information to be submitted in support of an application for a temporary Traffic Regulation Order

As a guide, organisers should give consideration to the following items. This list is not exhaustive, and further information may be requested as an application is assessed. Not all items will be relevant for every event.

1. Organiser's name, address and contact details
2. Event details, programme, expected number of participants etc.
3. Date(s) of the event
4. Road(s) affected, time and duration of requested closure
5. Organisation responsible for signing the closure
6. Description of alternative routes
7. Insurance and indemnity details
8. Method Statements to cover:

- a. Placing and removal of traffic management arrangements to implement the closure and sign alternative routes
 - b. Removal of traffic management arrangements in the event of an emergency
 - c. Placement of any crowd control devices on the highway
 - d. Erection and removal of any temporary structures/stand etc. on the highway
 - e. Deployment and disbanding of participants
9. Contingency plans for the passage of emergency vehicles
10. Risk Assessments

Other relevant information, such as:

- (a) Access for the disabled
- (b) Provision of toilet facilities
- (c) First aid facilities
- (d) Method of crowd control
- (e) Mustering points
- (f) Car parking requirements, location and signage
- (g) Storage areas for plant/vehicles involved in the event
- (h) Refuse collection and disposal
- (i) Contact details for all responsible persons

Parking

Parking is a major concern and needs to be carefully considered before going ahead with the event. Officers within the Council (on the Useful Numbers Appendix 5) will be willing to discuss any parking issues for the venue and offer advice of what has worked and not worked in the past i.e. disabled access, blocking residential properties and driveways, one way systems, bottle neck situations, access for emergency services etc.

It is important to remember that if the parking does not work this is what people will always remember about the event.

Some parking issues can be counteracted by perhaps asking partners to get involved who have large car parks, but this has to be negotiated directly with them.

Appendix 4

Street parties

What sort of events does this apply to?

This is about the sort of street parties and fetes that groups of residents get together to arrange for their neighbours. The main differences between a small street party and fetes and larger public events are listed below:

- **Street parties and fetes:**
 - For residents/neighbours only
 - Publicity only to residents
 - No licences normally necessary if music incidental and no selling is involved
 - No formal risk assessment needed
 - Self-organised
- **Larger public events:**
 - Anyone can attend
 - External publicity (such as in newspapers)
 - Licence usually needed
 - Insurance needed
 - No formal risk assessment needed
 - Self-organised

Organising small, private street parties and fetes is very simple and generally does not include activities that need a licence, such as selling alcohol or providing certain types of entertainment. If you want to have a pay bar or intend to provide entertainment to the wider public, or charge to raise money for your event, you will need a Temporary Event Notice which is a type of temporary licence (see appendix 7).

It's that simple

If you would like to hold a street party or fete, you can use the form below to let Bury Council know about your plans. The completed form should be returned to traffic@bury.gov.uk.

More helpful tips, advice and support for organising a successful event can be found on the Street Party website www.streetparty.org.uk and The Big Lunch website www.edenprojectcommunities.com/the-big-lunch.

Street Parties - FAQs and checklist

Q. Do we need insurance cover?

A. Bury Council requires public liability insurance cover for a small residential street party you can find out more on the Street Party website (<https://www.streetparty.org.uk/>) and The Big Lunch website (www.edenprojectcommunities.com/the-big-lunch). Quotes for insurance start from as little as £50. The costs can always be split between residents, or you could hold a raffle or ask for donations to cover the costs.

Q. Do I need to do a risk assessment?

A. Bury Council suggest that a risk assessment is done as part of best practice and are an aid to

think about how you can minimise things going wrong and have a backup plan, for example - what would you do if there was bad weather? Can you use plastic plates and cups rather than glass? Have you made sure an adult is in charge of the barbeque etc.?

Q. We're serving alcoholic drinks - do we need an alcohol licence?

A. No, licences are only required if alcohol is sold. At a private party, sharing drinks with your neighbours does not require a licence. If you did want to sell alcohol, you will need to contact your council for a Temporary Events Notice form. This form costs £21. Is advisable to contact Bury Council's Licensing Section (Appendix 5 – useful contacts).

Q. We're playing music - do we need an entertainment licence?

A. No - if your street party is a private party for residents and the music is not advertised in advance to attract people, and you're not making money then there is no need for a licence for your music, whether it's live or recorded. Is advisable to contact Bury Council's Licensing Section (Appendix 5 – useful contacts).

Q. Do we need a permit to serve food?

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

Q. We're having a tombola/raffle - do we need permission?

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

Q. Do we need to clean up afterwards?

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

To apply for a street party or a small community event road closure for residential or neighbourhood street parties

Please complete the online form found on www.bury.gov.uk/index.aspx?articleid=11740

The council will look at what you are proposing, will process your application for road closure and will let you know if there is anything else you need to consider. We hope this guidance has made things easier for you. Good luck with your event.

Appendix 5

Use telephone numbers and email addresses

- **Bury Council**

- Civic Halls: 0161 253 5903 buryvenues@bury.gov.uk
- Collection/Disposal - Hypodermic Needles: 0161 253 5353 or 6606 (out of hours)
- Corporate Health & Safety: 0161 253 5142 hss@bury.gov.uk
- Emergency Planning: 0161 253 6606 emergencyplanning@bury.gov.uk
- Emergency 24/7 out of hours Control Room: 0161 253 6606 emergencyplanning@bury.gov.uk
- Commercial (Noise): 0161 253 5353 Events Advisory Group
- Events Advisory Group: esag@bury.gov.uk
- Highways: 0161 253 5353 traffic@bury.gov.uk
- Leisure: Parks & Open Spaces – Events and Lettings Officer: 0161 253 5899 parks.countryside@bury.gov.uk
- Licensing: 0161 253 5208 licensing@bury.gov.uk
- Local Area Partnerships: 0161 253 6372
- Markets Management: 0161 253 6520 burymarkets@bury.gov.uk
- Trading Standards: 0161 253 5353 tradingstandards@bury.gov.uk
- Waste/Litter collection and disposal: 0161 253 5353

- **Greater Manchester**

- Ambulance Service: 0161 796 7222
- Fire Service: 0161 736 5866
- Fire Service - Fire Prevention (9.00 am - 5.00 pm): 0161 909 0310/0311
- Fire Service - Fireworks and Bonfires: 0161 736 5866
- Police: 0161 872 5050
- Police – Partnership Team: 0161 856 8177, 0161 856 8111 and 0161 856 8087

- **HSE**

- Books: 01787 881165
- Fairground Inspection Unit: 0161 952 8200

- **Voluntary Organisations**

- St John Ambulance: 0161 225 2764

Appendix 6

Fireworks and bonfires

Fireworks and Bonfires 0161 736 5866 (Greater Manchester Fire Service)

It is advisable to visit reputable organised fireworks displays rather than try to put on your own. This is for safety reasons and it may be more difficult to arrange Public Liability Insurance if the fireworks are not supplied by a professional company. If you do decide to go ahead with your own display you should also contact the Civil Aviation Authority, especially if you are having a fireworks, laser or searchlight display near an airfield or airport.

If you are planning to have a bonfire then it is strongly advised that you should consult the fire brigade about the size and location.

You should also contact Public Protection for advice.

Displays on Council land will usually be professional and should comply with the following guidance now available free electronically.

The HSE publications entitled:

- 'Giving your own Firework Display - How to Run it Safely' - Version 1.7 (July 2018) - [Giving your own Firework Display](#)
- 'Working Together on Firework Displays - A Guide to Safety for Firework Display Organisers and Operators' HSG123 ISBN 07176 24781. Obtained from HSE Books Telephone: 01787 881165 - [Working Together on Firework Displays](#)
- [HSE Explosives - Organising firework displays](#)

Appendix 7

The Licensing Act 2003

A number of activities, such as singing, dancing, playing music, some sporting events, the selling of alcohol etc., require a licence from the Council. Many premises and public areas are already licensed; the register of licensed premises within Bury can be found at (<https://licensing.bury.gov.uk>) If a licensable activity is planned to take place on none licensed premises, the organiser can submit a “Temporary Events Notice” (TEN). A TEN can also be used to include additional licensable activities or alter the hours of operation on licensed premises. They can cover any period up to 168 hours. A TEN has to be served on the Police and the Licensing Authority at least 5 working days prior to commencement of the event, (not including the date that the notice is accepted or the date of the event) a longer period is preferable wherever possible. There is nothing to prevent simultaneous notification of multiple events at a single time so long as the first event is at least 5 working days away and there must be at least 24 hours between events.

The Police and Environmental Health can object to a TEN and only on the grounds of crime and disorder or public nuisance.

There are some restrictions associated with the use of TENs. Nobody under the age of 18 years can give notice for a TEN and no more than 499 people can attend the area covered by the TEN at any given time during the event. The same site can only be used on 15 occasions during any 12 month period and for a total aggregate time of 21 days.

Anybody can submit a maximum of 5 TENs per calendar year. That figure increases to 50 if the person making the application is also a personal licence holder. A personal licence holder has a specific licensed related qualification and has been issued a personal licence by a Council.

To find out more about TENs, existing licensed premises or any licensing related matter please contact the Licensing Office at Bury Town Hall on 0161 253 5208 or email licensing@bury.gov.uk

Live Music Act

Introduction

The [Live Music Act 2012](#) amended the Licensing Act 2003 Act by partially deregulating the performance of live music and removing the regulation about the provision of entertainment facilities. It does not affect recorded music.

Individuals no longer need a special licence to stage a live amplified music performance at premises authorised to supply alcohol for consumption on the premises or in workplaces not otherwise licensed, if:

- it takes place between 8am and 11pm and;
- the audience is less than 200 people

Individuals don't need a licence to put on unamplified live music at any place between the same hours.

Live music that doesn't need a licence

Examples of performances that generally don't need a licence under the 2003 Act are:

- karaoke
- busking
- spontaneous singing - e.g. people singing along to recorded music in a pub
- incidental music - live music that is incidental to other activities that aren't classed as regulated entertainment
- rehearsals and sound checks (unless members of the public are charged admittance for the purpose of making profit)
- DJ playing tracks (unless he or she performs a set which consists of mixing recorded music to create new sounds)

The Live Music Act 2012 only affects performances of live music and entertainment facilities. Therefore other regulated entertainment under the 2003 Act, such as performances of plays, sports events and films all undertaken before an audience, will remain regulated and are currently unaffected.

Appendix 8

Licensing regulations for temporary markets and car boot sales

1. Markets Charter

The Authority is entitled to protection against the operation of rival markets and fairs, including car boot sales, within the Metropolitan Borough of Bury. A Market is defined as a concourse of buyers and sellers. At law, the term Market may be extended to include all events including car boot sales where five or more sellers are in attendance.

2. Applications to Markets Management

In accordance with the above, applications to hold temporary markets, fairs and car boot sales must be submitted for approval by Bury Markets Management at least 28 days in advance of the event being held.

Where an applicant seeks to hold a temporary market/car boot sale on land owned by Bury MBC, the applicant must first obtain the separate written consent of the Council as land owner to hold such an event on that land. Applicants must have obtained such consent prior to applying to Markets Management for approval. Details in respect of which Council Department controls the land in question, can be obtained from the Council's Land Management section on 0161 253 5811.

The Council will not grant consent for the holding of temporary markets/car boot sales on its car parks.

Markets Management reserves the right to refuse any application for temporary markets/car boot sales for whatever reason.

Any party wishing to hold such an event must complete the designated application form which is available at the Markets Office. Bury Markets Management may refuse any application on the grounds that the event may detrimentally affect the legitimate Markets and Fairs of the Borough.

3. Regulations

Commercial traders are not allowed on private car boot sites. Bury Markets Management visits car boot sites regularly and should commercial traders be evident then future licences for the applicant and that site will be refused. Opportunities for commercial traders exist at Bury MBC markets. Commercial traders wishing to sell goods that they have purchased for resale should be directed by the applicant to Bury Markets Management on 0161 253 6520.

Only second hand goods or goods that are surplus to a household's requirements may be sold at car boot sales. Items acquired for the purpose of resale, will not be permitted.

The Council will restrict an individual or organisation and any specific location to holding a maximum of **eight** events per calendar year, but in either case permission will not be granted for events to be held on consecutive weekends.

The Council operates a list of prohibited goods. Prohibited goods will not be permitted under any circumstances. Details are available for inspection at the Markets Office. Trading Standards Officers check to ensure compliance.

The organisers shall not cause or permit notices or posters advertising the event to be displayed on lamp posts, buildings etc., without permission of the owner, or in contravention of Planning Statutes and Regulations. All advertising matter relating to a market or fair, including car boot sales etc. must include the statement "consent granted by Bury MBC".

4. Charges and Payments

Markets Management will review periodically, the fees for temporary markets/car boot sales, details of which are included within the application form and are also available for inspection at the Markets Office.

Approval for any application for temporary markets or car boot sales will be subject to receipt of the prescribed fee.

Applicants should submit a cheque for the minimum fee with the application form and must pay any additional sums due and payable (depending on the number of sites or pitches on the day) to Markets Management when they inspect the event. Such additional sums are due and payable on the day (and a receipt given). Any failure to pay Markets Management such additional sums on the day of the event will result in an additional administration fee being incurred, details of which are available for inspection at the Markets Office.

Should any event be cancelled for whatever reason, charges cannot be refunded or credited towards another date.

5. Compliance

Any individual or organisation that fails to comply with the above conditions will not be eligible for consent for future events.

Temporary markets/car boot sales are inspected by Bury Markets Management on the day and checks are made to verify compliance with regulations.

6. Charitable Events

For the purposes of these Regulations, a charitable event is defined as being one where the proceeds are used for charitable, non-profit-making purposes. Bury Markets Management has absolute discretion in determining whether any particular event is for charitable purposes, or otherwise.

7. Non Charitable Events

The Council may, under exceptional circumstances allow temporary markets/car boot sales for which the aim of the organisers is to make a profit, ie to have a commercial interest, which derives financial benefit from the organisation of the event. In considering applications for a non-charitable event, the Council will only issue an approval if it is in the interests of the Borough and does not conflict with an existing market.

The Council will not approve events held on consecutive weekends.

Appendix 9

Bury Markets Management – Effective from 5 August 2004 onwards.

For information to Traders on all Bury's Markets.

This also applies likewise to organisers and sellers on any car boots that are licensed through Bury Markets Management.

Disallowed or prohibited goods categories

The following products or product groups are disallowed, prohibited and banned from sale at any of Bury's markets or any car boots that are officially licensed by Bury Markets Management.

Disallowed, prohibited and banned goods categories:

- Illegal, dangerous, inappropriate or immoral products
- Guns, replica guns and knives (except kitchen knives & cutlery)
- Live animals
- Fireworks
- Counterfeit goods
- Illegally copied videos, CD's, DVD's, MP3s & computer games
- Sex toys and accessories
- Drugs or drug related products
- Any goods which in the opinion of bury markets management do not add value to the market's operation
- The sale of cigarette lighters and other related products to anyone under 16 years is also banned

Appendix 10

Risk Assessments

As good practice and to ensure that any foreseeable hazards are identified we strongly recommend that risk assessments are undertaken for every activity at the event.

Planning for the management of crowd safety should be based on risk assessment. In circumstances relating to event organisation safety must be considered at all stages.

What is Risk Assessment?

A Risk Assessment is a careful examination of the activities to identify any potential hazards and allows control measures to be introduced to reduce the risk to the lowest practicable level.

Event Risk Assessment Form

An events risk assessment form is attached at the end of this appendix.

Identifying Hazards

A hazard is anything with the potential to cause harm. All such hazards should be identified in the risk assessment. This will include those relating to individual activities and any equipment accompanying the event. Examples which may be taken into consideration:

- Any slipping, tripping or falling hazards
- Moving parts of machinery
- Any moving vehicles on site
- Use of any portable electrical appliances and electrical equipment
- High noise levels
- Overcrowding and crushing
- Crowd behaviour
- Use of any equipment whether owned, hired, borrowed. (e.g. marquees, staging etc.)
- Chemicals
- Infections

This list is not exhaustive and care should be taken to identify any other hazards associated depending upon the activities of the event.

For each hazard identified, it is essential that you list all those people who may be affected eg visitors, volunteers, children and elderly people, disabled people, local residents, stewards, contractors, etc.

Ensure that all contractors and performers have undertaken their own risk assessments and that these documents have been checked and are satisfactory before permitting them to participate. These too must be made available to the landowner (Council if appropriate) 6 weeks prior to the event.

Remember some people attending the event may be more vulnerable than others and they must be considered.

Areas to consider

The following is a list of areas to consider depending upon the type of event:

- Site hazards including car parks
- Types of attendees, anticipated crowd behaviour, number likely to attend
- Crowd control, capacity, access and egress
- Provision for the emergency services
- Provision of first aid
- Fire, security and cash collection
- Health and safety issues
- Amusements and attractions
- Structures
- Waste Management
- Traffic Management Plan
- Celebrity Appearances

Assessing the Risk

The extent of the risk arising from the hazards identified must be evaluated and existing control measures taken into account. The risk is the likelihood of harm arising from the hazard. Existing controls should be listed and an assessment made as to whether any further controls are required. The following should be taken into account:

- Compliance with legislative standards, codes of practice, British Standards
- Information, instruction and training regarding the event and the activities involved

If your event is including an appearance by a celebrity, there will be additional considerations on security, crowd control and possible traffic management. You must liaise with the appropriate contact organisations at the earliest possible opportunity in Appendix 5 should this be the case.

Further action to control the risk

Classify risks into high, medium and low. Examples of risks falling into these categories are as follows:

- **High** An unsecured inflatable being used in adverse weather conditions
- **Medium** A display of animals in a roped area
- **Low** A mime artist performing amongst the crowd

For each risk consider whether it can be eliminated completely. The law says you should first try and remove the risk but if this is not possible then the next best option should be used. If it cannot, then decide what must be done to reduce it to an acceptable level. Consider the following:

- Removal of the hazard
- Find a substitute for that activity / machine
- Preventing access to the hazard such as guarding dangerous machinery
- Implement procedures to reduce exposure to the hazard

When drawing up your risk assessment, involve the people who will be doing the job. This will give them a greater understanding of the needs and reasons behind their work. Give a copy of the finished assessment to these people so that they are aware of the controls in place and can play an active role in monitoring and controlling the risk.

The arrangements that you decide on to control health and safety risks should be incorporated into the standard operating procedures.

Safety Check

Just prior to the event a detailed safety check should be carried out to ensure that all the hazards identified in the Risk Assessments have been addressed and that the Organisers are satisfied that the event can be undertaken without the risk of injury to people or damage to property.

It is not possible to identify all such checks in this document as each event is different but the list below gives examples that Organisers should consider:

- Traffic and pedestrian routes
- Siting of equipment, stands,
- Public information and safety signs
- Vehicle access and parking
- Barriers correctly sited and stable
- Lighting
- Public information
- Toilet and refreshment facilities
- Procedure for safe collection and disposal of hypodermic needles (see Appendix 5 for contact telephone number).

Event Risk Assessment Form



Event: _____ Date of Event: _____ Venue: _____ Organiser: _____

Hazards Identified	Persons at Risk	Risk Factor (high/medium/low)	Measures required to control the Risk	Action to be taken by (Name)	Date completed and signature

Name of Assessor: _____ Signature _____ Date: _____
(Printed)

Appendix 11



Association of Chief Police Officers Public Safety Policy

Introduction

1.1. In general the public perception is that the Police are the lead agency for approving all public events including those which take place on the public highway. In reality the Police have no authority to either approve or ban such events and in fact, Police powers to regulate traffic for planned events are extremely limited. Furthermore, the Police have no general duty to preserve public safety at any public event, except where there are imminent or likely threats to life.

1.2. Legal opinion suggests that the responsibility for public safety resets with the organisers of an event, the owners of the land on which it takes place and possibly the Local Authority if the event takes place on a road. However, other persons or agencies who undertake actions regarding public safety at an event may assume a duty of care and, therefore, also become responsible.

1.3. In the past, the Service has taken the lead and undertaken actions to facilitate public events, acting for what they believed to be the public good. However, with the emerging spectre of civil litigation, a more focused approach, confining Police action to those issues which are part of our core responsibilities and where there is legal authority, is becoming necessary. The situation is potentially damaging to many public events and the Police will be seen as the 'villain of the piece' if situations are not handled with great sensitivity. The public will not want to know why they cannot hold an event, but how they can proceed with police approval.

1.4. This policy is aimed at standardising the Police approach to all organised events staged in a public place and on all public highways. It creates an environment where through consultation and partnership, public events will continue to take place. A greater awareness of the individual responsibility of the organisers and those of the other agencies involved should emerge, which will ensure a more focused approach by all concerned resulting in better planned, safer and more resilient event.

Policy

2.1. The Police Service is often viewed as the first point of reference for those who organise

public events, the assumption being that the Service can authorise or ban them. That is not the case, and it is vital that this perception is changed. The Police Service will, therefore, encourage Borough and District Councils and Metropolitan Authorities to establish a standing Safety Advisory Group. The Group should be comprised of Senior Officers or Executives from the Fire Service, Ambulance Service, Highways Authority and Police; it should be chaired by the Local Authority.

2.2. The Group will act as the first point of reference for all those who are intending to organise a public event, on or off the highway. It will provide advice and guidance regarding the specific areas of responsibility for both the organisers and the other agencies involved and also refer to aspects of best practice for the information of the organisers.

2.3. There is no legal requirement for the organisers to refer events to the Group but it is hoped that local impetus can be generated to develop, such referrals as best practice amongst organisers. Moreover, there is also no legal requirement for the organisers of a public event to comply with the advice and guidance given by the Safety Advisory Group (See 2.7 and 2.8 for actions).

2.4. Assessment of the need for Police attendance and action at public events will be principally based on the need to discharge or core responsibilities which legal advice indicates are as follows:

- a) Prevention and detection of crime.
- b) Preventing or stopping breaches of the peace (see note below).
- c) Traffic regulation within the legal powers provided by statute, a Road Closure Order (TPCA 1847) or a Traffic Regulation Order (RTRA 1984).
- d) Activation of a contingency plan where there is an immediate threat to life and co-ordination of resultant emergency service activities.

Please note: Where a public event involves a public procession intended to demonstrate support for or opposition to the views of others, publicise a cause or campaign, or mark or commemorate an event, the organisers have additional legal responsibilities and Police additional legal powers under Section 11 of the Public Order Act 1986.

2.5. The level of Police resources committed to the event and the action undertaken will be proportionate to the assessment of risks posed by the event. They will also be restricted to these core areas of Police responsibility.

2.6. Police resources will not be routinely deployed to tasks, which the risk assessment suggests are necessary but for which there are no legal responsibilities or legal powers.

2.7. Where it becomes known that an event is planned which has not been referred to the Safety Advisory Group, the Police Service will make every effort to persuade the organisers to do so. However, where this approach is resisted and the event proceeds in such a manner that reasonable grounds exist to suggest that the risks caused by the event are within Police core

responsibilities, we will take immediate action to mitigate risks.

2.8. Prior to taking such action however, if practicable, a notice in writing, will be served on the organisers. This notice will detail the risks posed and the action to be taken by Police. It will clearly state that the action taken is intended to mitigate the hazard created by the organisers and in no way relieves them of their responsibility for the safety of the public involved in the event as either participants or spectators (Please see Appendix A).

2.9. Events of national significance, such as Armistice Day Parades and Services are particularly sensitive within the community and it is imperative that they should be allowed to proceed. This is so even where the Police action required would be outside normal policy. This generally involves short-term traffic regulation. The Police Service will pursue a solution to this problem in partnership with the local Highways Authority for each event, through the partnership with the local Highways Authority for each event, through the promotion of local closure orders. In the meantime, necessary action will be taken to facilitate such events, although attention should be given to areas of risk that should be reduced to the lowest possible level by adjustment of the route and/or the use of temporary emergency signage.

2.10. If the local Highways Authority have no policy regarding the authorisation of road closures for public events, the police service will encourage the formulation of such a policy. The resulting traffic management should comply with the requirements of the Traffic Signs Manual and be 'self-policing'. Police Officers will not be used as part of a traffic management plan introduced in consequence of a closure order unless this is completely unavoidable.

2.11. The current policing dilemma is created by a number of conflicting issues, although the lack of legislation to regulate public events is a major factor. Inconsistency has resulted. This has the potential to cause disaffection between the Police and the public and to significantly damage community relationships, which are vital to the Police Service.

2.12. The Police Service will, therefore, encourage the promotion of legislation to properly regulate and control such events in the future.

Appendix 12

Fairgrounds

Organisers must be able to clearly demonstrate that they understand the responsibilities that they have and the actions they must take as set out in Section E of the national guidance as shown at the bottom of this page.

The organiser may be an individual, a group of people or a company. In practice the identity of the organiser will depend on the following:

- for fixed sites, such as amusement parks, the person or company in control of the overall site will usually be responsible;
- for temporary sites the situation may be more complex:
 - where an individual acts as a licensee, that individual is the organiser;
 - where there is no licensee, then an organiser should be chosen and be given the necessary authority by the controllers present;
 - where the fair is part of a larger event, the promoter will usually be the organiser. The controllers present must co-operate with the organiser.

Where events are held on Council land, organisers will be required to provide clear evidence to the Council that they are following the guidance. This evidence will be required well in advance of the event taking place and in accordance with the timescales that are set out by the Council. Evidence will include:

- A developed and detailed management document.
- Site risk assessment.
- Information on how the competency of individual controllers will be ensured including but not limited to evidence that the relevant national inspection schemes have been applied and are up to date for each ride.

Controllers must ensure that they manage their devices in accordance with Section F of the national guidance as shown at the bottom of this page. They must also ensure that operatives and attendants are fully aware of their responsibilities as set out in the national guidance and that they implement the actions that are set out under Section G of the guidance.

National Health and Safety Executive Guidance

“Fairgrounds and amusement parks – guidance on safe practice” - available via the following link:

www.hse.gov.uk/pubns/priced/hsg175.pdf

Appendix 13

The Role of the Emergency Response and Resilience Service

The Council operates an operational Emergency Response and Resilience Service which comprises a multi-disciplinary control room and mobile community response (Security) Officers. This service operates 24/7 and can be contacted on TEL: 0161 253 6606 or via emergencycontrol@bury.gov.uk

The control room is the main point of contact for all out of hours Council activities, co-ordinates/monitors public area CCTV and maintains the security and safe use of Council land and buildings, plus interpreting emergency planning procedures.

It is acknowledged that many events organised within the Borough operate out of normal working hours and that event organisers may require contact with the Council.

Appendix 14

Safety Inspection Checklist (before, during and after the event)

Walk through safety inspections should be carried out 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: _____

Site Access/Egress	Yes	No
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	Yes	No
Is site free from tripping hazards, eg cables, potholes, footpath, defects, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
Are permanent fixtures in good condition, e.g. seats, fencing, signage, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
Has vegetation been cut back, debris removed and the area made safe?	<input type="checkbox"/>	<input type="checkbox"/>
Have current weather conditions created new hazards to be addressed?	<input type="checkbox"/>	<input type="checkbox"/>
Attractions/Activities/Structures	Yes	No
Have all structures been completed?	<input type="checkbox"/>	<input type="checkbox"/>
Have all structures been inspected and approved by a competent person where required?	<input type="checkbox"/>	<input type="checkbox"/>
Are all activities/attractions sited correctly and checked?	<input type="checkbox"/>	<input type="checkbox"/>
Have all activities/attractions supplied evidence of insurance and health and safety requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Are all potentially hazardous activities segregated and/or fenced as required?	<input type="checkbox"/>	<input type="checkbox"/>
Have temporary flags/decorations been installed correctly and checked?	<input type="checkbox"/>	<input type="checkbox"/>

Have any unanticipated hazards been introduced? ☐ Yes ☐ No

Event Provision

Yes No

Is fire fighting equipment in place? ☐ Yes ☐ No

Is lighting in place where required? ☐ Yes ☐ No

Have electrical supplies/equipment been checked/certified? ☐ Yes ☐ No

Have toilets been provided where required? ☐ Yes ☐ No

Are first aid facilities in place? ☐ Yes ☐ No

Is control centre in place and public address system working? ☐ Yes ☐ No

Are adequate waste bins in place? ☐ Yes ☐ No

Are stewards in place? ☐ Yes ☐ No

Defects noted	Remedial action taken

Exhibitors/Attractions

Yes No

Have all attractions been dismantled and removed? ☐ Yes ☐ No

Have all exhibitors vacated the venue? ☐ Yes ☐ No

Have all vehicles left the venue? ☐ Yes ☐ No

Temporary Facilities

Yes No

Has all equipment been dismantled and removed? ☐ Yes ☐ No

Have all structures been dismantled and removed? ☐ Yes ☐ No

Have temporary markers such as stakes, ropes, flags, etc. been removed? ☐ Yes ☐ No

Have any holes/trenches, etc. been made good? ☐ Yes ☐ No

Have all temporary electric installations been isolated and made safe? ☐ Yes ☐ No

Waste Collection

Yes No

Has all waste been collected satisfactorily? ☐ Yes ☐ No

Has all waste been removed from the site? ☐ ☐

Have all residue fire hazards been checked, e.g. fireworks, bonfires? ☐ ☐

Incidents/Accidents **Yes** **No**

Were any incidents/accidents reported during the event? ☐ ☐

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

Remedial action taken

(If on Council land, please advise the Council of any damage found and remedial action taken)

Printed Name of Designated Person:

Signature:

Date of Inspection: Before

Date of Inspection: During

Date of Inspection: After

Appendix 15

Application Form Example and conditions of use



Bury Council Operations Department

Application for the use of parks and open spaces

Administration Fee (Non Refundable)	Payable by all with application form (unless event is organised by Bury Council staff/departments where no charge applies) (cheques payable to Bury Council)				£30 Received
Name of Event					
Name of Applicant	Mr/Mrs/Miss/Ms	Forename	Surname		
Address of Applicant					
Telephone No	Home		Work		
Email Address					
Name of Organisation					
Name and Address of National Organisation Association (if applicable)					
Registered No. of Company or, if a Registered Charity, The Commission No.					
If it is a fund-raising event, please state who will receive the proceeds					
Venue Required					
Main Date(s) of Event					
Time of Event	From am/pm		Until am/pm (No later than 11pm)		
Date(s) Site Actually Required (includes preparation and clearance)					
Time Site Actually Required (For preparation and Clearance)	From am/pm		Until am/pm (No later than 11pm)		
What Events will take place? (e.g. Side Stalls, Food outlets, Beer Tent, Funfair, Climbing Wall, Inflatables i.e. bouncy castle/slides etc)					

How many people do you expect will attend? (Please Mark with X)	1 to 20	20 to 100	100 to 1000	1000+

Please detail below what you intend to bring onto the site, e.g. fairground equipment, Marquees, Inflatables i.e. bouncy castle/slides, food outlets, stalls, vehicles etc (Please continue on a separate sheet if necessary)

--

Please answer **ALL** of the following questions and refer to the **Conditions of Use** when answering:

	Condition of Use Number		
Public Liability Insurance (Please enclose a copy of the Insurance Policy Certificate or make available for our inspection at the address below).	Enclosed	To Follow	6, 8 & 15
Fairground Equipment all relevant safety (ADIPS) paperwork and insurance for each ride will have to be collected by organiser	Yes	No	7, 8 & 9
Inflatables Bouncy Castles, Slides - all relevant safety paperwork and insurance for each ride will have to be collected by organiser	Yes	No	7, 8, 9, 10, 11, 12 & 13
Entry Charges/Programme Will programmes be sold during your event	Yes	No	14
Alcohol Sales Will any alcohol be sold during your event? i.e. beer tent	Yes	No	17

Music/Dancing Entertainments

Will you be using the site for:

a) Public music and dancing and entertainments	Yes	No	16
b) Public music from recording only	Yes	No	16
c) Public contests, displays or exhibitions of boxing, wrestling, judo, karate or similar sport	Yes	No	16
Site Plan Have you enclosed a plan with this application? (A plan of the site detailing the layout of stalls, equipment, Marquees etc need to accompany this application)	Yes	No	

If fairground equipment is onsite and the operator is a member of the showman's Guild, please give the Guild Reference Number

Ref No.

I agree that the above information is correct and certify that I have read and agree for myself and on behalf of the organization to abide by the conditions of Use.

Signed

Date

Please Print Name

Mr/Mrs/Miss/Ms

Please return this form as soon as possible the Events, 2nd Floor, Bury Town Hall, Knowsley Street, Bury, BL9 0SW– Tel 0161 253 5899
Email Events@bury.gov.uk

Metropolitan Borough of Bury

Parks and open spaces

Conditions of use

General

1. No activity other than that detailed in the application will be permitted.
2. The Organisation will not create any nuisance, deface or damage any property belonging to the Department.
3. It is agreed by the applicant that any reinstatement costs incurred by the Council as a result of its use of the facility will be recharged to and paid by the Organisation (e.g. renovating of grassed areas, removal of litter).
4. The Organisation will comply with the instructions of any authorised officers of the Council regarding the event or any conditions laid down by the Council or its authorised officers. The Council or its authorised officers reserve the right to stop the event or operation of any machinery or equipment.
5. The authority of the applicant to sign on behalf of his/her Organisation/ Company may be required to be shown.

Indemnity

6. The Organisation will indemnify the Council against all legal liability and actions, costs, claims and demands (other than those caused by any acts or omissions of the Council) arising from:
 - (a) the use of the land or property by the Organisation, its members agents and associates; and
 - (b) injury to persons and damage to property of persons attending the venue by express or implied invitation of the organisation, its members, agents or associates (other than injury to persons or damage to property caused by any acts or omissions of the Council).

In this regard the Council insists that Public Liability Insurance is obtained with a limit of indemnity of at least £5,000,000 (please check with us) Cover should include both the date(s) of the Event and any preparation beforehand and clearance of the site afterwards.

Funfairs/Fairground & Inflatable Equipment

7. If fairground or inflatable equipment is present the organisation making the application is responsible for submitting, at the time of application, a copy of their, or the fairground operatives, current public liability insurance certificate which must carry a minimum amount of insurance of £5,000,000 cover and an annual safety certificate provided by an appropriately qualified engineer. (This cover is to include the indemnity referred to in Condition 6 above.)
8. Funfairs, fairground and inflatable equipment must comply with the Health and Safety Executive's "A Code of Safe Practice at Fairgrounds". All documentation required by the code must be available on site for inspection by the Health and Safety Executive and any authorised representative of the Council. For further information contact the Health and Safety Section, Resources and Regulation

Department, Town Hall, Bury. Tel. 0161 253 5143.

9. All fairground and inflatable equipment should carry an annual safety certificate provided by an appropriately qualified engineer, a copy of which shall be made available for inspection by a Council officer both before the event and on site.

Bouncy Castles/Inflatable equipment

If Bouncy Castles or similar inflated play equipment (described below as 'the equipment') are used then the following additional conditions apply:

10. The equipment must be adequately secured against strong winds and enthusiastic use by participants.
 11. At the entrance to the equipment a suitable safety mat of adequate thickness and of such dimension to cover the entrance shall be installed.
 12. Only the maximum number of users as specified by the equipment manufacturers shall be allowed onto the equipment.
 13. The equipment and its use must be adequately supervised.
- For further information please contact the Health and Safety Section, Resources and Regulation Department, Town Hall, Bury. Tel. 0161 253 5143.

Public Access to the Site

14. The site must not be closed to the public. No gate/entrance collections shall be made, but permission may be granted for the sale of programmes, provided prior approval is obtained.

Licensing Service

Gaming/Amusements with prizes

15. The organisation shall not use or permit the venue to be used for the purpose of gaming gambling, betting, poker, bingo ect, with the provisions of the Gambling Act 2005. You will need to apply for a for this licence.

Music/Dancing/Exhibitions

16. If you intend to use the land for
 - (a) music and dancing and entertainments of a like kind, or
 - (b) public music from recording only or
 - (c) public contents, displays or exhibitions of boxing, wrestling, judo, karate or any similar sport
- You will need to apply for a Premises Licence.

Alcohol

17. Applications to sell alcohol must be made to the Local Authority. You will need to apply for an **Premises Licence and contact the Licensing Service on 0161 253 5208 prior to submitting the application**
- For further information contact the Licensing Service, 3 Knowsley Place, Duke Street, Bury, BL9 0EJ. Tel. 0161 253 5208. Please apply early so that proper arrangements for inspection can be made.

Posters

18. No posters shall be fixed to any "street furniture" (e.g. lamp-posts) belonging to the Council without our expressed permission.

Marquees/Tents

19. Are the sole responsibility of the event organiser and must be erected safely and

inspected throughout the event.

Markets Charter and sale of goods (e.g. Car Boot Sales)

20. The Organisation will not contravene:

- (a) the Markets Charter of the Metropolitan Borough of Bury. For further information contact the Markets Manager, tel. 0161 253 6520;
- (b) any other statutory requirement whatsoever.

Use of mains or generated electricity supply

- 21. All cables when connected to mains electrical supply must be protected by a double pole Residual Current Circuit Breaker with a sensitivity of 30mA.
- 22. All cables carrying above 110v must be supported at least 10 feet above the ground across roads and pathways.
- 23. All cables carrying above 110v must be buried below ground where (21) above is not practicable.
- 24. Cables must not be tethered or supported by the use of fencing or posts in the ownership of the Authority.
- 25. Armoured steel wire cable must be used for any supply, other than domestic caravans.

Appendix 16

Demonstrations/Procession – Considerations

Legal Responsibility

As the organisers of a planned demonstration/procession you are required by law to inform the Police and Local Authority about the event you are organising. You also have legal responsibility for the welfare, health and safety of all persons concerned in the organisation of the event and also to all the participants attending / taking part. You must carry out a detailed risk assessment and a formal record should also be made of this. The police have the power to place conditions on the demonstration if necessary.

Insurance

All organisers of both static and mobile demonstrations/processions must arrange their own public liability insurance to cover the event. In respect of this they must ensure that any potential insurer is provided with full details in relation to the event. It is also the organiser's responsibility to ensure that any insurance cover is valid to cover all relevant activities relating to the event.

Stewards

You must ensure that you provide a sufficient number of stewards who are fully trained in first aid and carry the relevant insurance (as above) to cover any accidents / incidents which may occur. These should be easily identifiable by wearing a high visibility vest / bib / jacket clearly labelled 'Steward' and should have an agreed means of communication with the event organisers. The overall responsibility of the stewards is to safeguard the safety of themselves and those participating in the event. In addition they should ensure that all participants keep to the agreed route and follow any instructions given by police. Any person acting as a steward should be over the age of 18 years.

Contact

You should make contact with the Bury Police and Bury Council (highways) department with as much notice as possible (and in any case at least one month before) regarding your planned. You should be ready to provide information on the following;

- Name of the organiser
- Proposed date of the event
- Start and finish times
- Specific point of contact on the day
- Number of people expected to attend
- Whether static or mobile event
- Number of vehicles involved if applicable
- Any speeches planned for before / after the procession

- Any cash collections
- Details of any flags / banners / PA systems to be used
- Full details of stewards (names and numbers)

Road Closures

In relation to processions along the public highway, the local authority has responsibility for the closure of the highway for this purpose and as such, organisers are responsible for contacting Bury Council highways department to arrange the relevant closure(s).

Please note it is a criminal offence to cause an unnecessary obstruction of the highway.

Bury Town Centre

If the procession/demonstration is planned for Bury town centre, then a range of demonstration route / static protest site options have been developed depending upon the nature of the demonstration proposed. Each route is designed to allow a large group of participants to march within Bury Town Centre with minimum disruption and be requested from the Highways department at Bury Council.

Appendix 17

Provision of Temporary Drinking Water Supplies at Events

All events requiring a temporary water supply from either a public supply, a private water supply i.e. a spring, well or borehole or from tankers or bowsers will have to comply with The Private Water Supplies Regulations 2009 and BS 8551:2011 – Provision and management of temporary water supplies and distribution networks (not including provisions for statutory emergencies) – Code of Practice.

The regulations and BS apply to all events that require a new connection to a water supply as well as events that connect to an existing supply. A supply of mains water laid as a temporary supply for Events is classed as a Private Distribution System and also falls under these regulations as well as The Water Supply (Water Fittings) Regulations 1999 which is enforced by United Utilities.

This legislation which is enforced primarily by the Local Authority aims to prevent contamination of water used for drinking and food production purposes and to ensure that Events provide a wholesome and sufficient water supply.

In order to properly plan for an event and ensure there is sufficient time to address any problems, carry out a risk assessment and arrange for samples to be taken, event organisers are strongly advised to contact the Council's Environmental Services and the appropriate Water Company, (i.e. United Utilities for a public supply connection), well in advance of the event.

Contact Environmental Health: Tel: 0161 253 5353

E-mail: envsection@bury.gov.uk

Appendix 18

Events – inclusion and diversity

Community events and celebrations are important in providing a positive experience for Bury residents and bringing them together. This contributes to a strong sense of community and promotes community cohesion. To do this, it can be helpful to consider whether any event you are planning is inclusive.

Bury is changing and has a number of communities living in the borough. There are also groups of people who may find barriers to attending events, if these are not considered in advance.

This checklist below will help you plan your event to increase inclusion.

Inclusion and diversity checklist

Topic	What to consider	Notes
Event Planning Team	Does your planning team include a range of people - of different ages, genders, ethnic backgrounds, and people with disabilities? If not, how could you go about consulting more widely to do this?	
Consulting	Have you consulted a variety of local groups to see if they can suggest ways to make the event inclusive?	
Accessibility	Is your event accessible to people with disabilities / in a wheelchair / with a pushchair? Is there a way to improve access? Have you included accessibility information in your publicity? (Including, but not necessarily limited to parking, toilets, baby changing facilities).	
Timing	Try to avoid major religious or cultural holidays or regular observation times for groups who live locally and may wish to attend.	
Publicity	Have you considered where you will publicise the event? You may need different media for older or young people, and to reach all communities. For example, young people may be most likely to look at social media, while many Orthodox Jewish people use the internet on a very restricted basis. Who is in your visuals? All ages, ethnicities, able bodied and disabled people?	
Food	If you are doing food, have you considered including food which is from other cultures? Local community groups may welcome an opportunity to showcase their food. Vegetarian food may be acceptable to those who have specific religious requirements in food. If you wish to offer food that is kosher or halal, ask local groups what is acceptable to their members	
Venues	Have you considered whether your venue will be easily accessible to local communities?	
Contributions from different cultures	Are you able to include contributions (food, music, etc.) from a number of different cultures or groups? For example, if you have face painting, could you also have henna decorating? If you have food, perhaps you could have a Jamaican barbeque or Eastern European cakes. Speak to local groups who may have suggestions.	