

Newry, Mourne and Down District Council Event Toolkit

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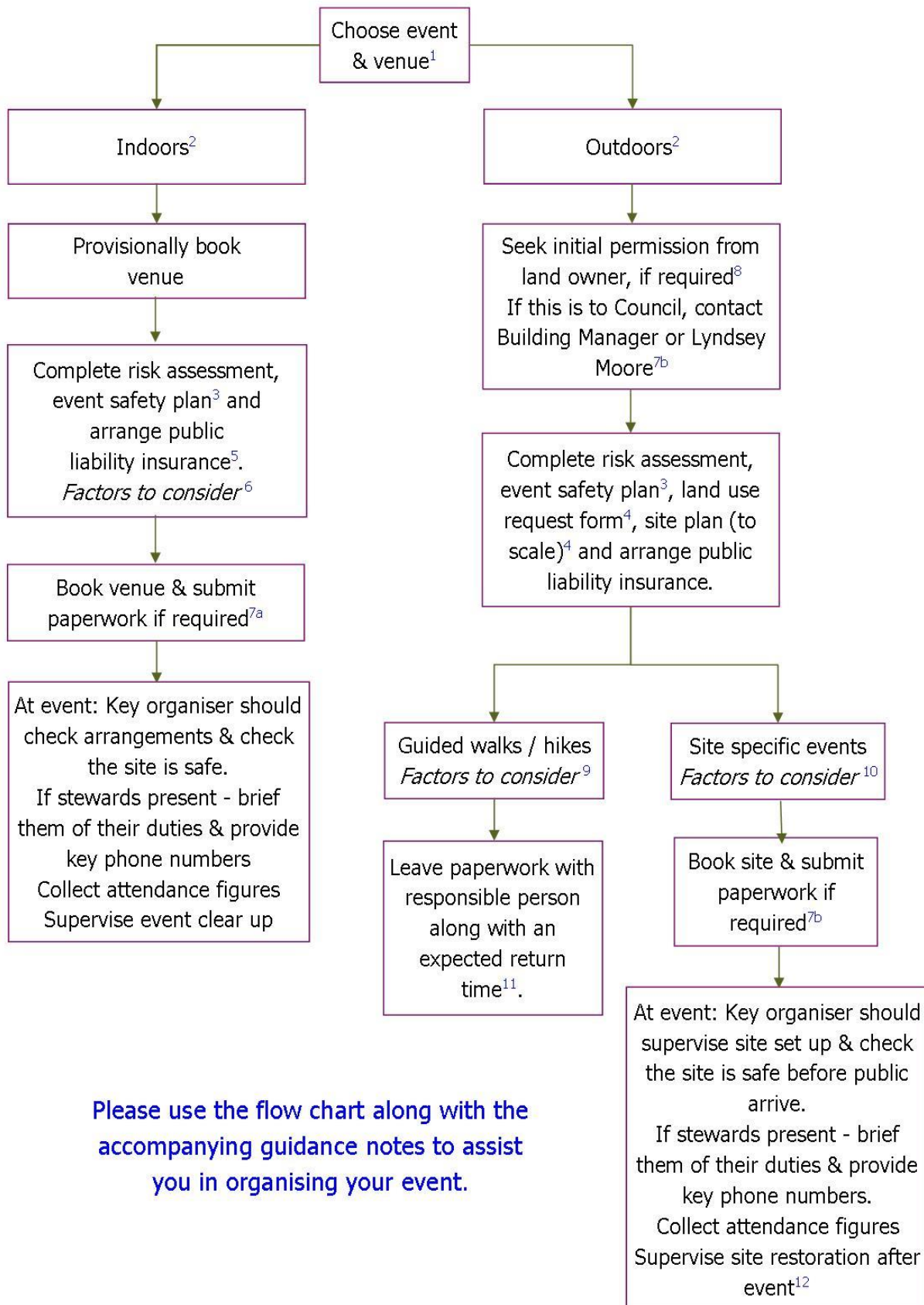
Planning Your Event

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Event Planning Flow Chart



Event Planning Flow Chart - Guidance Notes

1. Consider the activities involved in the event and anticipated attendance as these will determine your required venue capacity and facilities.
2. If suppliers, such as amusements, food providers etc. are being used you will need to collect the companies' public liability insurance, risk assessments and any relevant safety certificates for equipment or food preparation. If food providers are being used they must have a valid food hygiene certificate and the Environmental Health Department of the Council also need to be informed. If amplified recorded music is being played in/on a premises not already licensed to sell alcohol, or is being played between the hours of 11pm and 8am, an entertainment license will be required; this can be applied for through NMDDC Licensing Department (buildingcontrol@nmandd.org) for a small fee.
3. For small events of less than 50 attendees the risk assessment should be sufficient as an event safety plan; however this will depend on the venue owners.
4. Required for site specific events only. The 'Request to Use Council Land' forms ([Appendix 4](#)) are needed for Council owned sites; other land owners may have something similar.
5. It is recommended that your public liability insurance has a minimum limit of indemnity of £5 million.
6. Factors to consider:
 - i) First aid cover & equipment – ask about trained venue staff
 - ii) Room layout
 - iii) Additional equipment e.g. computer and projector
 - iv) Car parking
 - v) In the case of larger events: car park stewards to aid traffic flow
 - vi) Under what circumstances you would cancel the event
7.
 - a. If you are using a Council venue, you will need to supply your public liability insurance, risk assessment(s), event safety plan and any provider's paperwork as stated in note 2 above, to the relevant Council employee; most likely the venue receptionist or manager, four weeks before the event.
 - b. For outdoor events you will need to submit your paper work (as stated in notes 2 & 4 above) to Lysndey Moore (lysndey.moore@nmandd.org).
8. This typically applies if the land is privately owned, Council owned or if the event is sufficiently large that disruption would be caused to the site's normal operations or environment. Guided walks along designated paths/roads etc. are generally exempt, however if you are walking along public roads a request needs to be submitted to the [Parades Commission](#), 28 days before the event. With regards to Council sites; at least three months' notice will be required for events of less than 5000 people.

9. Factors to consider:
- i) Access to toilets.
 - ii) Route you will take and possible access points for emergency help.
 - iii) Advice for participants e.g. reasonable level of fitness required, walking sticks recommended etc.
 - iv) Recruiting a backstop (a responsible person bringing up the back of the walk to ensure the group is kept together and to notify of oncoming traffic).
 - v) Rest points and shortened routes if the weather turns bad unexpectedly.
 - vi) Under what circumstances you would cancel the event.
10. Factors to consider:
- i) Access to toilets, including accessible toilets.
 - ii) Car parking, including accessible spaces.
 - iii) Adequate event communication, both within the event and to external agencies. You may need to consider a radio repeater, due to the mountainous terrain.
 - iv) Crowd control.
 - v) Shelter from poor weather.
 - vi) Event set up time – depending on the size of the event and the changes you wish to make to the site, you may need to close the site to the public for a time, to enable you to set up the site safely.
 - vii) Access and egress for emergency services.
 - viii) Under what circumstances you would cancel the event.
- NB:** Barriers, chairs, marquees and tables may be supplied by the Council for a small cost. Requests need to be submitted to events@nmandd.org using Appendix 5 at least four weeks before the event. If the resources are needed during peak event periods it is recommended that you send requests as early as possible to avoid disappointment.
11. For larger events it is recommended that you contact the local mountain rescue service with your route plans before the event. The Ring of Gullion is covered by the Mourne Mountain Rescue Service (secretary@mournemrt.org).
12. After the event sites should be immediately returned to the same condition (or better) that they were in before the event i.e. all equipment and signage removed, event litter collected and removed. Depending on the size of your event you may need to arrange the supply and emptying of additional bins with the Council.

Event Risk Assessment

As part of organising a safe event you must control the risks to organisers and attendees. To do this you need to think about what might cause an accident and/or ill health to people and decide what reasonable steps you can take to prevent them; in other words, make a risk assessment. Most of what is contained in a risk assessment is common sense, for example; keeping electrical equipment away from water.

To carry out a risk assessment you need to think about what activities your event will have and what hazards (anything which may cause harm) are associated with those activities. Decide how people may be harmed by the hazard and work out what steps can be taken to reduce the risk of an accident happening. You may find it easier to produce two risk assessments, one from the perspective of the organisers, stewards and other volunteers assisting with the running of the event, the other from the perspective of attendees; particularly if those working behind the scenes are exposed to more hazards. Should an accident occur all the details will need to be collected on an Accident/Incident Report Form ([Appendix 2](#)); depending on the severity of the accident this form may need to be submitted to the event insurers.

On pages 8 - 10 there is an example of a generic risk assessment, which you are welcome to use as a guide to create your own event-specific risk assessment.

Event Safety Plan

Larger events (over 100 attendees) will need an event safety plan as well as a risk assessment. Event safety plans focus more on what will happen in the event of an emergency; rather than general risks. Your event safety plan should detail who will take on decision-making responsibilities during an emergency, as well as the emergency procedures.

When developing your event safety plan you should consider how you will:

- Get people away from immediate danger,
- Handle casualties,
- Liaise with the emergency services and if the situation is serious, hand over responsibility for the emergency to them,
- Deal with people displaced by the emergency i.e. those not injured,
- Protect property.

Your event safety plan should also include:

- A contacts page, containing all the essential contact numbers and
- Site location maps detailing the locations of activities, stewards, first aid etc.

On pages 10 - 12 there is a short example of a generic event safety plan, showing the control factors put in place for one hazard identified at the risk assessment stage as well as general stewards' duties. You are welcome to use this event safety plan as a guide to create your own event-specific safety plan.

This is for guidance only. You must complete your own, event-specific, risk assessment

Example - Generic risk assessment

Below is a generic risk assessment which will cover the main risks present at any event; however it is not a comprehensive list. The 'current control measures' provided will not apply to all situations. Please use it as a guide to tailor your own, **event-specific**, risk assessment. A few guidance notes have been included in blue.

- *Likelihood** – A measure of the chance of an accident occurring
- 1 – Very unlikely:** There's a 1 in 1,000,000 chance of the hazardous event happening
 - 2 – Unlikely:** There's a 1 in 100,000 chance of the hazardous event happening
 - 3 – Fairly likely:** There's a 1 in 10,000 chance of the hazardous event happening
 - 4 – Likely:** There's a 1 in 1,000 chance of the hazardous event happening
 - 5 – Very likely:** There's a 1 in 100 chance of the hazardous event happening

- Severity** – A measure of how serious an injury would be if an accident occurred.
- 1 – Insignificant:** No injury
 - 2 – Minor:** Minor injuries needing first aid
 - 3 – Moderate:** Up to three days' absence from work
 - 4 – Major:** More than three days' absence from work
 - 5 – Catastrophic:** Death

If you have safety measures in place and are still getting a Risk Factor score of 17-25 the activity/event should not go ahead.

Event Safety Risk Assessment

ACTIVITY: *Insert event title*

LOCATION: *Location address*

Location Description:

Give a brief description of the location, indoors, outdoors, surface type and condition etc.

MAP SHEET/GRID REF: *Letter & Six-figure grid reference* **Likelihood (L) x Severity (S) (were 1 is low, 5 is high) = Risk Factor (R)** *see notes above

Area/Object	Potential hazard	L	S	RF	Current control measures	Action in event of an accident	Additional control measures
Weather	Cold/heat/burn	4	3	12	Adequate protection – Attendees have been advised to wear correct clothing for conditions. Check Met Office weather day before the event taking place at: goo.gl/C40rpv	First aid / 999 (depending on seriousness)	Activity cancelled in extreme weather

This is for guidance only. You must complete your own, event-specific, risk assessment

Uneven and potentially slippery surface	Slip/trip/fall	3	2	6	<ul style="list-style-type: none"> - Warning statement. - Attendees advised to wear appropriate footwear. - Wet surface hazard signs displayed. 	First aid / 999	Leaders aware of alternate entry/exit points in case of injury.
Moving vehicles	Collision with attendees	2	3	6	<ul style="list-style-type: none"> - Stewards wear hi-vis vests at all times. - Traffic movement areas e.g. crossings manned with stewards in hi-vis vests directing pedestrian traffic. - Site made into a pedestrian zone during the period the event is open to the public. - Walk leader and back stop wear hi-vis vests and alert walkers to oncoming traffic, so they can move into the side of the road. 	First aid / 999	<p>Stop pedestrian movement if necessary to facilitate vehicle movement.</p> <p>NB: Stewards to not have the power to control vehicle traffic, only pedestrian traffic.</p>
Generators / Electrical equipment	Electric shock	1	4	4	<ul style="list-style-type: none"> - Generators placed in a cordoned off area. - Ensure electrical equipment is suitable for outdoor use. - If more than 12 months old electrical equipment is PAT tested. - Electrical equipment kept away from water sources indoors. - Equipment checked for damage before use; particularly cables and plugs 	First aid / 999	At outdoor events a qualified electrician must be on site to sign off all electrical equipment as being safe to use.
Generators / Electrical equipment	Tripping over cables	2	3	6	<ul style="list-style-type: none"> - Cables kept tidy in cordoned off area. - If cables must cross pedestrian walk ways, external/internal pedestrian cable covers used. 	First aid / 999	At outdoor events a qualified electrician must be on site to sign off all electrical equipment as being safe to use.
Wildlife	Stings/bites	2	2	4	None	First aid / 999	None

This is for guidance only. You must complete your own, event-specific, risk assessment

Manual handling	Sprain / Strain	3	2	6	- Stewards trained in correct manual handling techniques. - If stewards untrained, have trained person demonstrate safe manual handling before work begins and supervise throughout. - If loads are too heavy or awkward for one person, work in pairs.	First aid / 999	None
High drops	Fall from height	2	4	8	- Restrict or prevent access to areas with high drops e.g. steep slopes, stages. - Close off area with barriers.	First aid / 999	None
Medical condition	Asthma etc.	1	3	3	Awareness.	First aid / 999	None
Noise	Hearing damage	3	3	9	- Workers provided with suitable ear defenders. - Stage sound volume maintained at recommended decibel level.	First aid / 999	Seek advice from the NMDDC Licensing or Health & Safety Departments.
Fire	Burns	3	3	9	- Provide fire extinguishers in key areas e.g. near electrics or BBQs.	First aid / 999	None
Lighting	Trip/Fall	4	2	8	- If an outdoor event is continuing into the hours of darkness provide suitable temporary lighting throughout the site, focusing on main thoroughfares, toilets and exits. - Provide stewards with torches.	First aid / 999	At outdoor events a qualified electrician must be on site to sign off all electrical equipment as being safe to use.

Safety equipment / information	e.g. first aid kits, hi-vis vests, fire extinguishers	Nearest Hospital: Daisy Hill: Tel 028 3083 5000 Safety Co-ordinator mobile: Chief Steward mobile:
Qualified First Aider(s)	NMDDC Health & Safety dept. or British Red Cross can provide advice on the level of first aid provision required, particularly for larger events.	
Assessed by:		
Checked by:		

Below is a short example of a generic event safety plan which covers one main hazard present at an event; the control measures provided will not apply to all situations. Please use it as a guide to tailor your own event safety plan, using your event risk assessment. The length of your event safety plan will be determined by the number of main hazards identified in your risk assessment.

Example - Event Organiser – Event Name : Event Safety Plan
Date – Location

Site Management:

- CHIEF STEWARD:** Main coordinator of the event
- MUSTER POINT:** A suitable location for stewards to assemble for deployment in an emergency.
- SAFETY CO-ORDINATOR:** Person in charge of safety – for small events this can be the same person as the chief steward, for larger events (upwards of 100 people), a separate person is recommended.
- CHILD PROTECTION:** If children are in attendance there should be a minimum of two responsible persons (one male and one female), who have had appropriate background checks and child protection training, to look after lost children. You will also need a child protection policy and an enclosed child-friendly area to take lost children. It is also recommended that the persons responsible for child protection wear a different colour of hi-vis vest to easily distinguish them from other stewards.

Event Control Centre (Muster point) : Usually the same as above

Communication: Depending on the size of the event different methods of communication will be needed, for small events stewards' personal mobiles and megaphones for communicating with attendees will be sufficient. For larger events or events in poor signal areas, 2-way radios should be considered for stewards, along with a PA system for distributing information to all participants. NB: Low cost and effective 2-way radios are available online.

First Aid: What level of first aid will be provided and by whom? The level of first aid cover required will largely be dictated by the anticipated numbers of attendees and the event risk assessment. An example would be: Ambulance & crew provided by Order of Malta, supported by two of our own volunteers.

Toilets: If you are having an indoor event, it is highly likely toilets will be provided. However if you are at an outdoor site you may need to hire chemical toilets; remember to ensure that at least one of the toilets is wheel chair accessible. The number of toilets will be determined by the anticipated numbers of attendees; the toilet providers can advise you on the recommended number.

Stewarding arrangements

Site specific issues: -

In this section you should highlight the main hazards which your stewards will be responsible for managing. It is recommended that you develop a stewarding plan to ensure each steward knows their roles and responsibilities prior to the event.

Risk assessment *Hazards*; Attendees, density/movement and moving vehicles.

- Control measures: How you will protect attendees from the hazards
- Number of stewards available - positioned at all vital points; highlight key areas e.g. a road crossing from a car park
 - Site checked for any glass or other hazards before set up.
 - Site made a pedestrian zone from ... until ...
 - Caution signs of pedestrians crossing will be placed on the roadside.
 - If a field is being used as a temporary car park - Tractor on stand-by in case cars get stuck in the field. It would also be worth considering alternative parking in case of wet weather.
 - Event coordinator will brief all stewards on their duties. It is also recommended you go over the order of events, location of first aid and lost children point etc.
 - Food provider(s) have valid food hygiene and other relevant food safety certificates.
 - Amusement provider(s) have valid public liability insurance, risk assessments and health & safety certificates for all amusements provided.

Emergency Action Plan: -

The Chief Steward and Safety Coordinator reserve the right to cease the Activities if a Health and Safety risk becomes apparent at any stage.

1. The Chief Steward or Safety Coordinator must be contacted immediately by the quickest practical means.
Give precise details to the Chief Steward and await further instructions.

2. It will be the Chief Steward's/Safety Coordinator's* responsibility to:
- Contact the relevant emergency services (Fire, Ambulance, Police, etc.)
 - Request that the necessary Stewards either go to the Muster Point or required location.
 - Under no circumstances should anyone attempt to fight a fire without the permission of the Chief Steward or Safety Coordinator*.

Medical emergency, Bomb scare or Public disturbance:

- The Chief Steward or Safety Coordinator* must be contacted immediately by the quickest practical means.
- Give precise details to the Chief Steward and await further instructions.

Steward's duties (it is essential each steward is aware of his/her specific duties):

Dedicated stewards will be required to:

- Monitor & control the public to ensure all safety zones are kept secure.
- Concentrate on their duties not the activities.
- Contact the Chief Steward or Safety Coordinator in the event of an emergency.
- Ensure no overcrowding occurs in any part of the venue particularly on entering or leaving the site.
- Secure emergency access routes.
- Be alert to tripping hazards, broken glass etc. and take the necessary action to prevent injury e.g. remove the offending item or isolate (if in doubt contact The Chief Steward or Safety Coordinator).
- Cooperate with the Chief Steward and Safety Coordinator at all stages of the event.
- Cooperate with members of the emergency services (notify Chief Steward or Safety Coordinator if the emergency services require assistance).
- Not be under the influence of alcohol whilst executing their duties.
- Report immediately any hazardous activities/equipment/structures, accidents or ill health, dangerous occurrences, unruly behaviour or equipment.
- Assist lost children following 'event lost child policy' (Contact Chief Steward or Child Protection Stewards and bring to Muster point).
- Remain on duty until the event is over and the Chief Steward is satisfied that the supervision requirements can be stepped down.
- Remain calm and courteous towards members of the public and provide them with the necessary information e.g. First aid and other facilities (if in doubt refer them to the Chief Steward).
- Be identifiable by wearing the high visibility reflective vests provided.

Notes: Ensure fire hydrants are kept clear.

Thank you for your attention

Example - Event Check List

The check list below covers large events; therefore it is probable that some items will not be required for smaller events. Your risk assessment should highlight what you need from the list.

Event: _____

Location: _____

Date: _____

	Number	Supplier	Date Ordered
Barriers			
Bins			
First Aid			
Lighting			
Marquees / Gazebos			
Stewards			
Park & Ride			
Stage			
Security			
Sound			
Toilets			
Traffic Management Company			

Appendix 1

Risk Assessment Template Summary of Persons at Risk

Identify who will be at your event and could be at risk – contractors, staff, members of the public, exhibitors, and caterers

All Workers	<input type="checkbox"/>	Inexperienced Staff	<input type="checkbox"/>	Outdoor Workers	<input type="checkbox"/>
Pregnant Women	<input type="checkbox"/>	Cleaners	<input type="checkbox"/>	Visitors/Public	<input type="checkbox"/>
Performers	<input type="checkbox"/>	Volunteers	<input type="checkbox"/>	Elderly People	<input type="checkbox"/>
Staff with disabilities	<input type="checkbox"/>	Maintenance Staff	<input type="checkbox"/>	Other	<input type="checkbox"/>

Summary of Core Hazard Categories

Identify the hazards which could impact on your event

Access/Egress	<input type="checkbox"/>	Environmental	<input type="checkbox"/>	Hazardous Substances	<input type="checkbox"/>	Manual Handling	<input type="checkbox"/>	Temperature Extremes	<input type="checkbox"/>
Adverse Weather	<input type="checkbox"/>	Explosion	<input type="checkbox"/>	Hygiene & Welfare	<input type="checkbox"/>	Noise	<input type="checkbox"/>	Vehicles	<input type="checkbox"/>
Animal	<input type="checkbox"/>	Fall of object from height	<input type="checkbox"/>	Ladders	<input type="checkbox"/>	Radiation	<input type="checkbox"/>	Ventilation	<input type="checkbox"/>
Biological	<input type="checkbox"/>	Fall of person from height	<input type="checkbox"/>	Lifting Equipment	<input type="checkbox"/>	Sharp Objects	<input type="checkbox"/>	Violence to staff	<input type="checkbox"/>
Collapse of structure	<input type="checkbox"/>	Fire Safety	<input type="checkbox"/>	Lighting	<input type="checkbox"/>	Slip/trip/fall	<input type="checkbox"/>	Work equipment	<input type="checkbox"/>
Crowd Control	<input type="checkbox"/>	Food Hygiene	<input type="checkbox"/>	Lone Working	<input type="checkbox"/>	Storage	<input type="checkbox"/>	Other	<input type="checkbox"/>
Electricity	<input type="checkbox"/>	Gas	<input type="checkbox"/>	Machinery – forklift	<input type="checkbox"/>	Stress	<input type="checkbox"/>		

Hazard – is something with the potential to cause harm. For example

Any possible risk from activities or demonstrations
 Chemicals or substances hazardous to health including dust and fumes
 Crowd intensity at the event
 Electrical safety
 Hazards relating to any fire risks or fire evacuation procedures
 Moving parts of machinery and any vehicles on site
 Manual handling and lifting
 High noise levels
 Poor lighting, heating, ventilation

Sale of hot food and drink and supply of alcohol
 Slipping, tripping and falling hazards on site

Put measures in place to stop or minimize the likelihood or impact of the hazard – the level or risk (high, medium, low) eg. remove the hazard, prevent access to the hazard, put in measures and procedures to reduce exposure to the hazard, find an alternative activity or machine.

Blank Risk Assessment Template

What are the Hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by Who?	Action by when?	Done

Appendix 2

Accident / Incident Report Form

Once completed this form should be submitted to the person responsible for event safety.

1. About the person who had the accident

Give full name, home address and contact phone number.

FULL NAME: _____

ADDRESS: _____

POSTCODE: _____

PHONE NO.: _____

2. About you, the person filling in this form

If you did not have the accident, give full name, home address and contact phone number.

FULL NAME: _____

ADDRESS: _____

POSTCODE: _____

PHONE NO.: _____

3. Please sign and date (there person filling in the form)

SIGNATURE: _____ DATE: ____ / ____ / ____

The person who has had the accident should sign and date if they have not filled in the form (as confirmation that they agree the accident recorded is a true and accurate record).

SIGNATURE: _____ DATE: ____ / ____ / ____

4. About the accident – When and where it happened.

DATE: ____ / ____ / ____ TIME: _____

IN WHAT PLACE DID THE ACCIDENT HAPPEN: _____

5. About the accident – what happened

Say how the accident happened. Give the cause if you can. In the event of any personal injury, say what it is.

HOW DID THE ACCIDENT HAPPEN? _____

MATERIALS USED IN TREATMENT _____

6. Witness details

Give full name, home address and contact phone number.

FULL NAME: _____

ADDRESS: _____

POSTCODE: _____

PHONE NO.: _____

WITNESS STATEMENT: _____

7. Report passed to Event Safety Co-ordinator

DATE: ____ / ____ / ____ TIME: _____

CO-ORDINATOR'S NAME AND INITIALS: _____

Appendix 3

Event Plan for _____

Introduction: (Give a brief explanation of event) _____

Key Personnel:

Event Organiser: _____

Person responsible for Health & Safety: _____

Person responsible for security: _____

Person responsible for first aid: _____

Equipment:

Will electrical equipment (lighting, disco equipment etc. be used: Yes No

If yes, is the equipment less than 12 months old: Yes No

If more than 12 months old, has it been PAT tested: Yes No

Give details of any other equipment to be used: _____

What First Aid provision has been made: _____

Give details of entrancing arrangements (e.g. ticket, pay at door etc.)

Give details of stewarding arrangements: _____

Give details of emergency arrangements: _____

Give details of Insurance held: (A copy of public liability insurance must be included)

Anticipated audience profile: (age,gender etc) _____

If outside event has, PSNI/DRD approval has been given? Yes No

Is there to be alcohol at the event? Yes No

Is alcohol to be sold on premises: Yes No

If yes to last question has a liquor licence been obtained? Yes No

Signature: _____

Date: _____

Appendix 4

Request to use Council Land – Newry Mourne and Down District Council

File Ref _____

Applicant: _____

Organisation: _____

Contact Details: Email: _____ Mobile No: _____

Council Land requested _____

Date Required: _____

Details of Event _____

Certain activities will require a licence or special permissions including the sale of alcohol, Entertainment licences and Road Closures

Does your event require an Entertainment Licence? Yes/No

Does your event include sale/provision of Alcohol? Yes/No

Does your event involve road closures? Yes/No

Will there be Inflatables at event (Bouncy Castles etc) Yes/No

If your request is approved you will be required to submit the following:-

- Risk Assessment (See Page 15 of Toolkit for template)
 - Events Plan (See Page 17/18 of Toolkit for template)
 - Insurance – Minimum limit of £5 million but for events which are considered “High Risk” £10 million Public Liability Insurance cover will be required. You should check with your Insurance Provider. (Council’s Insurers have advised that high risk events would include fairground operators, bouncy castles/inflatables/trampolines, motorised sports, water based sports, contact sports or dangerous activities, large events, events involving heat, fireworks displays etc.)
 - Site plan
-

FOR OFFICE USE ONLY

Officer Recommendation: Approve / Reject

Signed: _____

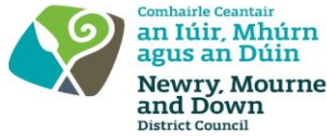
Having been considered the above application was approved under Newry, Mourne and Down District Council’s Scheme of Delegation for Officers

Signed:- _____

Position: Director of _____

Date: _____

Appendix 5



Replies should be emailed to: events@nmandd.org

Request for Logistical Support for Community Festivals and Events

Name of community group/association: _____

Name of event: _____

Address of event: _____

Date of event: _____

Date equipment is required: _____

Contact Tel no's and email address:

Name and mobile number of contact person who will be available to sign for the
Delivery and collection of equipment:

Type of Equipment required:					
Tables:	Chairs:	Barriers:	Marquees:	Gazebos:	Other:
Is your event being held on Council Property		If Yes	If No		
Yes/No		Request to use Council Land Form will be forwarded to group	Group to confirm that adequate levels of Public Liability Insurance cover is in place for hire of equipment		
Does your event require any other Council Services ie Street Cleansing / Bins / Additional opening hours of Public Conveniences / Street Trading or Entertainments Licence		If Yes, please specify			
Yes/No					

Please note this is only a request form. Confirmation of the amount of support available from the council will be emailed to the contact person listed above. Due to a high volume of requests received applications will be dealt on a first come first served basis.

Fairgrounds and amusement parks

Guidance on safe practice



This is a free-to-download, web-friendly version of HSG175 (Second edition, published 2007). This version has been adapted for online use from HSE's current printed version.

You can buy the book at www.hsebooks.co.uk and most good bookshops.

ISBN 978 0 7176 6249 4
Price £12.50

Although fairgrounds and amusement parks are relatively safe compared to activities such as driving a car or riding a bicycle, there have been a small number of serious incidents involving employees and members of the public. The Health and Safety Executive has worked with the members of the Fairgrounds and Amusement Parks Joint Advisory Committee to improve standards and to produce this revised guide.

This book incorporates improvements made over several years in the industry's practices. It deals with the safety of employers, employees and the general public using fairgrounds and amusement parks and gives advice on controlling risks, site layout and safe systems of work. It also provides information and guidance on fairground ride design, manufacture, installation, operation, maintenance and inspection.

Appendix 7



Health and Safety
Executive

Charity and voluntary workers

A guide to health and safety at work



This is a free-to-download, web-friendly version of HSG192 (Second edition, published 2006). This version has been adapted for online use from HSE's current printed version.

You can buy the book at www.hsebooks.co.uk and most good bookshops.

ISBN 978 0 7176 6185 5
Price £13.50

This book provides basic health and safety advice and information to charity and voluntary organisations. Many of them do not have access to professional health and safety advice and don't know what is required of them. This book aims to help them find out and gives practical suggestions on how to work safely. It will also help health and safety practitioners working in this sector. The book covers the main aspects of health and safety that most charity and voluntary organisations will need to be aware of in order to meet their legal duties.

Each chapter looks at a specific health and safety subject and gives a general introduction followed by a series of practical case studies taken from actual events. It explains legal duties, how to manage health and safety and how to assess risks. Among other things, the book deals with work in charity shops, driving and transport, fire safety, fundraising, lone working, moving and handling, violence at work, supervision and training.

This book is the result of a joint project between the Health and Safety Executive (HSE), the Charities Safety Group (CSG), and the Institution of Occupational Safety and Health (IOSH).