

# **SAFER EVENTS**

## **ADVICE FOR EVENT PLANNERS**

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## Introduction

This document has been compiled following consultation between representatives of the following agencies:

- Local Authorities in Northumberland and Tyne and Wear;
- Northumbria Police
- North East Ambulance Service, NHS Trust;
- Tyne and Wear Fire and Rescue Service;
- Northumberland Fire and Rescue Service;
- NHS

The purpose of this document is to support the Safer Events Policy, as agreed by the foregoing agencies and create uniformity in application of safety requirements and guidance across the region.

The document is intended as guidance to organisations involved in the public safety of events and promotes interagency discussion and involvement in the principles of the “Safety Advisory Group” as a means of achieving a safe event.

The guidance can be applied equally to both licensed and non-licensed events. It is not a substitute for existing published technical guidance documents. It should however be read in conjunction with current technical guidance, a list of which is included in Appendix 3.

The legislation and guidance exists to ensure, amongst other things, the safety of spectators, performers and staff. Many organised events held in public places require either a licence or permission from the local authority, thereby ensuring a means of safety control.

Some events may not require such licences or permission or may indeed be excluded by legislation for example religious gatherings and pleasure fairs.

It should be noted that the requirements of the Health and Safety at Work Act apply to both licensed and unlicensed events, the difference being in the ability to impose more detailed conditions in relation to events requiring licensing approval. However, the successful management of an unlicensed event is often dependent upon the co-operation and planning between all agencies involved.

Safety, at events where members of the public, event personnel and volunteers attend, is the responsibility of the organiser and/or the owner of the land or property.

However, the Safety Advisory Group process will use their best endeavours to minimise public safety risks arising from an event.

### **Scope of the Guidance**

The range of events across the region which attract participation from both performers and spectators is wide and varied. They range from minor charitable events to major events on the national calendar such as the Great North Run and Sunderland International Air show.

The following list, although not comprehensive, gives an idea of the types of event to which application of this guidance is appropriate:

- Marches, parades, motorcades;
- Fun runs, road races, cycle races;
- Charity walks;
- Charity stunts;
- Festivals, music or otherwise;
- Concerts;
- Shows, fetes and street parties;
- Motor sports

## **Safety Advisory Groups**

Following notification of an event to any of the authorities, which presents public safety issues, consideration will be given to the requirement of arranging a Preliminary Safety Advisory Group. The membership of the Preliminary Safety Advisory Group will be made up of representatives of the core constituent body, namely;

- Local Authorities in whose area the event is to take place;
- Northumbria Police;
- North East Ambulance Service, NHS Trust;
- Tyne and Wear Fire and Rescue Service and/or Northumberland Fire and Rescue Service
- NHS

The purpose of the meeting will be to discuss the proposal for the event and conduct an assessment of the safety issues surrounding the event.

## **Safety Advisory Group – Terms of Reference**

- To ensure that each member of the group is aware of their individual role within the group and at the event and are suitably qualified and authorised to represent their organisation;
- To ensure, as far as possible that the risk to public safety is minimised for all those working at or attending the event;
- To ensure that, when appropriate, a Statement of Intent is prepared which sets out the responsibilities of the relevant organisations involved in the event;
- To keep a written record of all meetings whether formal or preliminary, to clearly note recommendations agreed by the advisory group and note actions arising from those meetings;
- To ensure that there are in existence agreed contingency plans for dealing with emergency situations at events;
- To ensure that the organisers appoint an event safety officer who can demonstrate competency throughout the planning of the event and who will be responsible for all safety aspects of the event;
- To hold a thorough debrief and make recommendations as necessary

## **Safety Advisory Group – Membership**

The membership of the Safety Advisory Group shall include representatives from the following organisations:

- Local Authorities of Northumberland and Tyne & Wear;

- Northumbria Police;
- North East Ambulance Service, NHS Trust;
- Tyne and Wear Fire & Rescue Service;
- Northumberland Fire & Rescue Service;
- NHS

In addition, representatives from the following organisations should be considered for inclusion in the Safety Advisory Group:

- Organisers;
- Property Owners (on whose land the event will take place);
- Transport operators (metro/bus/taxi/ private hire operators if appropriate);
- British Transport Police (if necessary);
- Security and Stewards representatives (if appropriate);
- Voluntary groups, the military and other service providers

As well as the representatives listed above it may be appropriate to invite other parties who can contribute to event safety, benefit from familiarising with the agency representatives and develop working relationships, e.g. promoter, venue manager, local business representative.

### **Safety Advisory Group – Meetings**

It may be necessary to hold more than one multi-agency meeting depending upon the nature of the event. Sub-groups of the Safety Advisory Group may be required to look at specific aspects of the event. These groups will be required to report back to the Safety Advisory Group.

Formal minutes of all meetings will be recorded, actions endorsed to named persons and circulated to all involved. Minutes should be circulated as soon as possible (7 – 14 days is accepted as a suitable period).

### **Preliminary Safety Advisory Group**

There will be a number of small scale events that do not present public safety issues. Where such an event comes to the notice of a core constituent body member and, in their professional judgement, the event does not pose public safety issues, that member can permit the event to progress. That member must notify, in writing, each of the other members of the core constituent body of the event and the decision they have taken. However, if any of the core constituent members disagree with the decision a Preliminary Safety Advisory Group will be convened and chaired by the Local Authority in whose area the event takes place.

A Preliminary Safety Advisory Group will provide an initial scoping of the event in any case where a public safety issue is presented. The role of a Preliminary Safety Advisory Group will be to consider the proposals for the event and conduct an assessment of the safety requirements. If the event does not warrant, in their professional judgement, a Formal Safety Advisory Group the decision will be minuted and circulated to each core constituent member and communicated, in writing, to the event organiser.

At this stage, if there are minor safety considerations advice must be given to the event organiser, in writing. The Preliminary Safety Advisory Group must then ensure that the advice given is complied with, by requiring the event organiser to report back to the Safety Advisory Group the details of the action they have taken to address the issues. This procedure must be documented and circulated to all members of the core constituent bodies.

If the preliminary Safety Advisory Group considers that the event requires more detailed safety considerations a Formal Safety Advisory Group will be arranged by the Chair.

### **Formal Safety Advisory Group**

Membership of a Formal Safety Advisory Group will consist of local members of the core constituent bodies, the event organiser and any other contributor considered necessary to the safety of the event.

This group will normally be coordinated by the Local Authority in whose area the event takes place.

The Chair of the group will ordinarily be a representative of the lead Local Authority except in those circumstances where there is a potential conflict of interests, in which case the lead Local Authority will identify a Chairperson for approval by the Safety Advisory Group. Consideration should be given to this being an officer from the lead authority of a discipline not actively involved in the promotion/ presentation of the event, but who possesses the necessary skills to perform the role.

If an event transcends more than one Local Authority area, the Local Authority which is affected the most by the event will normally chair, coordinate and administer the Safety Advisory Group ensuring that all discussions and advice are documented and communicated in writing to all Safety Advisory Group members including the event organiser.

The role of the Safety Advisory Group will be to ensure, as far as is reasonably practicable, that any risk to the public, any participant or worker is minimised. To offer professional advice based upon the information supplied by the organiser and the relevant legislation and guidance which is in place at the time the event is being planned. The Safety Advisory Group can not be responsible for the organisation and management of an event or accountable for any failing on behalf of the event organiser, either generally or specifically.

In addition the Safety Advisory Group will ensure that event organisers provide appropriate information commensurate with the nature of the events which may include the following points:

- Ensure that a Safety Officer is appointed who can demonstrate their competence throughout the planning and the duration of the event;
- Ensure that the Event Safety Management Plan is validated by all Safety Advisory Group members;
- Ensure that there is an agreed contingency plan in existence for dealing with emergency situations /major incidents;
- Ensure that, when appropriate, a Statement of Intent is prepared which sets out the responsibilities of the relevant organisations involved in the event;
- Ensure that a thorough debrief is held after the event, making recommendations as necessary.

### **Event Safety Management Plan**

The Safety Advisory Group will ensure that where necessary the event organisers produce an **Event Safety Management Plan**. It will be the responsibility of each of the Safety Advisory Group members to validate and formally endorse the plan.

The plan should give positive consideration to matters such as;

- Event safety policy statement which would detail the hierarchical structure of safety responsibility;
- Aims and objectives for the event
- Event risk assessment – to include:
  - Areas of potential harm to people
  - The seriousness of the potential for harm
  - The provisions that are being made to minimise the risks to public safety;
- Details of the event;
- Site safety plan;
- Crowd management plan;
- Transport management plan;
- Emergency plan;
- Welfare plan;
- Medical plan;
- Communications plan

The Event Safety Management Plan will enable each organisation to assess the impact of the event on resources.

### Pre-event

Site inspections may be necessary leading up to the event with a final check on the morning of the event. Certificates, structural checks, lighting levels must all be submitted, checked and approved prior to the event.

### During event

Some events may require an event control, housing key personnel from all relevant agencies, to allow those personnel to monitor and co-ordinate safety and respond as appropriate to any incident which may impact upon public safety at the event. The requirement for, and the location of, an event control, will be determined by the Safety Advisory Group.

### Post event

A debrief meeting involving all contributors may be necessary as soon as possible following the event. The debrief meeting will be organised by the Chair of the Safety Advisory Group its purpose will be to examine and address any problems encountered. It is fundamental that any experiences either good or bad are shared between all involved so that future events of a similar nature can benefit from the experience. Internal agency debrief meetings must be carried out prior to the external debrief, in order that all issues are raised in the correct forum.

### **Local Network**

Each member of the core constituent body will identify nominated contacts within each of their areas to form a local structure through which information can be communicated and cascaded to relevant persons in respect of any notified event.

Communication in respect of events is vital to the process. The sharing of information is essential in order to identify any event where safety may be an issue.

### **Notification of Events**

It is expected having regard to the nature, size, location and all other relevant factors, that an event organiser will provide suitable and sufficient notice of an event so as to allow the Safety Advisory Group process to function correctly and for the event to be planned safely. In circumstances where the event organiser fails to provide adequate notice of an event, the Safety Advisory Group reserve the right to advise the organiser not to proceed with the event as planned.

### **Spontaneous Events**

Spontaneous events, by their very nature are difficult to manage and it is recognised that the response to this type of event may well be of an operational nature, reacting to the event rather than being proactive in safety planning.

Any response to a spontaneous event will also be determined by the availability of resources from each of the organisations involved and the statutory powers available.

### **The Role of the Event Organiser**

The responsibility for the safety of all persons working at or attending an event rests with the prospective licence holder/event organiser.

It is the duty of this person to exercise overall control of the event, and to ensure all reasonable precautions, as agreed by the Safety Advisory Group, are taken to maintain the safety of the people at the event.

This person must also be able to demonstrate to the agencies an understanding of these roles and responsibilities and commitment to public safety. When appropriate the responsibilities of each relevant agency will be required to be laid down within a Statement of Intent.

The event organiser/license holder shall:

Make application, when needed, within acceptable time limits;

Organise/attend planning meetings;

Submit all risk assessments for the event as outlined in Appendix 1;

Appoint an event safety officer who can demonstrate competency throughout the planning and the actual event;

Provide site plans indicating all relevant details;

Apply for road closures (and any subsequent traffic management arrangements) via the Local Authority if necessary;

Prepare an Event Safety Management Plan in consultation with the key agencies;

Provide all other relevant information as deemed necessary;

Comply with the safety requirements of the Safety Advisory Group.

### **Resolution of Safety**

It is unlikely that a safety issue will be raised which cannot be covered by current legislation. If however a situation arises whereby the Safety Advisory Group identifies a significant safety issue which cannot be resolved with the organisers and it is considered that the issue is fundamental to event safety, it will detail the risks posed and clearly state what action is required by the organiser to reduce the risk to an acceptable level.

This will be conveyed to the organiser in writing identifying their responsibility for public safety and advising that should the organiser fail to comply with the Safety Advisory Group requirements, members would not be in a position to support the event.

If the event organiser then fails to make adequate safety arrangements and proceeds with the event, the Safety Advisory Group will consider what other actions it could appropriately take. Safety Advisory Group members will also consider what actions may be appropriate for their own organisations to take.

Such actions might include the Chair of the Safety Advisory Group writing to professional bodies and insurers, the withdrawal of permission to use land or roads, withdrawal of resources from the event or enforcement action being taken.

## **Supporting Information**

The following list gives details of the types of information necessary to facilitate full discussion of a proposed event:

Details of organiser/prospective license holder together with experience;

Details of the event to include maximum crowd numbers;

Site plan/detailed drawings identifying structures, exits, lighting, WC's emergency routes, car parking, medical facilities, event control location;

Route plan/details of road closures, including any traffic management requirements to facilitate closures;

Details of the Event Safety Officer including details of the individual's relevant training and experience, pertaining to the role;

Details of temporary structures including structural calculations;

Fire safety/evacuation plans;

Communication plan;

Provisions for disabled persons;

Car parking/traffic management;  
Stewarding arrangements;

WC and welfare provision;

Medical support;

Noise control;

Electrical supply details including emergency supply;

Site cleaning – during and after event;  
Previous history of event

This may not be an exhaustive list the information required will be dependant on the type of event.

## **Insurance**

It is a legal requirement that appropriate insurance cover is provided for the event in respect of public and employers liability.

Copies of the certificates and proof of their validity must be seen and approved, by the appropriate department of the co-ordinating Local Authority, prior to the event.

## **The Role of the Authorities**

### **The Police**

Assessment of the need for police attendance and action at events will be principally based upon the need to discharge core responsibilities, which are as follows:

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

Additionally the police will offer advice on the general arrangements as they impinge on policing issues and will advise whether the event requires a police presence. They will also advise you whether you may incur any charges for provision of their services.

Events of national significance, such as Military Funerals, Armistice Day Parades and services are particularly sensitive within the community, 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/Local Councils 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 route or/and the use of temporary emergency signage.

### **The Ambulance Service**

The assessment for the need for the Ambulance Service to attend will be based upon the following:

- The type of event.
- The size and number of people attending the event.
- The potential risk of injury.
- Location of nearest medical facility to the event.

However there may be some exceptions to the rules where a large attendance over a short period of time may alter the matrix for medical cover .i.e. firework displays.

When assessing an event we would refer to The Event Safety Guide published by the HSE medical matrix.

### **Local Authority**

Local Authorities usually coordinate and chair the activities of the Safety Advisory Groups (SAG) for events held within their Borough boundaries. In many cases they will also be responsible for the letting of council land or buildings for the hosting of some of the events and this is often the starting point of the interaction with Event planners, though SAGs are not just coordinated for events on Local Authority property.

Each Local Authority will have an internal contacts list of relevant officers who contribute to the SAG. These may include Building Control, Corporate Events team, Environmental Health, Health and Safety, Highways, Traffic management, waste management etc. The SAG also includes representatives from those other agencies mentioned in this document and other specialists who may be contacted as appropriate.

Local Authorities will request Event plans for all those events that they become aware of including those organised by private individuals or companies. All received event plans will be circulated amongst the SAG members and a decision will be taken whether it is appropriate to hold a SAG meeting to discuss any of the particular events. Even if a meeting is not held then the Local Authority will coordinate any feedback from the SAG members and pass this on to event organisers. The local Authority will usually be responsible for coordinating any site visits required during the planning process, though individual agencies may make their own arrangements for during performance inspections, liaising with any event control team that may have been considered necessary.

Ultimately the SAG will hopefully support the event and this will be communicated to the event organisers usually by the Local Authority chair of the SAG.

Post event the Local Authority may coordinate an event de briefing if this is considered relevant.

**The role of TWFRS can be categorised as twofold:**

- To undertake our role as a fire and rescue service we need to undertake operational pre planning in response to a proposed event or, to premises and roads which may be inaccessible because of the impact of an event. Part of this pre planning may involve the creation of temporary tactical plans to ensure we can respond appropriately to the risk.
- TWFRS are the Enforcing Authority for The Regulatory Reform (Fire Safety) Order 2005, The Manufacture and Storage of Explosives Regulations 2005 (MSER) and we are also the Petroleum Licencing Authority for the county of Tyne and Wear. (Please see [www.twfire.gov.uk](http://www.twfire.gov.uk) for further guidance) TWFRS are also a 'Responsible Authority' in terms of the Licencing Act 2003 and are consulted on and may make representations to; both, applications for new, and, variations to existing licences. Visits to premises and events are undertaken in accordance with our risk based inspection program. Therefore all information with regards to how the event organiser will comply with the above regulations (if they are applicable) must be included within the Event Safety Management Plan. A decision will be based on this information as to whether a fire safety site visit is necessary and comment may be made if there is the need for additional information regarding the control measures or lack of.

Events Notifications to the TWFRS should be sent to:

North Tyneside

[Northtyneside.events@twfire.gov.uk](mailto:Northtyneside.events@twfire.gov.uk)

Newcastle

[Newcastle.events@twfire.gov.uk](mailto:Newcastle.events@twfire.gov.uk)

Gateshead  
[Gateshead.events@twfire.gov.uk](mailto:Gateshead.events@twfire.gov.uk)

South Tyneside  
[Southtyneside.events@twfire.gov.uk](mailto:Southtyneside.events@twfire.gov.uk)

Sunderland  
[Sunderland.events@twfire.gov.uk](mailto:Sunderland.events@twfire.gov.uk)

### **Northumberland Fire & Rescue Service (NFRS)**

The role of NFRS can be categorised as twofold:

- Ensuring access for fire appliances in the event of an incident, with suitable RVP and briefing arrangements for oncoming appliances. Normally fire appliances would be met by the event organiser or a nominated steward and briefed regarding the emergency situation i.e. fire, rescue. Except under unusual circumstances, fire appliances would not be present at an incident until requested via the 999 system.
- Secondly the safe management of the event during the planning stages. This would include occupancy number management, methods of raising an alarm, emergency lighting, fire extinguisher provision, and evacuation procedures. Should the event take place in a building or other structure it would normally fall under the auspices of the Regulatory Reform (Fire Safety) Order 2005.

Fire & Rescue Service involvement may not necessarily require the formation of a Safety Advisory Group meeting. Any issues can usually be addressed by direct contact with the applicant.

Events Notifications to the NFRS should be sent to the following email addresses:

[FireSafety1@northumberland.gov.uk](mailto:FireSafety1@northumberland.gov.uk)

[Craig.Ducat@northumberland.gcsx.gov.uk](mailto:Craig.Ducat@northumberland.gcsx.gov.uk)

### **Appendix 1 – Risk Assessment**

Planning for an event will involve risk assessment. The responsibility for the preparation of the risk assessment lies with the event organiser.

The aim of a risk assessment is to identify those risks, posed by the site or activity, to members of the public, participants and employees and to set out the means by which the risks may be eliminated or minimised.

It will be necessary to visit the site, venue or route to identify specific hazards. A hazard is anything with the potential to cause harm e.g. a dangerous item or substance, condition, situation or activity.

Risk is the likelihood or realisation and extent of a hazard. In a risk assessment, risk should reflect both the likelihood that harm will occur and its severity.

In considering risk assessment the following areas will need consideration:-

**The event:**

- Location
- Time
- Nature
- Duration

**The venue:**

- Capacity
- Site location/design
- Public Highway
- Access/egress, including emergency access/ egress
- Evacuation routes
- Support facilities e.g. power supplies, WC's
- Parking, transport
- Camping

**Persons attending**

- Profile
- Configuration e.g. segregation
- Special Needs

**Site Construction**

- Structural calculations
- Use of plant/machinery
- Traffic management

**Fire Risk**

- Use of materials
- Pyrotechnics/special effects including Net explosive quantity and timeframes for explosives being on site and their storage arrangements.
- Litter/refuse
- Temporary buildings, concessionaires, tents, marquees
- Fire risk assessment

**Marquees/Temporary Structures**

- Effects of weather
- Structural stability
- Fire

**Electrical Equipment**

- Certificates required

**Other Considerations**

- Noise Control (both people on site/on route and resultant noise pollution);
- Communications;
- First Aid/Welfare;
- Signage

**The following areas should be considered for their impact on any risk assessment:**

- Topography of site

- Crowd dynamics
- Vehicular movements prior, during and after the event
- Trip hazards
- Damage to hearing
- Electrical risk
- Fire
- Evacuation of site
- Alcohol sales
- Special effects
- Litter/refuse
- Diversions

The above list is not exhaustive it is merely representative of types of potential areas of risk and is intended to stimulate consideration of all aspects that may impact on the event.

In addition to your own Risk Assessments, it is important to ensure you have copies of any Risk Assessments undertaken by contractors or concessionaires operating any attractions, activities or equipment at your event.

## Appendix 2 – Stewarding

It is the responsibility of the event organiser to ensure that there are sufficient numbers of stewards who are adequately trained, to perform the role they are required to undertake, are aware of the geographical location and topography of the site and who are organised within a defined management structure.

The numbers required will be dependent upon the nature of the event and will be agreed at pre-planning meetings with the authorities. This will form part of the Safety Advisory Group's considerations. The stewarding plan will form part of the Event Safety Management Plan.

In addition the outcomes or risk assessment will also impact upon stewarding levels.

The HSE Guide to Safety at Sports Grounds states that stewards should be fit, active, aged not less than 18, and preferably not over 55 and have the character and temperament to carry out the duties required of them.

Stewards should:

Be familiar with the type of event, layout of the site and be aware of their role in the Event Safety Management Plan for the event;

Have an understanding of crowd dynamics and issues of crowd congestion

Be able to communicate at all levels and at all times be identifiable by means of, for example corporate jackets, tabards or uniform.

## Appendix 3 – Legislation/Guidance Documents

HSE Guide to Health, safety and welfare at music & similar events (Purple Guide) (HSG 195 ISBN 0 – 7176-2453-6)

Home Office/Scottish Home and Health Department Guide to Fire Precautions in Existing Places of Entertainment and Like Premises (HMSO ISBN 0-11-340907-9)

Guide to Safety at Sports Grounds (Green Guide) Fifth Edition (ISBN 9780117020740)

Good Practice Safety Guide – Home Office (August 2006)

Public Safety in complex and built up environments – Cabinet Office (published January 2007)

The Institute of Structural Engineers – Temporary demountable structures (Second Edition)

IEE Regulations for Electrical Installations

Health and Safety (Safety Signs and Signals) Regulations 1996

Home Office Technical Standards for marquees and large tents provided for exhibitions and entertainment. November 1995 Ref DCOL 14/1995

BS 7837:1996 Specification for flammability performance for textiles used in the construction of marquees and similar structures. LONDON BSI

BS 7157:1989 (1194) Method of test for the ignitability of fabrics used in the construction of large tented structures. LONDON BSI

Made up Textiles Association. COP for marquee hiring contractors and a code of public safety – use and operation of marquees. Tamworth: MUTA 1998

DDA 1995 Disability Discrimination Act 1995/2005

Fairgrounds and Amusement Parks – Guidance on safe practice ISBN 0-7176-1174-4

The Regulatory Reform (Fire Safety) Order 2005

<https://www.gov.uk/government/organisations/department-for-communities-and-local-government/series/fire-safety-law-and-guidance-documents-for-business>

Fire Safety Risk Assessment in Open Air venues ISBN 9781851128235

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues>

Fire Safety Risk Assessment small and medium places of assembly ISBN

9781851128204 <https://www.gov.uk/government/publications/fire-safety-risk-assessment-small-and-medium-places-of-assembly>

Fire Safety Risk Assessment; Large places of assembly ISBN 9781851128211 fire-safety-risk-assessment-large-places-of-assembly

Fire Safety and Safety of Places of Sport Act 1987. ISBN 0-10-542787X

Five Steps to Risk Assessment HSE. ISBN 0-7176-0904-9

Local Government (Miscellaneous Provisions) Act 1982. ISBN 0-10-543082X

Managing Crowds Safely HSE. ISBN 0-7176-11809

Smoke and Vapour effects used in entertainment ETIS 3 HSE Books 1996

Working together on firework displays HSE. (Second Edition 1999) ISBN 0717624781

**Note – A comprehensive list of reading material and relevant British Standards is found in “A Guide to Health, Safety and Welfare at Music and Similar Events” published by the Health and Safety Executive.**

**<http://www.hse.gov.uk/pubns/books/hsg195.htm>**

Appendix 4 – Contact Sheet

The primary contacts who should be consulted in the preparation and planning of an event are:

Local Authority in whose area the event is to take place;

Northumbria Police;

North East Ambulance Service NHS Trust;

Tyne and Wear Fire and Rescue Service;

Northumberland Fire and Rescue Service;

NHS

All of these organisations are committed to ensuring that safety is an integral part of the event, have a joint policy to assist in delivering that commitment and will endeavour to work with event organisers to facilitate a safe event.