



## Introduction

As an Event Organiser, you are responsible for the planning, organisation and the operation of your event.

This guide is intended to enable you to plan your activity or event safely and legally. It aims to simplify the processes involved, without avoiding the necessary detail, it is based on Liverpool-specific models, but these are consistent with Merseyside and national standards.

### **The guide is in three parts:**

- A. A general outline of how to plan an event
- B. Some points you will need to consider
- C. Details of Liverpool's Safety Planning Processes (Safety Advisory Group or SAG).

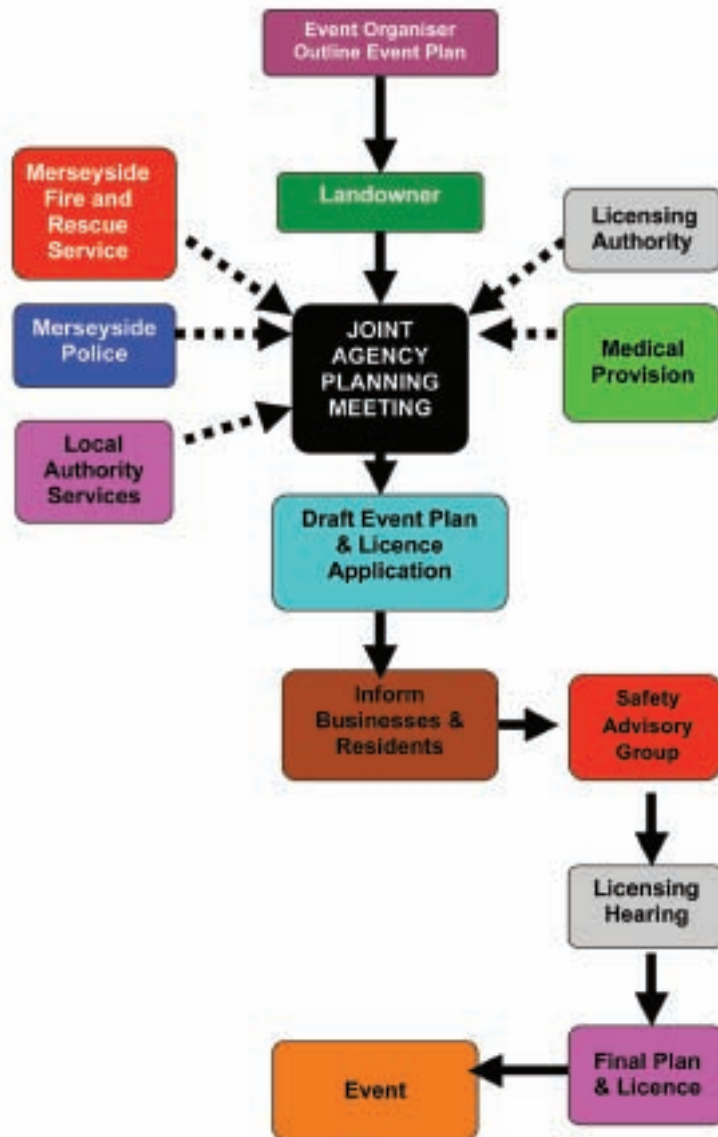
A Premises Licence or Temporary Event Notice (TEN) may also be required for your event.

For guidance on Licensing please call 0151 225 2685 / 2682 or visit: [www.liverpool.gov.uk](http://www.liverpool.gov.uk) and follow the links to Licensing Act 2003.

In a nutshell, the Liverpool safety planning process is co-ordinated through the Safety Advisory Group (SAG). This is a one-stop shop of all the people who will need to be contacted if you are planning an event in Liverpool.

If your event, (e.g. a street party, fun run, parade, car boot sale etc) is being held in Liverpool on council land, or the public highway, you must notify the SAG of your event. If your event is on private land, we would still recommend that you contact the SAG to gain advice and guidance on safe event organisation and your responsibilities as the Event Organiser.

## Planning Your Event



- Step 1** Appoint an Event Manager and do a feasibility study (where, when, what, why) and draw up a draft site plan.
- Step 2** Seek permission from the landowner and any areas / buildings covered by your event.
- Step 3** Hold a joint agency planning meeting (to be arranged by you). You may need to invite the Police, Fire Service, the Ambulance Service, Licensing Authority, Local Authority and the Land Owner, depending on the size and the nature of the event (see useful contacts Page 22).
- Step 4** Draw up a draft event plan and apply for licence if necessary (see time guidelines in 'What do you need to do', Page 20).
- Step 5** Inform local residents or businesses of your plans for the event and act on any feedback you may receive. It may help to hold a meeting.
- Step 6** Event plan to be presented to the SAG (see Page 19).
- Step 7** If no objections / representations are received from Responsible Authorities, or interested parties such as businesses or local residents, the licence will be granted. If representations are received the applicant (you) can seek to negotiate an agreement. If there is no agreement a Licensing hearing will be held which will decide on the application.
- Step 8** After the licence has been granted a final event plan can be drawn up, any alterations must be agreed with the SAG
- Step 9** Enjoy your event!

## Points to consider

Below are some helpful suggestions of the things you will need to consider when planning your event:

### **Risk assessment**

The first step when planning your event is to carry out and provide a written Risk Assessment. The purpose of a Risk Assessment is to identify hazards, assess the risks which may arise from those hazards and decide on suitable measures to eliminate or control the risks.

Employers and the self-employed have a responsibility under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 to carry out risk assessment. If five or more persons are employed there is a legal requirement to record the significant findings of the risk assessment.

For further information on Risk Assessment, refer to HSG guidance 'Five Steps to Risk Assessment' or visit: [www.hse.gov.uk](http://www.hse.gov.uk)

### **Stewarding**

It is the responsibility of the Event Organiser to ensure there are enough stewards to cover the size of the event. Staffing levels may differ, depending on some of the following factors:

- If the event is staged indoors or outdoors
- Weather conditions
- Sale of alcohol
- Timing of your event
- Types of entertainment
- Site characteristics
- Audience profile (e.g. children, vulnerable people, etc).

The findings of your Risk Assessment will help you decide the number of stewards necessary to manage the audience safely.

It is the responsibility of the organiser to ensure that any steward employed has received appropriate training and has been briefed in respect of their role.

### **Security**

Security staff at events are required to be registered with the Security Industry Authority (SIA). For guidance on security at events visit: [www.the-sia.org.uk](http://www.the-sia.org.uk).

Organisers must take account of any special security measures necessary. These may arise out of circumstances such as the attendance of VIPs or the presence of large amounts of money at the event. All security staff must wear their SIA badges at all times.

Security is defined as:

- Guarding against unauthorised access, occupation or outbreaks of disorder.
- Guarding property against destruction and danger
- Guarding individuals against assault.

### **CRB**

CRB is the Criminal Records Bureau, who act as a one-stop-shop for organisations, checking police records and, in relevant cases, information held by the Department of Health and the Department for Education and Skills. There are two levels of CRB check currently available; standard disclosures and enhanced disclosures.

Part of the role of the Criminal Records Bureau is to reduce the risk of abuse by ensuring that those who are unsuitable are not able to work with children and vulnerable adults.

If you or your staff will be in direct contact with children or vulnerable adults at your event we recommend that you complete a disclosure application form.

For further information regarding CRB or to complete an application form, visit: [www.crb.gov.uk](http://www.crb.gov.uk)

### **Evacuation**

Whenever a crowd is placed in a confined space (indoors or outdoors), you must have evacuation procedures in place and this should form part of your overall event plan. Often, in the case of indoor events, the premises will already have an evacuation plan in place. However, it is less likely that these will exist for an outdoor event. The SAG group can advise you on this.

People within your audience may be affected by a range of disabilities, e.g. epilepsy, impaired hearing, restricted mobility, visually impairments, learning disabilities etc. You need to ensure that their requirements are included in your evacuation plan and adhere to the legislation within the Disability Discrimination Act, for further information visit: [www.disability.gov.uk](http://www.disability.gov.uk).

### **Licensing**

If your audience is 499 or more you will need a premises licence to stage any of the following forms of regulated entertainment:

- A performance of a play
- An exhibition of a film
- An indoor sporting event
- A boxing or wrestling entertainment
- A performance of live music
- Any playing of recorded music

- A performance of dance
- Facilities for making music, dancing and anything of a similar description
- Entertainment of a similar description to that falling within live music, recorded music or performance of dance
- Facilities for making music, dancing and anything of a similar description
- Provision of late night refreshment (11.00pm – 5.00am)
- Sale by retail of alcohol.

There are certain exemptions to the above and advice can be sought from Liverpool City Council Licencing Unit, (contact details below). The Licensing Authority ultimately decides as to whether an event is licensable or not.

### **Permitted temporary activity**

If the activity is for less than 500 you may use a Temporary Event Notice (TEN) obtainable from the Licensing Unit (contact details below).

A copy of the completed TEN form must be sent to the Licencing Department and Merseyside Police at least 10 working days prior to the activity / event. Please note for events not covered by a TEN, a premises licence will be required which has longer timescales. We would encourage all organisers to apply for their licence or TEN as soon as is practicable to do so.

For further information please contact:

Licencing Unit  
Liverpool City Council Finance and Legal Services,  
Room 219, Municipal Buildings, Dale Street,  
Liverpool L2 2DH  
Tel: 0151 225 2685 / 0151 225 2682 Fax: 0151 225 3493  
Email: [Licensingact2003@liverpool.gov.uk](mailto:Licensingact2003@liverpool.gov.uk)

### **PRS Licence**

The Performing Rights Society (PRS) is a non-profit making membership organisation of composers, songwriters, authors and publishers of music of all styles. The function of the PRS is to collect royalties on behalf of its members, from music users in the UK.

A PRS music licence is required by anyone using or intending to perform music (live, DJ, TV, radio etc) in public and in venues. It is the organiser's responsibility to obtain a PRS licence. Obtaining a PRS licence gives blanket coverage so that the licence holder does not have to seek individual clearance for every single piece of music used.

For further information and an application form visit: [www.prs.co.uk/musiclicence](http://www.prs.co.uk/musiclicence) or call 0800 068 4828.

### **Public liability insurance**

Public liability insurance cover will be expected for your event. This must be produced before the event takes place and advice should be sought from a recognised insurance broker; you must also ensure that any equipment you hire is adequately insured against loss or damage. Again, you should work closely with the land/building owners.

The level of the insurance will depend on the nature of the activity planned.

**Liverpool City Council does not provide this insurance for event organisers even if it is a council funded event.**

### **Market franchise - temporary markets/car boot sales**

#### **City of Liverpool Market Charter Rights**

Liverpool City Council's Market Rights date back to 1207 when King John granted the city its first charter.

The Markets Charter provides Liverpool City Council with the exclusive right to establish markets within its boundaries.

The city council may, at its sole discretion, license another party to operate a market for commercial and charitable purposes providing that the activities of the proposed market do not conflict with the city council's own market service operations managed by its partner organisation, Geraud Markets Liverpool Ltd.

Before any market is considered, an application for a market licence must be made to the Regeneration Portfolio, Partnerships & Contracts Section.

For further information and advice including market licence applications, please contact:

Garry Croll, Partnership & Contracts Manager  
Business Management & Performance & Evaluation  
Regeneration Portfolio, Liverpool City Council  
Municipal Buildings, Dale St, Liverpool L2 2DH  
Tel: 0151 233 2733 Fax: 0151 233 5421  
Email: [garry.croll@liverpool.gov.uk](mailto:garry.croll@liverpool.gov.uk)

## Traffic Management

Events held on the public highway will require traffic management which could involve road closures or certain restrictions. All traffic management proposals must be approved by the Highways Management Section of Liverpool City Council and Merseyside Police. Therefore, it is important that advice is sought at the earliest possible planning stage from these parties to ensure provisions can be made.

You should be aware that to apply for, and be granted, a road closure can take up to 6 months.

In addition, the event organiser may need to appoint a traffic management company to enable an event to take place. Dependant on the size of the event, the cost involved in traffic management could be significant.

Any event which involves a road closure must go through the SAG. Liverpool City Council.

Highways Management have a policy relating to events on the Highway which is available on request from:

Liverpool City Council Highways Management Section

Tel: 0151 233 8286

Email: [Highways.Management@liverpool.gov.uk](mailto:Highways.Management@liverpool.gov.uk)

## Merseyside Police

The police are not event organisers but, in almost every case will need to be consulted. If, for example, your event needs a road closure you will have to work with the Police in the planning and enforcement of the road closure.

Initial advice and guidance can be obtained from your local Police Station 0151 709 6010 or visit: [merseyside.police.uk](http://merseyside.police.uk)

## Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 is intended to create a fire safe environment in and around all premises being used for, or as part of an event covered by this Guide, including temporary structures such as tents and marquees.

The responsible person for each event must;

- Undertake a fire risk assessment
- Reduce the fire risk to a minimum and implement appropriate fire precautions
- Ensure, as far as is practicable, the safety from fire of relevant persons, including employees and all others
- Prepare a fire safety strategy designed to deal with any fire emergency
- Review the fire risk assessment and the fire safety strategy when necessary.

Matters that must be considered to comply with the above are;

- How and where is a fire most likely to start?
- Can the risk be eliminated or reduced?
- How will the fire be detected?
- How will the alarm be raised?
- What is the evacuation procedure? (This will include Fire Exit signs and stewarding)
- What first aid fire-fighting equipment (extinguishers) is required?
- Do the stewards/staff know what to do in the event of a fire? (Training)
- What procedures are in place for calling the Fire Service?

Further guidance is available from:

[www.firesafetyguides.communities.gov.uk](http://www.firesafetyguides.communities.gov.uk) or Merseyside Fire and Rescue Service Fire Safety Department on 0151 487 7462 or 0151 296 4000.

## **Medical provision**

Appropriate first aid and medical facilities should be provided for your event. Guidance should be sought from North West Ambulance Service and relevant voluntary groups such as St John Ambulance or the Red Cross.

Areas to be considered when booking medical provision include: venue, type of event, weather, planned activities and expected audience attendance.

You must ensure that you make provision for emergency vehicle access and exit when planning your event layout.

## **Communication**

It is essential that stewards, security staff and the organisers are able to communicate effectively. At larger events the facility for at least one jointly staffed office (Event Control) should be made available when necessary. This provides a means of joint communication between participating organisations.

Communication with the public is as important as communication between event staff. In the event of an evacuation, an effective means of communication must be available, this can form part of your evacuation plan.

## **Temporary Structures**

Temporary structures can be anything from a marquee, to a stage or a podium. Appropriate safety documentation should be sought from the company providing the structure, they should be skilled & experienced in this type of work and have appropriate insurance cover. Please take into account the weather when writing your risk assessment.

Documentation should include:

- Risk assessment
- Method statement
- Current Public Liability Insurance
- Company health and safety policy
- Certificate of work completion.

## **Barriers**

There are many different types of barriers and each type serves a different purpose. For example barriers can be used to:

- provide physical security
- prevent people climbing onto equipment
- prevent the build up of audience pressure
- create arenas
- to manage queuing.

Barriers should be appropriate for their designated use and as with temporary structures they must be erected in strict compliance with health and safety legislation.

## **Environmental issues**

Event Organisers must, at all times, have regard for environmental concerns. This may include whether the venue is suitable for the type of event proposed. Attention must be given to the concerns of local residents in terms of noise and litter.

It is the responsibility of the Event Organiser to ensure that the event site is left in the same condition as it was before the event. If the ground is damaged you may be charged by the landowner for reinstatement.

You must have a cleansing plan in place to ensure the correct disposal of rubbish, this can include supplying extra bins / bin bags, ensuring any caterers dispose of their own waste and if you have large numbers of people at your event you may need to contact a commercial waste management company. Consideration should also be given to recycling of waste materials wherever possible. For further information visit: [www.liverpool.gov.uk/environment](http://www.liverpool.gov.uk/environment)

### **Welfare facilities**

Welfare facilities should be reviewed to ensure that provision is adequate. Areas to consider include toilets, lost children, food and drink, marquee cover, lighting, etc. It is expected that organisers will comply at all times with any regulations or laws.

### **Access for all**

Disabled spectators and participants feature as part of many events, their needs must be taken into consideration and met during the planning of your event, particularly with your evacuation plan, plus attention should be given to parking, toilets, raised viewing platforms etc.

You can seek further guidance from [www.disability.gov.uk](http://www.disability.gov.uk)

### **Information & Signage**

Information is key in any large event. It will be expected, therefore, that organisers make provision for sufficient signage to be available around the event venue.

All signage should be produced with the user in mind.

Due care and attention should be given to the provision of signage on the site. For example, the use of internationally recognised pictograms for non-English speaking members of the crowd or those who may not be able to read (e.g. lost children).

Any temporary, directional or other signage on the public highway requires specific approval of the Highways Authority. Guidance should be sought from the Traffic Management Section of Liverpool City Council at the earliest opportunity.

### **General considerations**

- Road and Building Works.  
Road and building works are always a pre-event consideration.  
At an early stage of your event planning, organisers should liaise with Liverpool City Council's Highways Management Section to ensure that the event and its infrastructure do not conflict with planned works.
- Co-ordination  
Thought should be given to the time and day of the week on which events are scheduled. You may be wise to avoid certain days and times of the week to minimise inconvenience or clashes with other events. For up-to-date event information visit: [liverpool08.com](http://liverpool08.com) or call 0151 233 2008.
- Road safety  
Advice should be sought at the earliest possible planning stage from Liverpool City Council's Highways Management Section.
- Noise pollution  
Large fetes and concerts often entail the playing of amplified music. Organisers are advised to make early contact with Liverpool City Council's Environmental Health Section to seek appropriate advice on 0151 233 3000.

- Food provision  
When using outdoor catering services, ensure that they are registered under the Food Safety Act 1990 and carry the appropriate liability insurance. It is advisable to seek advice on all food providers from Liverpool City Council's Environmental Health Section on 0151 233 3000. Give consideration to healthy food options, locally-sourced food and sustainably-packaged items.
- Lost children  
A facility should be provided for lost children and staffed by qualified staff that have recently undergone an appropriate check on suitability. Guidance from the NSPCC (visit: [www.nspcc.org.uk](http://www.nspcc.org.uk) for more information) should also be sought as to the relevant legislation about people working with children.
- Crowd profiles  
Audience profile can affect risks. Thought should be given to the differing needs of young children, teenagers, adults, the elderly and whether alcohol is for sale is a fundamental factor. Your risk assessment should reflect this.
- Public Transport  
Consideration must be given to any public transport services that may be affected by your event, due to road closures or a high demand for the service. You should contact any of the services that may be affected and invite a representative to your joint agency meeting.

## Who is responsible for health and safety at a public event?

The Event Organiser and / or the landowner are responsible for the health and safety of both the public and those taking part in the event. You must ensure that you have a named person who is responsible for health and safety at your event.

### Who are the Safety Advisory Group (SAG)?

Safety Advisory Groups were recommended in the Taylor Report on the Hillsborough Stadium Disaster.

The Liverpool group is chaired by Liverpool City Council's Licensing Unit and members include:

#### Core Members

- Chair and Lead Service - Licensing Unit
- Administrative Support - provided by the Licensing Unit
- Merseyside Police
- Merseyside Fire and Rescue Service
- North West Ambulance Service
- Emergency Planning Unit
- Primary Care Trust
- Highways Management.

## Invited Representation

- Event Organiser - this may be:
  - The License Holder/Event Organiser or Safety Officer
- Relevant Local Authority service representation - this may be:
  - Building Control, Environmental Health, Highways
- Relevant Elected members of Liverpool City Council / Local Authority
- Legal service representation - solicitor for the local authority with the remit of event legislation
- Local Tourism Associations/Groups representation
- Local transport representation (Merseytravel)
- Coastguard
- First Aid service representation
- Other parties as appropriate.

## What does the Safety Advisory Group (SAG) do?

The group meets monthly to assess the Health and Safety implications of events planned in the city to ensure that organisers are aware of their responsibilities and to ensure the safety of all attendees at events. The group does not make any decisions on behalf of the local authority. The group is an advisory service only - it is not an event organising service.

The members also meet & discuss non licensed events on the Highway as the Non Licensed Safety Advisory Group (NLSAG).

You will be advised of the legal and health and safety implications of your specific event to give you help and peace of mind in the planning process.

## What do you need to do?

We want to help you to make your event as safe as possible, but it is your event and your responsibility. In order for the Safety Advisory Group (SAG) to assess any potential risks associated with your event you must provide them with written notification of the event, this must include:

- The named organiser of the event, and their contact details
- Name, date and time of the event and brief outline
- Proposed venue
- Site plan
- Details of any risk assessments you have carried out
- Evacuation procedure
- Estimated attendance and crowd profile
- Roles and responsibilities
- Stewarding and security provision (if applicable)
- First aid provision
- Whether your event is open to the public
- Car parking arrangements
- If your event involves the use of a public highway
- Whether any unusual /potentially dangerous activities are planned
- If you intend to have food and / or alcohol outlets
- Notification of sub-contractors involved / working at your event.

If you have any further enquiries please contact Licensing Unit:

Liverpool City Council Finance and Legal Services  
Room 219, Municipal Buildings, Dale Street,  
Liverpool L2 2DH

Tel: 0151 225 2685 / 2682

Email: [Licensingact2003@liverpool.gov.uk](mailto:Licensingact2003@liverpool.gov.uk)

Prior to the SAG it may be helpful if you meet your local Community Police Officer who may be able to help you with relevant information. Merseyside Police can be contacted on 0151 709 6010.

You ought to give as much notice as possible of your event to the SAG and the suggested guide is:

- Small events with no road closures (e.g. balloon races, charity collections – up to 5,000 people).

#### **1 – 2 month's notice**

- Medium events with no road closures (e.g. galas, fun day with 5,000 to 50,000 people).

#### **2 – 3 month's notice**

- Large events (e.g. open air concerts, music festivals, firework displays) and any event involving road closures. This applies no matter how many attending or if you need a licence for your event.

#### **4 – 6 month's minimum**

- These guidelines must be followed as good practice, otherwise, you run the risk of the SAG not supporting your event.

## What happens next?

Once the SAG receive your final proposals, a decision will be made as to whether you need to formally attend the SAG meeting in person. If it is the case that your documentation is sufficient at multi-agency meetings, then it will only require ratification at the next available SAG meeting. The decision on whether you need to attend will also be determined by the size and nature of your event.

If you do not need to attend a SAG meeting, the group will be given suitable timescale to assess your documentation, after which a member of the Licensing Unit will contact you with any comments or amendments. You may be asked to change some of your plans to improve safety and to ensure that minimum management standards are achieved before your event takes place. If you have to make changes to your plan you will be asked to re-submit the final draft, which is then distributed to the group and subsequently the SAG.

If you are required to attend the SAG, a member of the group will contact you by telephone or letter, with the date you are to attend. They will endeavour to give you as much notice as possible prior to the meeting.

## Useful Contacts

For generic enquiries please contact Liverpool Direct Contact Centre on 0151 233 3000 or go to [www.liverpool.gov.uk](http://www.liverpool.gov.uk) and follow the links to the relevant departments.

### Liverpool City Council

Licensing	0151 225 2685/82
Environmental Health (food hygiene/noise/environment)	0151 233 3000
Highways Management	0151 233 8286
Outdoor Recreation (hire of parks)	0151 233 6339
Trading Standards	0151 233 3002
Markets	0151 233 2733
Building Control (structures)	0151 233 4458
General enquiries on the Capital of Culture Programme and Events	0151 233 2008 <a href="http://liverpool08.com">liverpool08.com</a>

### Other Organisations

Merseyside Police	0151 709 6010 <a href="http://www.merseyside.police.uk">www.merseyside.police.uk</a>
Operational Planning Officer Merseyside Fire Service	0151 296 4522 <a href="http://www.merseyfire.gov.uk">www.merseyfire.gov.uk</a>
Fire Safety Officer Merseyside Fire Service	0151 487 7462 <a href="http://www.merseyfire.gov.uk">www.merseyfire.gov.uk</a>
Local Operations Manager Northwest Ambulance Service	0151 260 5220 <a href="http://www.merseyambulance.nhs.uk">www.merseyambulance.nhs.uk</a>

## Useful Publications

If your event expects a large audience or the performance is unusual, you may need specialist advice and support. For further detailed planning advice there are a number of specialist guides available.

- **The Event Safety Guide**  
Published by the Health and Safety Executive.
- **Guide to Safety at Sports Grounds**  
Published by the Stationery Office.
- **Managing Crowds Safely**  
Published by the Health and Safety Executive.
- **5 Steps to Risk Assessment**  
Published by the Health and Safety Executive.
- **Managing Health and Safety - Five Steps to Success**  
Published by the Health and Safety Executive.
- **Safety Guidance for Street Arts, Carnival, Processions and Large Scale Performances.**  
Published by the Independent Street Arts Network.
- **Guides to Fire Safety Risk Assessment**, issued by Department for Communities and Local Government and available on [www.firesafetyguides.communities.gov.uk](http://www.firesafetyguides.communities.gov.uk)  
There are guides available for small and medium places of assembly, large places of assembly, theatres, cinemas and similar premises as well as open air events and venues.
- **The Good Practice Safety Guide**  
for small and sporting events taking place on the highway, roads and public places  
Published by the Home Office [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk)

Further information can also be obtained from the Health and Safety Executive website: [www.hse.gov.uk](http://www.hse.gov.uk)

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