Introduction

The City of York Event Safety Advisory Group has been set up to help ensure the safety of all events held in the city however large or small.

It is our aim to make York a safer city for everyone who attends public events.

Background

When large groups of people gather in confined spaces dangerous situations can arise.

This was clearly shown at the Hillsborough Stadium disaster in 1989, and the Bradford football ground fire in 1985. Following these two tragedies, new laws were introduced to increase safety in sports grounds, and the football licensing authorities and safety at sports grounds advisory groups work hard to promote safety at sports events.

More recently, the Crime and Disorder Act 1998, community fire safety plans, and health improvement programmes require local authorities, the police, fire service and health authorities to work together to improve community safety in their areas.

Lord Justice Taylor wrote in his report on the Hillsborough disaster:

“Public safety must transcend all other issues”.

However, many public events are not covered by the strict controls that govern sports events. In response, the event safety advisory group has been set up to help ensure safety at all of the public events held in the city – many of which attract large numbers of people.

The event safety advisory group works in a similar way to the safety at sports grounds advisory group, ensuring that event organisers receive safety advice early on in their planning.

We complement the work of York’s Safety at Sports Grounds Advisory Group, and the Safer York Partnership – and share their commitment to make York a safer city.
The City of York Event Safety Advisory Group

Who is on the group?

- City of York Council;
- North Yorkshire Police;
- The Highway Authority;
- Yorkshire Ambulance Service;
- North Yorkshire Fire and Rescue;
- British Waterways – with regards to events on the river.

We will also call other specialist advice we need to.

What does the group do?

- We provide advice to individuals and organisations who are planning a public event – from small fun runs through to major public gatherings. Our advice is in addition to any legal requirements and government guidance.
- By working together, we can ensure we give consistent safety advice, and achieve a minimum standard of safety at events.
- We provide a focal point for discussion between the council, emergency services and other relevant groups to develop best practice for the safe management of large crowd events.
- If necessary we will use our collective influence and power to prohibit unsafe activities.
- We have agreed contingency plans for dealing with events.
- We make recommendations for future safety improvements following an event.
- We keep a database of events we are told about.

Meetings

We hold regular meetings to discuss safety issues for particular events.

A local authority representative – ideally the chair of the Safety at Sports Grounds Advisory Group – chairs our meetings. Details of our meetings are noted and circulated to members.

Any member of the group can call a meeting.
**Funding**

We do not feel we need a large budget to operate successfully, and do not have a dedicated budget. The different organisations that make up the group will provide resources as necessary.

City of York Council provides a publishing service to the group.

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**Working with event organisers**

We want to help event organisers make their events safe.

You should have a named organiser for your event as early as possible in the planning stage.

**What do I need to do?**

Whilst we will be pleased to offer advice on any event we are particularly interested in larger events that are likely to have wider safety implications.

Please notify us of any event that is expected to attract between 500 – 5000 persons giving at least 2 months notice.

For an event which is expected to attract greater than 5000 people 6 months notice is required.

We do not normally become involved in the following events that are supported through other mechanisms: -

- Royal Visits
- Military Parades & Salutes
- Demonstrations
- Events in licensed premises unless there are special circumstances
- Normal school events
- Normal sporting events.

Please give details of your event to the Events Office, North Yorkshire Police, Fulford Road, York, YO10 4BY. Telephone 0845 6060247.

**What do you need to know about my event?**

Please tell us as much as you can. As a minimum:

- the time and date of the event;
- the type of event you are planning;
- how many people you are expecting;
- details of any special or unusual activities;
- the results of any risk assessment you have carried out;
- contact details of organisers.
What happens next?

For smaller events, we will make a note of your plans and possibly send you some safety advice. Normally, we will not take any further action. However, in some cases, we will ask you to change some of your arrangements to help improve the organisation and safety at your event.

For larger and more complex events, we may take a more active role. For example, we may want to meet with you to discuss your plans and arrangements in more detail.

Expected standards

All events are different, and it isn’t possible to provide specific guidance for every possible eventuality. However, there are minimum safety standards that must be met and these are explained below. These matters should be considered and set out in an event manual or plan for the event.

It is normal practice for event organisers to produce an event manual. This document will outline the event and the safety management structures, systems and plans. You should use ‘The Event Safety Guide’ to assist you with your planning (see page 13 ‘useful publications’).

A template for the production of an event manual can be found on the councils website:

www.york.gov.uk/leisure/Arts_and_entertainment/Festivals/258891/

Who is responsible for safety at public events?

The organiser and/or landowner are responsible for safety at public events. We strongly recommend that you take out insurance to cover the event you are planning.

We expect you to have a named person who is responsible for safety at your event. For larger events this may be a dedicated safety officer with a support team.

Safety policy and risk assessment

You must have a safety policy and carry out a risk assessment as the first step in planning your event. This will ensure you have adequate health and safety measures in place. We can provide help and support with this task, including the provision of a standard template.
**Stewards**

You must have enough stewards for the size and type of your event. The number of stewards you need will depend on several factors, including:

- if the event is indoors or outdoors;
- how many children there are;
- if it is dark or light;
- if there are unsound surfaces;
- if the weather is bad;
- if vulnerable people are there;
- if alcohol is being served.

Your risk assessment and the ‘Event safety guide’ will help you decide how many stewards you need. Smaller events may use helpers and volunteers as stewards, while major events will often need professional stewards hired for the occasion. All stewards must be properly trained and briefed.

Stewards may require a Security Industry Authority (SIA) Licence if they are carrying out:

- Man guarding activities;
- Stewarding in areas where alcohol is sold or supplied.

For further details see the SIA website: -

http://www.sia.homeoffice.gov.uk/Pages/licensing-events.aspx

**Communications**

You must have a reliable method of communication in place for the event. It is essential for stewards and organisers to be able to communicate during the event. In addition, there should be at least one control point which is staffed at all times. This will form a focal point for the emergency services if required.

Equally vital is a reliable method of communication with the public. This is particularly important if the site has to be evacuated.

**Evacuation**

You must have an evacuation procedure as part of the emergency plan for your event. For indoor events, the building you are using may already have an evacuation plan in place.

However, this is far less likely for outdoor events. Please ask for our help in putting together an evacuation procedure for your event.
**First aid and medical treatment**

You must provide an appropriate level of first aid, paramedical and medical facilities at your event, your risk assessment and The Event Safety Guide will help you decide what first aid provision you need. For further advice you can liaise with the county ambulance representative.

**Fire arrangements**

You must agree arrangements for fire prevention, detection and control with the fire service before your event. We can help you liaise with the fire service.

**Traffic management**

Few roads are suitable for events and in general only events that have a national or regional significance will be supported. This is because the Highways Authority’s main role is to maintain the free flow of traffic.

If the event you are planning is off the highway and likely to attract large numbers that will have an adverse impact on the operation of the road network it is advisable to make contact with the City Council’s traffic team at least 3 months in advance of the event, 6 months for large events. Once advice has been given the expectation is that organisers will employ a professional Traffic Management company to develop a traffic management plan to tackle the anticipated problems. The costs for all traffic management, including legal work necessary to ban parking etc will be covered by the organisers.

Any on road signing, whether directional or for closures / diversions or parking must have approval from the City Council’s traffic team and must conform to Department of Transport standards. Organisers should be aware that any departure from the above would be likely to invalidate the risk assessments in their Event Manual and hence, their insurance may also be affected.

**Signs**

You must provide clear direction and information signs at your event, including one for lost property. Multilingual signs may be needed.

**Security**

You must ensure any special security measures are in place, for example, if you have VIPs at your event, or large amounts of cash. North Yorkshire Police can advise you on these issues. As with stewards SIA licences may be required.

**Barriers**

There are many different types of barriers – please ask us for further advice about this.
Please note – raised concert style ‘pop barriers’ can only be used if you have trained and experienced stewards who are familiar with how they work.

Any temporary structure which is load bearing must comply with health and safety laws.

**People with disabilities**
You must ensure that all the arrangements you make, including emergency procedures, meet the needs of disabled people.

**The environment**
You must look at environmental issues when planning your event. For example, you must make sure the site is suitable for the type of event you are planning, and take account of local concerns such as noise and litter.

**Facilities**
You must decide what facilities will be needed at your event, such as hot and cold drinks, toilets, PA systems, lighting and tents.

**Laws and regulations**
You must comply with all laws and regulations at all times.
Safety checklist

Have the following key personnel been identified?

- event organiser
- safety manager
- chief steward
- stewards

Has relevant information been provided?

For example, maps, plans, drawings, details of electric and gas installation, and an outline programme of events.

- Do you know how may people are expected at the event?
- Has a risk assessment been carried out?
- Have you consulted the Highway Authority?
- Have you organised exits and entrances?

Are they:

- controlled?
- stewarded?
- signed?
- suitable for disabled people?
- suitable for prams and pushchairs?

Have you organised stewards?

- do you know how many you need?
- are they trained and briefed?
- are they licenced, if required?
- are they clearly identified?
- are they covering key areas such as exits, entrances and barriers?
- Security

Do all your arrangements meet the needs of disabled people?

Have you organised communications?

- do you have a control point?
- who has radios?
- what are the call signs?
- can you communicate with the crowd?
- do you have a pa system or megaphones?
- do you have prepared announcements?
Do you need barriers?
• what kind of barriers are they?
• how will the barriers be stewarded?

Are you having fireworks?
• who is the named person responsible for the fireworks?
• are they competent?
• have you got the necessary licences? (could be needed if you store fireworks)
• are you following the advice in the ‘Giving your own Fireworks Display’ booklet (see page 13).

Do you have emergency procedures in place?
Have you arranged:
• fire fighting equipment?
• a way to make announcements to the crowd?
• a phone link from your control point to the emergency services?
• a list of key personnel, responsibilities and means of contact?

Do you have an emergency plan?
• does it cover everything?
• have you agreed it with the event safety advisory group?
• who will make the decisions during the emergency?
• how will you stop the event if necessary?
• do you have emergency routes, and are they signed?
• have you asked for advice from the emergency services about these routes?

Do you have first aid facilities?

Miscellaneous
Have you made arrangements for:
• lost and found children and property?
• a meeting point?
• insurance to cover the event?
• toilets?
• water supply?
• noise control?

Briefings
• have all stewards and events staff been briefed and do they know their roles and responsibilities?
When things go wrong

Remember – as the organiser of the event, you are responsible for the safety of everyone who is involved. If anyone is hurt or injured because of your negligence you may have to account for your actions in a court of law.

If an incident does occur at any event in York, the event safety advisory group will ask:

- were plans in place to manage a major incident?
- were the emergency plans published?
- were there enough emergency service resources on site?
- was there a detailed casualty treatment, management and evacuation plan?
- were the emergency plans properly explained and practised?
- was there a clear chain of command and control?
- were communications between key personnel and the crowd adequate?
Useful Publications

ISBN 9780717624539  £20  HSG 195  Published: 1999  Reprinted: 2005

Managing Crowds Safely – A guide for Organisers at Events & Venues
ISBN 0 7176 1834 X  £17.50  HSG 154  Date: 2000
Crowd safety at events including a section on Emergency Planning and procedure.

Giving Your Own Firework Display
ISBN 07176 61626  £7.50  HSG 124  Date: 2005
Advice to small clubs about displays for the public.

Working Together on Firework Displays – A guide to safety for firework display organisers and operators
ISBN 07176 6192  £9.50  HSG 123  Date: 2006
More detailed advice about semi-professional/professional displays.

All of the above publications are produced by the Health & Safety Executive.

UK Athletics Rules for competition
ISBN 0 8513 4151 9  Date: 2006
Produced by UK Athletics. Available from UK Athletics Book Centre

Safety and Sponsored Walks
Leaflet. Produced by the Dept for Transport (Ref No T/INF261)

BSI – British Standard 7909
Code of Practice for Temporary Electric Systems for Entertainment and Related Purposes

Most of the above can be purchased through The Stationary Office (TSO) or other good book shops. Prices for publications correct at January 2010. For an up to date & comprehensive list visit www.york.gov.uk/leisure/Arts_and_entertainment/Festivals/258891/
Useful Contact Details

**TSO Publication (The Stationery Office)**
Tel: 0870 6005522 www.tso.co.uk
www.tsoshop.co.uk

**Health and Safety Executive**
Tel: Publications – 01787 551165  Info line – 0845 3450055
www.hsebooks.co.uk
www.hse.gov.uk

**UK Athletics**
Tel: 0121 7138400
www.uka.org.uk

**UK Athletics Book Centre**
Tel: 01372 452804
www.ukathleticsbookcentre.co.uk

**The Royal Society for the Prevention of Accidents (RoSPA)**
Tel: 0121 2482000
www.rospa.com

**Department for Business Innovation & Skills (BIS)**
For further advice, leaflets and posters on firework displays.
Tel: 0207 2155000
www.berr.gov.uk/publications

**Security Industry Authority (SIA)**
www.sia.homeoffice.gov.uk/home/licensing.events_security/

**Criminal Records Bureau (CRB)**
www.crb.homeoffice.gov.uk

**City of York Council – information regarding event safety.**
Tel: 01904 551526
www.york.gov.uk/leisure/Arts_and_entertainment/Festivals/258891/

**North Yorkshire Police**
Tel: 0845 6060247
www.northyorkshire.police.uk

**North Yorkshire Fire & Rescue Service**
Tel: 01904 625272
www.northyorksfire.gov.uk

**Yorkshire Ambulance Service**
Tel: 01924 207324
www.yas.nhs.uk

**Highway Authority - City of York Council Network Management**
Tel: 01904 551450
www.york.gov.uk/transport/Roads_highways_and_pavements/highway.regulation@york.gov.uk

**British Waterways**
Tel: 01923 201120
enquiries.hq@britishwaterways.co.uk
www.britishwaterways.co.uk
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