

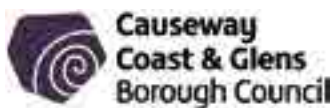
EVENT MANAGEMENT GUIDE

Revised Edition



A Guide for the
**Planning & Organisation of Community
Festivals, Tourism & other Events**





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6th Edition

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The revision of this guide, titled, **Event Management – A Guide for the Planning and Organisation of Community Festivals & other Events**, has been updated to bring in line with current practice and responsibilities and will be an invaluable source of information for any Community Group, Promoter or organiser of Festivals and Events.

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EVENT MANAGEMENT

A Guide for the Planning and Organisation of Community Festivals, Tourism & other Events



1.0 Introduction

On a global basis there is an unprecedented interest in festivals and events – at international and national level, in cities and towns, in villages, rural and coastal areas and within local communities.

Everyone wants to celebrate their particular form of culture, tradition, difference or similarity with others. Festivals can help to promote a destination or highlight an historic occasion, cultural or heritage significance.

Although festivals and events vary enormously in type and form, the planning process, management issues and considerations are often surprisingly similar. With today's audiences expecting high quality entertainment, production and support a service, creating that memorable event, for all the right reasons, is no easy task!

There are numerous types of festivals in the world. Though many have religious origins, others involve seasonal change or have cultural significance. Certain institutions also celebrate their own festival (often called "fests") to mark significant occasions in their history.

Festivals usually take the form of a 'theme' or 'common' area of interest and can be based around many topics, such as: –

Arts
Beer
Celebration
Renaissance
Comedy
Cultural
Harvest

Film
Folk
Food
Literary
Mela
Music
Religious

Rock
Science
Sport
Storytelling
Theatre
Wine
Winter

Perhaps if you take a moment you can relate to a number of events and festivals that are held on an annual basis and in established locations. From a Northern Ireland perspective, we may relate to the annual North West 200, the Balmoral Show, Halloween celebrations or the SuperCupNI annual Soccer Competition.

Whatever your reason in wanting to organise a festival, for or within your local community there are a number of key areas to be considered and issues addressed.

This '**Guide to Good Practice**' has been written to provide a source of reference for those planning and organising community festivals and other events and is a general guide, which should be of assistance to the first-time organiser or an experienced practitioner alike. The guide and its contents should be used when planning either an indoor or outdoor event or festival, but it would be evident that organising or holding an event in an established and recognised venue does reduce problems and services/equipment requirements.

2.0 A definition of an Event or Festival

From literature there is no universally accepted definition of an event or festival and there are a range of definitions offered as to what an event or festival is. The dictionary describes the word *festival* as being:

A time marked by special celebration – Feast – periodic programme or season of cultural events or entertainment.

Causeway Coast & Glens Borough Council has stated that:

A community Festival is a series of events with a common theme and delivered within a defined time period. It is a festival, which has developed from within a community and should celebrate and positively promote what the community represents.

The definition we offer for an event is as follows:

'An event is a more than normal occurrence which may be of international, national, regional, or local significance, which will have implications for the host community, stakeholders, participants and spectators'

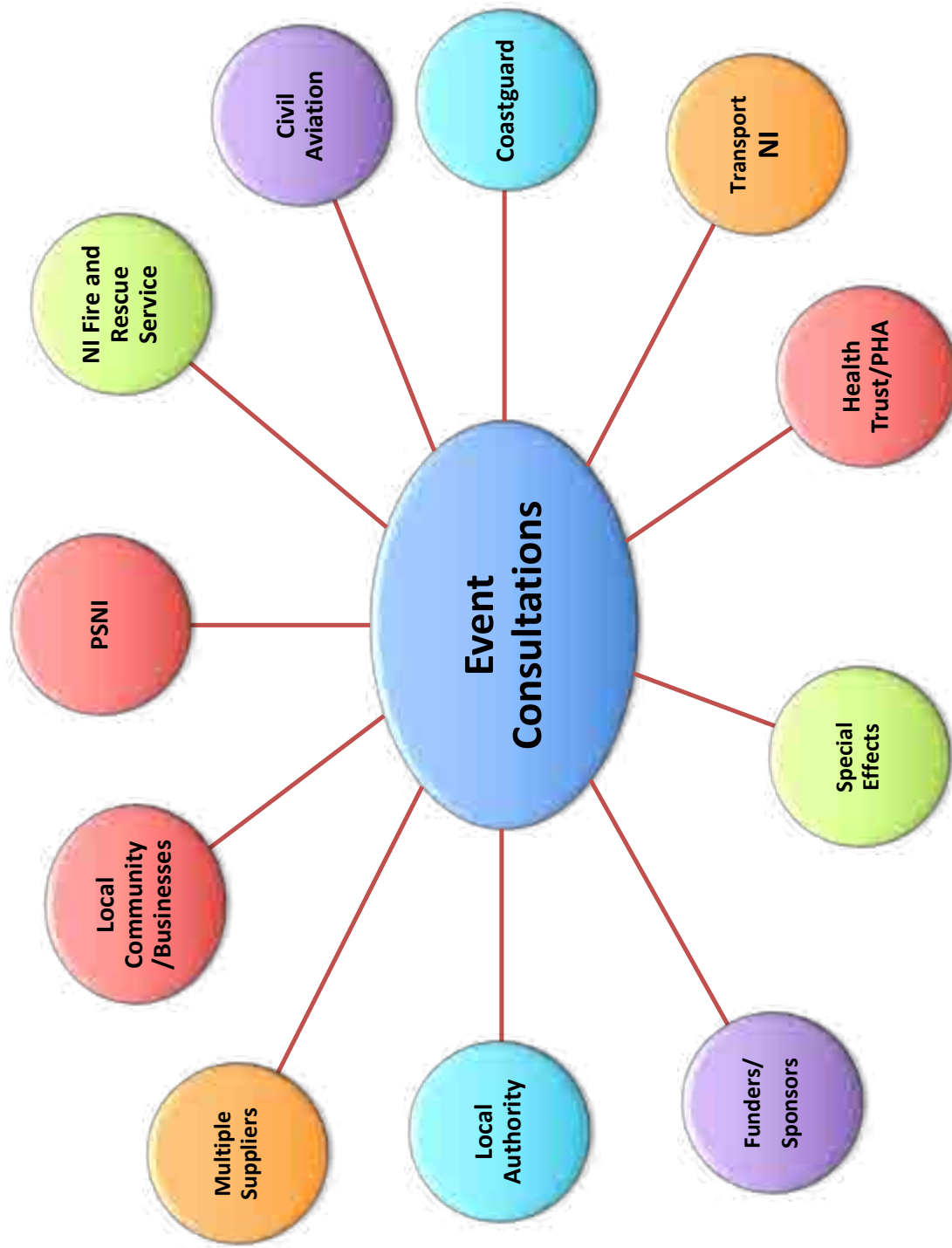
3.0 The Idea or concept for a Festival or an Event

Organising any event whether for the first time or an annual event is a demanding and tiring task. Ideally if you're planning a major event or festival, you should start planning at least 12-18 months before you intend to hold the event. That way you will stand a better chance of getting what you want and need and whom you want. It is much better to start early than be disappointed or be unable to secure adequate funding and other support.

If you wish to start out, your event or festival needs to be planned and managed in the correct fashion. The following diagram, shown in **Fig1**, indicates the nature and extent, of organisations and people you may need to contact in relation to the overall planning of your event or festival.

Fig 1.

Event Consultation Networks



Event Planning Co-ordination networks can involve a number of agencies and organisations



A number of key organisations would be found and easily consulted with and may be representative or included within your local Safety Advisory Group. Information on the work and remit of this group will be discussed later in this document.

TIP

Please do not underestimate the time it takes to plan and organise an event. There are lots of issues and timescales/costs to be considered. Festivals and events take a dedicated team/committee and action orientated' efforts over a sustained period.

4.0 Strategic Management and Governance of your Festival

Depending on the nature and scale of your event and festival, there would be a number of options to be considered regarding the overall governance, policy and decision-making.

It may be just a case of establishing an autonomous events/festival management committee from within your community group or organisation, with various sub-committees and a sample of the key structures or responsibilities can be viewed in **Appendix A**, which is a structure which was used for an actual World Class Event.

It would be suggested that, as a community group, your event will be much smaller in scale but, it should also be highlighted that the main management functions should, in fact, be similar. Community groups should familiarise themselves with the specific tasks and functions, which would normally need to be considered as part of planning and delivering an event or festival.

An Event Management Committee usually plans, implements and evaluates the event or festival. For complex events, specific tasks may be delegated to sub-groups. The management committee needs to reflect a diverse range of skills and expertise, which may be vested in one or more individuals, covering aspects of event management, marketing, financial management and health and safety etc, although 'titles are often used loosely'. Specialist consultants may be invited to undertake work as required. A management committee operating as a well-motivated and committed team is likely to be more effective.

Some larger events have established a Limited Company Limited by Guarantee. This type of company is constituted by its Memorandum and Articles of Association, which are normally, drawn up by a solicitor.

Usually this would involve the establishment of a 'Board' and having Directors of the company, but this structure may be established for a specific timeframe, which would usually be for the duration of the Event, or when all business has been fully audited and closed, after which the limited company would then be closed.

TIP

Please make sure you develop an organisational structure. Name persons to specific roles, bearing in mind you may now need a 'Compliance Officer', a specific person to be responsible to ensure your risk relevant, Covid-19 measures are in place. You may even consider issuing short job descriptions.

5.0 The Event Planning Process

Event planning can be done on a full-time paid capacity or it can be undertaken by volunteers or on a part-time basis. We have included a sample of an 'Event Planning Process Model' in **Appendix B**, for information and consideration.

This model sets out clearly the key considerations and the process involved in organising a number of events.

(a) Event Research and Feasibility

Not a fully exhaustive list, but some fundamental questions needing to be answered, which may include: -

- Why are we wishing to hold this event or festival?
- How will this benefit our organisation or committee?
- What form will the event or festival take?
- Who is it for?
- What is our intended audience?
- Where will it be held?
- Will our venue or location take the estimated numbers?
- Will there be sufficient car-parking?
- When will it be held?
- What duration will it be held for?
- Who will be responsible for the planning and management?
- What resources will be required?
- Who are the major stakeholders likely to be?
- What will be the costs involved?
- Will our projected expenditure and income balance?
- What are some of the problems we might encounter?
- What type of contingency plans will be required?
- Would our existing staff/volunteers/committee be competent enough?
- What type of training do we require?
- How will we attract an audience?
- Is there sufficient time to plan and organise?
- What will be our policy regarding Covid-19?

You can find or gather this information from a number of sources such as: -

- From past experience
- From your local knowledge
- From previous organisers of similar type events
- From written reports on other events which have been held
- From speaking to and having consultations with a range of people
- From attending other events

Or indeed from any other sources of information you can obtain!
We would suggest that 'excellent research' can reduce risk.



The results of initial research and feasibility study and intelligence gathering will eventually determine the further progress or abandonment of your event or festival planning.

(b) The Design of your Event or Festival

At the 'design' stage there are still a number of questions to be answered and a number of 'variables' to be considered and these can be wide ranging.

(c) Aims and objectives

Every event must have a clearly stated overall aim; otherwise, the event should not happen. Events demand a lot of concentrated effort and commitment. This commitment can only come out of a genuine belief among all participants that the aims are worthwhile and that they will be beneficial in the long term.

As well as an overall purpose any specific event must have its own set of objectives, these must be clear and be set down in a way which will allow you to judge the success of the event after completion.

Objectives should always be **SMART**.

Specific	to the event and particular aspects of it
Measurable	express the objectives in numbers and quantities
Agreed	make sure all team members know the objectives
Realistic	set objectives the organising team can realistically achieve
Timed	set a timescale for achievement of the objectives

6.0 Establishing a Theme

The theme is an 'umbrella' to unify the final event image – it should be complimentary and synergistic to the event aims. Historical, cultural and ethnic themes are common and once the theme is established, the elements of the event must be designed to fit in, including the event name, logo, venue selected and décor, staff uniforms or clothing, performers selected, entertainment, costumes, activities, lights, music, special effects, food, drinks, mascots and merchandise.

Events and Festivals with a specific theme offer the organisers a chance to test the various 'senses of people such as sight, taste, sound, smell and touch.

7.0 Venue Selection

The choice of venue is a crucial decision for the event organising committee. The venue may be an obvious part of the theme of the event. Some of the factors to be considered in selecting a suitable venue may include: -

- Location
- Matching the venue with the theme of the event
- Welfare facilities available



- Matching the size of the venue to the size of the event
- Venue configuration, including sight lines and seating capacity
- History of events at that venue, including the venue's reputation
- Availability
- Cost and terms and conditions of business
- What the venue can provide
- Equipment or supplies you may be required to source
- Transport to, from and around the venue
- Car-parking available
- Access for audience, equipment, performers, VIP's, staff and people with a disability
- Toilets and other facilities
- Catering equipment and preferred caterers
- Electricity supplies – rating, availability and lighting
- Communication systems
- Ventilation controls and operation
- Emergency Plans and exists

8.0 Request for use of Council Land to Hold an Event

Causeway Coast and Glens Borough Council owns a large portfolio of land, including parks, open spaces, beaches and carparks. If you wish to use Council land for any use of for an event you must submit a fully completed application form and supporting documentation to the Land & Property section for consideration and approval. The Land and Property section receives many requests for use of Council land and is required to go through a rigorous approval process. For your application to be dealt with your fully completed application should be submitted **12 weeks before the proposed event/use**.

To hold a large-scale event, e.g., a concert, your application should be submitted at least 6 months in advance.

Further information may be obtained by contacting: -

Website: www.causewaycoastandglens.gov.uk/council/land-and-property

Email: landand.property@causewaycoastandglens.gov.uk

Telephone: 075 4665 3610

075 4665 3611



9.0 Consultations

As an organiser you will be involved in several important consultations and meetings and some of the organisations you may need to talk to will include:

(a) Local Authority

Events Manager
Environmental Health/Enforcement Officer
Licencing/Permits
Building Control Officer
Specialist Officers – Arts, Community, Sport, Tourism

(b) Emergency Services

Police Service of Northern Ireland
Fire and Rescue Service
Ambulance Service
Coastguard
Air traffic control

(c) Others

Transport NI
Northern Ireland Electricity
Local Hospital
First Aid Organisations
Social Services
Event Stakeholders
Local Institutions
Sponsors
Members of your local Business Community
Local Residents (Neighbour Notifications) and other community groups

10.0 Safety Advisory Group

Depending on the size and complexity of a particular event, a Safety Advisory Group meeting may be organised by your local Council. A Safety Advisory Group (SAG) is made up of mainly specialist officers from your local Council, the PSNI, Northern Ireland Fire & Rescue Service, the Northern Ireland Ambulance Services, Department of Infrastructure and others as deemed necessary to be involved, in relation to the event you are planning. Some of the other organisations invited to a SAG meeting may have been displayed within the typical 'Event Consultation' diagram, as previously shown in Fig 1, in this document.

The purpose of this group is to make sure, as far as possible, that people attending or working at events are safe and people through their enjoyment of an event, doesn't affect members of the public in an

adverse way – in other words, the group is there to help you, as organiser, make sure **your** event is a memorable and safe one for all concerned.

There are several factors to be considered, such as the nature of the specific event, the levels of risk associated with holding it and the profile and numbers which may attend at any one time, when a SAG meeting should be organised, but it remains with the local authority who normally co-ordinate these to make this judgement and determine when it would be best practice to host a SAG meeting. Normally the decision to hold a SAG meeting would be made on an individual case by case basis. The number and nature of proposed events to be held over a given period would dictate the meeting frequencies.

It is then sometimes necessary, (usually for larger and complex events) a meeting of the SAG will be arranged and you (The event organiser) will be invited and you will be expected to attend this meeting. You will need to supply this group with relevant information about your event, such as, the event plan, site plan and an event safety plan, risk assessments, to include fire risk assessment, which will be discussed at that meeting. This group is here to offer you help, advice and guidance, this group is an advisory one and is available to help you stage your event and to make sure that the interests of all are served. Enjoyment, safety, health and welfare of all, at and around your event, are the main concerns of this group/meeting. Individual enforcement officers or agencies could take more formal action if there is a lack of co-operation or a serious breach on the part of the organiser(s). Often as part of the SAG meetings, a site visit is very useful and is organised to provide the opportunity for all relevant parties to 'walk through' all the event planning aspects of the associated event.

TIP

Early consultations with all the relevant parties, is highly recommended. You will find that most people, agencies and organisations are more than happy to help.

Attendance at any Safety Advisory Group meeting should be welcomed by organisers as this group is set-up primarily to offer advice and guidance and to assist organisers with their planning and preparations and to help ensure that a safe, memorable and enjoyable event is delivered.

Further information may be obtained by contacting: -

environmentalhealth@causewaycoastandglens.gov.uk

11.0 Detailed Planning

(a) Finance

Events and festivals should be treated like any other business venture. They should have a business plan and they must have clear, precise, and accurate budgeting. As an organiser, you will become responsible for proper management and meeting all current liabilities.

Having sufficient finance and even dealing with any surplus in the correct way will more than likely be your biggest consideration regarding the ability to plan and deliver an event or festival which will be safe and enjoyable and above all memorable for all the right reasons.



It is necessary to budget carefully to find out what the event needs in terms of funding. As your event develops, so too, will your financial liabilities. You will have unforeseen costs and other costs, which you have not planned for in advance. Please ensure that you monitor expenditure and sources of income very closely and report on finance at every organising committee meeting.

It would be recommended that budget planning should involve the use of an Excel spreadsheet. It is a simple process to list all items of expenditure and estimate items of income. A balance figure can be achieved. However, it would be imperative that through regular planning meetings and when costs are agreed and determined that finance is accurately updated. It would be good practice to have a footer to the bottom of any financial document which would be set-up to automatically update time and date of work on the document. Please also note the name of the person, who has updated this.

Attached in **Appendix C** is a typical budget sheet, which lists some areas of expenditure and income for a community festival. This example does indicate that your event has taken a loss. Beware and please keep a close eye on your finances!

(b) Value Added Tax, and its implications for your event.

Value Added Tax (VAT) and the effect it has on both income and expenditure must be considered. For many smaller events VAT registrations will not be required, though voluntary registration is permitted. Organisers should seek clarification and expert advice from the HM Revenue & Customs Office regarding the liability for various items to VAT.

<https://www.gov.uk/browse/tax/vat>

(c) Sponsorship

Many groups indicate that they would organise an event, if they could only get some funding and sponsorship! Seeking sponsorship and the skills involved in developing proposals, packages and the overall negotiating and handling of sponsors can be a difficult task. Sponsorship should be viewed more as the 'icing on the cake'

Very few companies or organisations want to be the first to sponsor a one-off event. However, once the event has one sponsor's support, sufficient credibility is gained to enable an approach to other sponsors. Some organisations may be prepared to offer some form of 'in-kind' or organisational support other than finance in terms of product or staff support and involvement or maybe use of facilities or certain items of equipment.

In terms of community festival planning, it may be possible, on occasions, to secure sponsorship from local companies or businesses in the area. This can clearly help to demonstrate a 'community partnership' approach has been achieved.



12.0 Applying for Sources of Funding

It will be more than likely that local community groups will wish to apply to several organisations for funding support for their event or festival. Completing forms can be a rather daunting task and in many cases, this can be the first point of failure and lack of progress. Many groups find this 'red tape' and questions to be answered to be very difficult as you may be asked to produce some of the following information in advance of the event taking place: -

- A copy of group's fully audited and certified accounts for the past few years.
- A full budget breakdown for the intended event clearly indicating all items of expenditure and income.
- What other organisations have you or will you be applying to for funding support and the estimated amounts?

You will be required to develop a '**Cash flow**' statement which will clearly set-out your plans in terms of when you expect to spend or receive money.

All your documents will need to be kept under close review and scrutiny and don't forget there are other considerations under the financial banner, including: -

- Money for Insurance Cover.
- PAYE for staff.
- Implementing Covid-19 measures or 'generic' purchase of items
- Possible cancellation Insurance cover.
- Inflation from the time of developing your event until delivery.
- Currency and exchange rates.
- Making provision for a 'contingency sum' – it would be suggested that circa 10% of your budget should be allowed.
- Any additional infrastructure.
- Costs of licencing your event.
- Implementing Covid-19 Measures
- Deposits for hire of equipment.
- Might you incur additional costs regarding the evaluation?

Not to mention the current economic climate and our 'external' business or public health situations and how this might affect your ticket pricing policies!

TIP

Pay particular attention to funding and the ability to deliver what you have stated. Try to make your event self-funding with grants and sponsorship enabling you to do more or produce a larger event or festival.



13.0 Legislation

Event organisers, concert promoters, licensees, specialist contractors and venue owners all have a statutory duty to protect the Health and Safety of their workers and others who may be affected by their work activity.

All entertainment events are classed as work activities and are therefore subject to the **Health and Safety at Work (NI) Order 1978** and various regulations and Codes of practice. In addition, licensing legislation may also apply to your event or festival.

Most health and safety legislation are qualified by the duty to take action 'so far as is reasonably practicable'.

'Reasonably practicable' means that the time, trouble, cost and physical difficulty of taking measures to avoid the risk are not wholly disproportionate to it. The size or financial position of the employer is not to be considered.

Community event and festival organisers should check that all sub-contractors and self-employed contractors have the relevant insurance, trade memberships, risk assessment policies and method statements.

As a responsible organiser you must ensure that copies of these documents should be obtained in advance of engagement. Good contractors will not have any problem furnishing you with the documents you require. In fact, they will be expecting you to ask!

Other legal considerations to be aware of when organising events include: -

- The Trade Descriptions Act (NI) Order
- Disability Discrimination (Northern Ireland) Order 2006
- Duty of Care incorporated within Occupiers Liability
- Copyright law
- Food Hygiene Regulations
- Employment Law and other Human Resource aspects
- The Health Protection (Coronavirus, Restrictions) Regulations (Northern Ireland) 2021

It is important that you can seek professional advice and guidance with issues you are not familiar with as, ignorance is no excuse, in the court of Law.

14.0 Insurance Cover

This is essential for the proper management of events and festivals.

(a) Why does your organisation need insurance?

Volunteers within your organisation can expose themselves to risk with or without realising so. They risk personal injury, claims of damage coming from their volunteering activities or loss or damage to their own property. Community organisations will have a responsibility for damage, loss or injury experienced by volunteers but also for any loss, damage or injury caused by those volunteers being negligent. Even if a volunteer acts in an improper manner, as long as the tasks were 'authorised' your organisation could be

held liable. Therefore, it is in everyone's best interest to ensure that adequate insurance cover is provided to cover your volunteers and their activities. Even if you book facilities with your local authority, as a community group, you will still need your own insurance cover to be in place.

(b) What types of insurance does your group need?

All community/voluntary organisations should be covered by at least both public and employers' liability insurance (employers' liability cover is needed for volunteers and not just employees).

(c) Public liability

protects against legal liability arising from accidents that cause injury to persons or damage to property.

Depending upon risk and your associated activities, cover for community groups is provided up to an agreed maximum sum often between £5 million & £10 million. Your organisation must ensure that volunteers and their actions are included in your policy considering all the places where your people volunteer for you. You may need additional cover for one-off events/activities. Always inform your insurers of any one-off events which your organisation is organising.

(d) Employers' liability

covers employees for injuries suffered in the course of their work. Volunteers are not employees and therefore will not automatically be covered by this insurance. However, it is possible and advisable to specifically include volunteers in this type of insurance and groups should ask insurers to include volunteers. Law requires this type of insurance and a copy of the certificate must be displayed on the premises.

(e) Obtaining a quote for Insurance Cover

If you get a very cheap quote (for example less than £200) for **one year's** insurance for your organisation then it's unlikely to provide adequate cover for your organisation, its volunteers and their activities. When getting a quote, you must tell the insurer in detail, about all the organisation's activities including occasional events, for e.g., fundraising events, all property and valuable assets, all members of staff with brief job descriptions, volunteer's details and a description of the activities they are involved in. Remember to shop around and undertake a review of your insurance cover each year and there are differences between holding your event indoors in an established venue as opposed to an outdoor location.

It is possible to obtain further non-compulsory insurance simply to help minimise your risk exposure. This is not limited to, but may include the following: -

Equipment insurance	Business interruption
Fire and perils, all risks	Goods in transit
Loss of licence	Adverse weather
Cancellation and abandonment	Non-delivery
Non-appearance	Theft of plant and machinery
Television transmission failure	Deterioration of stock
Money and securities	Pandemic Cover





Given that each event is different and has its own specific needs, your insurance company or your local broker will be able to offer a tailor-made policy for your specific requirements. Please remember that other non-compulsory insurance can be costly and it is a matter of assessing the risk against the cost and benefits.

All groups and individuals should take a responsible approach to the organisation and staging of their Events and Festivals and ensure that:

Appropriate insurance is in place to cover the preparation and staging of the event.

(f) Obtaining Covid-19 insurance cover for your event.

Insurance companies are now offering cover for Community Events and Festivals and it is more important that you build up a good working business relationship with your broker. Be specific, open and honest with your insurance requirements. Provide as much detail as possible. It would be more than likely that you would need to complete an additional proposal form, but as a guideline we have provided an example of a small event:

An indoor only event being held with an estimated total expenditure of £5,000. In order to obtain a quotation to insure against Covid-19 related event cancellations / postponements, you will need to have a standard event cancellation policy in place already (which excludes Covid-19), the premium for this policy will be approx. £84.00.

Once you have a standard event cancellation policy in place you will need to complete the Covid-19 Proposal Form which will be sent onto the Underwriters for a formal quotation.

The insurance premium is currently being based on 5% of the total amount to be insured. In this case, at £5,000, it would be an additional £280.00 to insure against COVID-19. Also, in the event of a claim, there is an excess of 5% that will be deducted from the settlement amount.

Please note: These figures are only for illustration purposes and in all circumstances, you should contact and discuss with your local insurance broker or provider.

Causeway Coast and Glens will scrutinise your event or festival to ensure that this type of cover will be in place.

15.0 Entering into and Signing Contracts

The nature of organising events and festivals is such that the organiser or the chairperson of the local organising committee will be involved in agreeing and entering into a number of contracts. These can be wide ranging and will place a responsibility and a liability on the actual organisers. The contracts will be very much dependant on the nature and scale of the specific event or festival but could include some of the following:

- | | |
|--------------------------|----------------------|
| Broadcasting | Catering |
| Hospitality | Event Management |
| Entertainment/Performers | Funding (Agreements) |
| Merchandising | Participation |
| Sponsorship | Supplier |
| Venue | |

16.0 Procurement of Suppliers and Other Services

Prudence in the planning and organisation of your event will perhaps see organisers seeking competitive prices for a range of services and supplies. This could be in relation to larger items of equipment or services, but it will entail the writing or development of a *specification*. It is important that you carefully consider your exact requirements and can write a specification for items, which will adequately supply your requirements and fulfil your event needs.

Please remember that this is an important part of the planning process as this may take a few weeks to complete and agree.

17.0 Staff/Volunteers

The organisation and staffing of an event, its co-ordination and management, are all factors integral to its success and it is arguable that, for certain kinds of events, as much can be achieved with talented amateurs and enthusiastic volunteers as can be achieved with professional paid staff. However, there will always be a need to create a good team working environment and all the leadership skills and human resource management techniques can be used to help motivate and recognise the involvement of people. The lines of communication with events not only pass up and down the hierarchy, but also from side to side. This helps to involve everyone and is critical in helping to have highly motivated and committed staff or volunteers.

Motivation is what commits people to a course of action, enthuses and energises them and enables them to achieve goals, whether the goals are their own or the organisations. The ability to motivate and provide strong leadership and decision-making is a fundamental component of the overall event manager's repertoire of skills. It is essential that an organiser gets the most from the team working environment and please do not forget to check people's skills and hobbies as they may be helpful to you!

All community and voluntary organisations that involve volunteers should have several policies and procedures in place. These include equal opportunities, health and safety, volunteer and child protection policies.

The **Safeguarding Vulnerable Groups (Northern Ireland) Order 2007** makes provision for checking persons seeking to work with children or vulnerable adults and for barring those considered to be unsuitable for such posts, whether in paid or voluntary work.

A government organisation called Access NI exists to help community and voluntary groups and others in Northern Ireland to make more informed recruitment decisions, by providing criminal history information about anyone seeking paid or unpaid work in defined areas.

It would be suggested that most community groups would be well versed in this regard and in most cases would already have policies and procedures in place regarding Safeguarding Children and Vulnerable Adults. Your local Community Development Officer would be a very good initial point of contact for information, or 'signposting', but groups can get help and get an on-line check by contacting: -

Access NI
PO Box 1085
Belfast
BT5 9BD
Telephone 0300 200 7888
Email: ani@accessni.gov.uk Web: www.nidirect.gov.uk

(a) Control of Noise at Work in music and entertainment

People working at your festival or event may be at risk of hearing damage from exposure to loud music such as, musicians, performers, technical staff or others working on entertainment. The same may apply to ushers, security, front of house, bar and catering staff etc depending on where they work and how long they are in a noisy environment. There are plenty of practical things employers and organisers can do without stopping people from enjoying music. As a means of obtaining further information, you are asked to visit the following websites:

www.soundadvice.info or www.hse.gov.uk/noise

Naturally the exposure to excessive noise will be dependant on the nature and scale of your event and several other factors need to be considered such as duration, staff shift times or working patterns etc.

18.0 Licencing and Obtaining Event Permits

As part of your overall event planning considerations, depending upon the nature and scale of your event you will be required to obtain a range of licences or permits. You should be aware of the timescales involved and the individual processes, which will be required. Your local authority contacts such as Environmental Health Officer, Building Control Officer or Community Development Officer will be able to direct and advise you.

To have an overview of the various timescales applicable the following diagram **FIG 2**. Is provided for your information. Please ensure that you give consideration and that you build in these timescales as part of your planning process. **If in doubt always plan early and give yourself ample time to get things right!**



Fig 2. Event timescales to be considered.

Licence/Permission (if applicable to your event)	Suggested overall Timescale
Request for use of Council land (a) Event, e.g. Fun Day, 5K Run (b) Large scale event, e.g. a Concert	Allow between 12-14 weeks for completion Allow at least 6 months for completion
Entertainments Licence	Allow between 10-12 weeks for completion
Fireworks Licence	Allow between 6-8 weeks for completion
Occasional Liquor Licence	Allow up to 4-8 weeks for completion
Parades Commission notification of Parade or procession	Allow between 6-8 weeks for completion
Street Trading Licence	Allow 6-8 weeks for completion
Holding Special events on Roads	Application submission 12 x weeks Consultation Process an additional 21 days Public Advertising an additional 21 x days

The following is an overview of specific licencing requirements and a summary of timescales involved in obtaining permits or obtaining specific licences.



19.0 Obtaining an Entertainments Licence for your Event or Festival

Your entertainments Licencing requirements will fall under the following legislation.

Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985

There are basically two types of entertainments licence and these would be for an **indoor** or an **outdoor** event you may be organising. Much does depend on the nature and scale of your particular event.

Please allow a minimum of **28 Days to obtain an Entertainments Licence**, although our schedule has recommended a total of 12-14 weeks should be allowed, for your event. However, normally it is better to plan for the longer period as part of your planning process.

(a) When you will require an entertainment licence?

If you provide, or want to provide, entertainment at a venue within your Council electoral area, you must have a valid entertainment licence issued by your local authority.

This applies to private functions and any events for the public where you charge money. Exemptions can be made for religious occasions and, in certain circumstances, schools.

You must be 18 years or older to apply for an Entertainments Licence. If you aren't sure whether you need a licence, please contact your local authority Building Control Officer.

If you want to renew or transfer an existing licence, you must also apply to your local authority for permission. If there are any changes to your premises or to the type of entertainment provided, you must also apply to your local authority for a variation to your existing licence.

(b) What types of licence are available?

The type of licence depends on the entertainment that you provide. Although your local authority issue licences for both indoor and outdoor events, their conditions vary depending on the how often you provide entertainment and the nature and capacity of the premises where it will take place.

Several 'other' factors also come into the decision-making process and this may include, the experience and track record of the event organiser, venue selected, car-parking facilities/arrangements, traffic management, time of year, time of day, duration of event, nature of entertainment on offer, target audience profile, infrastructure required, security control measures, toilets, sound requirements, lighting, waste management etc. As an organiser, basically your whole plan is under scrutiny.

If you want to apply for both, you must make separate applications and supply the accompanying information for both types of licence.

(c) Types of Entertainment

(1) Indoor Entertainments Licence required for:

- Theatrical performances
- Dancing
- Singing
- Music or other similar entertainment
- Circuses
- Public contests
- Matches
- Exhibitions or displays of boxing, wrestling, judo and karate (or other similar sport)
- Billiards, pool, snooker or darts (or other similar game)

(2) Outdoor Entertainments Licence required for:

Any public musical entertainment held entirely or mainly in the open air or on private land (regardless of any charge)

You **will not** be required to obtain an entertainments licence for the following:

- Garden fetes or bazaars
- Religious meetings or services
- Exhibitions or sales of work
- Sports or athletics events

Other functions or events of a similar nature (limited to one day or extended over two or more days)

Please note: You can be fined up to **£20,000** for staging indoor entertainment without a licence!

Further detailed information is available on <http://www.hse.gov.uk/event-safety>

This following is provided for information and is specific information that is required to be submitted from event organisers planning an **outdoor event**.

Planning an outdoor event would have much more areas to be considered for an event organiser and the following It explains what you must do to make sure your event meets Health and Safety requirements and is managed appropriately. This detail provides the organisers with the outline of requirements and infrastructure that is required for an outdoor event. The following would be required to be supplied for an outdoor license application to be assessed and granted by the local authority. As previously mentioned, as an organiser, you may be required to attend a Safety Advisory Group meeting as part of the process of getting an Entertainments Licence granted by your local authority.

(d) Site plan

Provide details of the site layout (to scale). It must show the proposed position of the stage and the extent of the front of stage barriers, mixing desk, lighting towers, delay towers, screens, grandstand, bar and bar services areas, toilets, first-aid points and mobile concessions, as well as emergency exit routes and main entrance points (and indicate any other relevant items as appropriate).

Please note that the layout is subject to agreement with the local authority and will involve scrutiny of your overall plans of your proposed event or festival.

(e) Crowd Management

Provide details of entrance arrangements for searching patrons, collecting tickets, assisting disabled persons and operating the barrier entry system.

Sufficient entrances must be made available to ensure a free flow of patrons and to avoid a build-up of people.

Detail the methods to be used to make sure those attending, and in the vicinity of the concert, are full informed of all relevant details, such as road closures, parking arrangements, 'door open' time and concert finishing time.

Provide details of the event management structure.

Detail the methods of on-site communication and the facilities for communicating with the emergency services.

Detail emergency evacuation procedures, including PA announcements and facilities for back up to the PA system.

Provide copies of staff statements of duties for each level in the management structure.



(f) Stewarding

The provision of sufficient competent stewards is vital to the safe crowd management of the event and the level of stewarding provided must be agreed with the council.

Provide details of proposed stewarding levels.

All stewards should be readily identifiable and wear distinctive clothing, such as tabards, and be individually identifiable by means of name or number.

Each steward must be given written instructions and be fully briefed about their duties before the event.

Liaison shall take place with the council regarding these briefing sessions.

(g) Special effects

Provide details of any pyrotechnics, lasers or fireworks to be used during the performance.

(h) Temporary structures

Provide details of stages, screens, delay towers, grandstands and other temporary structures, including loading, wind calculations and dimensions.

Provide details of all barriers.

Provide certification that all curtains or drapes are durable or made from inherently flame-retarded material.

(i) Electrical systems

The electrical installation must be maintained, operated and used in such a way as to prevent danger.

Residual current devices, with a nominal tripping current of 30mA, must protect all metalwork and portable electrical equipment.

An appropriately qualified person must certify the electrical installation.

All parts of the venue must be provided with adequate means of illumination and particular attention shall be given to escape routes and emergency exits. Standby emergency lighting may also be required.

(j) First aid

The following first-aid provisions should be agreed with the Northern Ireland Ambulance Service and your appointed First Aid supplier:

First-aid arrangements must be in position one hour before the gates open.

Radio communication between the first-aid posts and the event co-ordinator must be established. At least one first-aid post should have an external telephone line.

Clear and conspicuous signs must indicate first-aid posts.

(k) Sanitary accommodation

Provide details of proposed sanitary arrangements.

Toilets must be adequately signposted and supervised.

Toilets must be provided for people with disabilities.

Facilities must be maintained in good order throughout the event.

(l) Traffic management

You must liaise with the Police Service of Northern Ireland and the Roads Service about all road closures, car parking and traffic re-routing measures.

Confirm the number of car parking spaces to be provided.

(m) Ticket sales

Provide an inventory checklist which details the number of tickets made available and the outlets through which they are purchased.

A final ticket sales manifest must be provided before the event.

(n) Noise

Noise levels must be controlled in order not to cause annoyance to residents living nearby. You will find that most outdoor events happening in the evening will be required to be finished by 23.00hrs.

(o) Means of escape

Exits and emergency exits must be provided at positions agreed with the council.

The approach to and the area leading away from all the exits must be graded and leveled to avoid tripping hazards.

All exits and emergency exits must be clearly identified by signs, positioned approximately 3m above ground level, with lettering of approximately 300mm in height.

All escape routes must be attended at all times by competent stewards.

(p) Fire-fighting equipment

One carbon dioxide extinguisher must be provided next to each generator.

Two carbon dioxide extinguishers must be provided at the mixing desk.

Two carbon dioxide extinguishers and one fire blanket must be provided on the stage.

One water extinguisher and one fire blanket must be provided in the area designated for changing rooms.

Arrangements must be made to provide suitable training for all relevant staff in using fire-fighting equipment.

A competent, qualified person must certify all extinguishers.

(q) Waste disposal

A sufficient number of bins must be provided, particularly in the area around the bar and mobile concessions.

(r) General information

Access for vehicles must be agreed and made available for the emergency services.

Provide a viewing platform with ramped access (maximum 1 in 12 gradient) for people with disabilities.

Provide details of site telephone contact numbers.

No door, gate or barrier, which forms part of an escape route, should be fastened in such a way that it cannot be easily and immediately opened in an emergency.

A valid policy of insurance must be held by the licensee throughout the period of the event, insuring in respect of any liability which may be incurred in respect of the death of, or bodily injury of, any person while in or about the place.

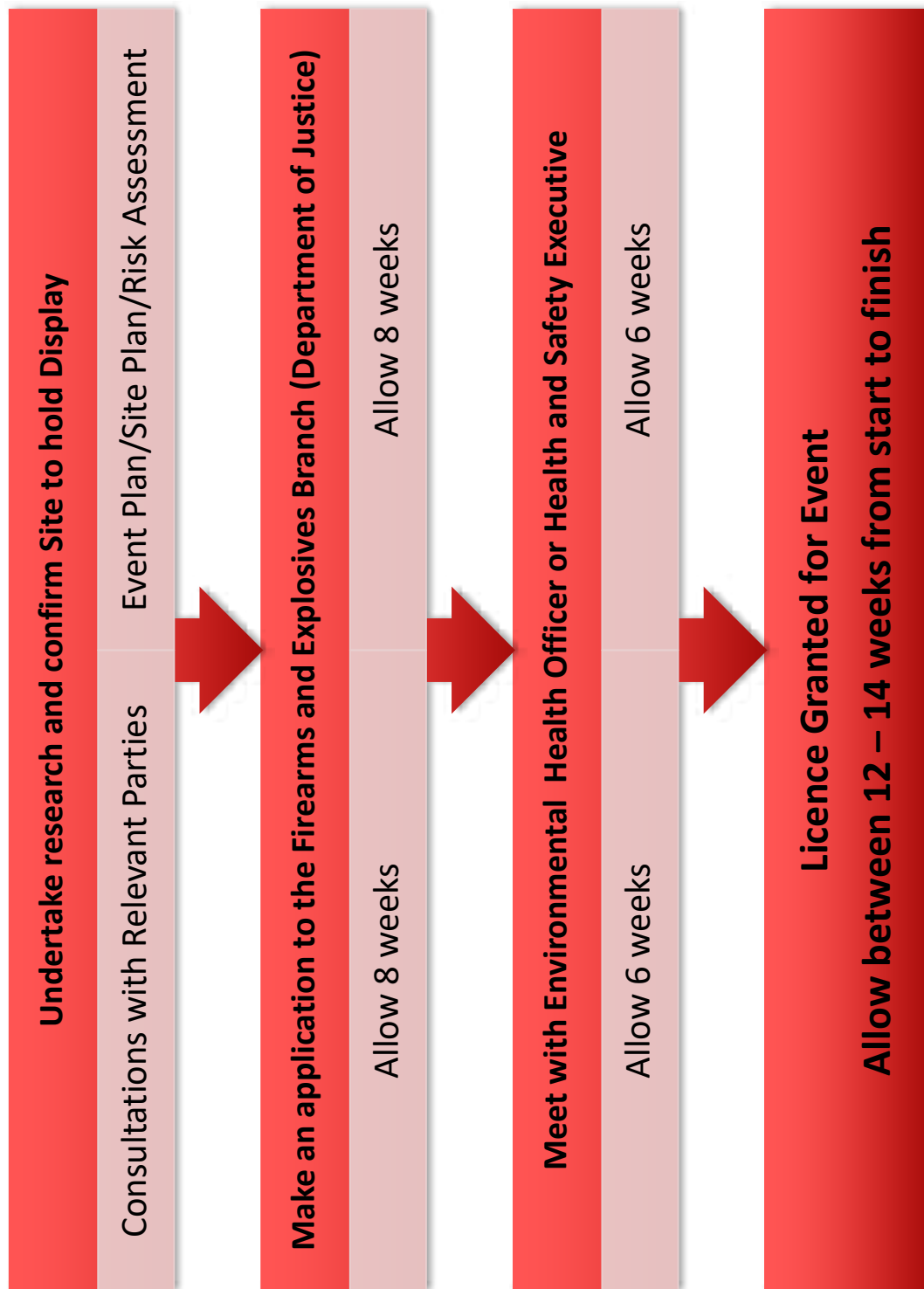
TIP:

You would expect that a venue, hotel or community hall you may be considering using to hold your event will already have an entertainments licence in place. A copy of this licence would normally be displayed on the public notice board or a prominent point within the building.

As a responsible organiser, please check with management. Your local authority (Building Control) can advise if there is any doubt in your mind

Fig 3. Fireworks Licence Process and Timescale

Applying for Fireworks Licence



The Explosives (Fireworks) Regulations (Northern Ireland) 2002 as amended by the Pyrotechnic Articles (Safety) Regulations 2015

Fireworks displays and the like, whether private or public, should be enjoyable occasions, if organisers take the necessary precautions, they should also be safe occasions. If you intend to use fireworks at your event it is recommended that you engage a competent display operator and they will apply for a fireworks licence on your behalf. Regarding the timescale involved it is recommended that you should apply well in advance and that it would take up to a minimum of **8 weeks** to obtain a licence. There are specific details and requirements regarding the planning and of fireworks displays a good first point of contact will be your local authority and in particular an Environmental Health Officer who will guide you in the process of obtaining a licence. Once again organisers will need to obtain a copy or ensure that a risk assessment and event management plan is completed for this activity.

A Fireworks display is used for celebratory, historic and special occasion events. A display may be the only reason you are organising an event and other sideshows and attractions may be secondary. Whatever your reason, there is a need to obtain a licence and ensure you meet any specific conditions. An application needs to the Department of Justice (DOJ) for a licence to purchase, possess and use display type fireworks.

A licence is **not** required if you only want to purchase or use fireworks classified under Category F1 – see Schedule 1 of the Pyrotechnic Articles (Safety) Regulations 2015, or sparklers in Category F2 of those regulations suitable for indoor use.

There is a separate application form for a licence for the purchase, possession and use of solely fireworks for Category F2 of the Pyrotechnic Articles (Safety) Regulations 2015.

You **must have a licence** before you can purchase, possess and use fireworks classified under Categories F2, F3 and F4 as defined in Schedule 1 of the Pyrotechnic Articles (Safety) Regulations 2015. Category F3 aerial fireworks and Category F4 fireworks are only licensed for use by persons who, because of the greater risk attached to their use, satisfy the Minister of Justice that they have relevant training or experience.

Your **fireworks retailer** can advise you on the different categories of fireworks available, their safe use and assist you in completing Part 5 of this application. The type of fireworks should be fountain, Roman candle, mine, wheel, rocket etc. The retailer is required to check your licence and record details of the transaction but must not take the licence from you.

(a) Timescale

The application should be as complete and accurate as possible and submitted **at least 6 weeks** before the fireworks are to be used to allow sufficient time to process it. Any delay could result in the licence not being issued.

The applicant can be an individual, a representative of an organisation or a commercial firework operator providing a service to a client. The licence will identify the person or persons responsible for the purchase and possession of the fireworks, the firer of the fireworks and the person responsible for event safety. Once it has been issued a fireworks licence cannot be legally transferred or passed to someone else without the approval of the Department of Justice (DOJ).

(b) A risk assessment

A risk assessment must be carried out and recorded in writing. An event safety plan must be then be prepared, signed and dated by its author and the person(s) authorising implementation. The level of detail



must be commensurate with, for example, the size of the audience, the suitability and complexity of the site and the calibre, quantity and type of fireworks to be used.

(c) Event safety plan

The event safety plan and the site plan must accompany the application and will form part of the licence. A site map must accompany every application and should be on a 25cm x 16cm (A4paper) page and must clearly indicate:

- The scale (comparable in scale to an Ordnance Survey 1:1250 map is preferable).
- The position of the firing zone (which should be toward the centre of the page), the fallout zone and the safety zone and the respective dimensions in metres.
- The position of the spectator area, all stewards and barriers.
- The pedestrian access and access for emergency services.
- The features of the site, such as buildings trees, walls, overhead power lines and all roads that bound the site and any particularly sensitive areas, such as petrol stations or areas where the public congregate – such as hospitals.
- The prevailing wind direction.
- Adequate lighting of the area.
- The location of areas of flammable, inflammable or combustible material close to the display site e.g., long dry grass.
- Any points that you and the event co-ordinator consider relevant. Guidance on the dimensions of your site is given in the HSE guidance booklets referred to.

(d) Event Safety officer

As part of your overall structure it is recommended that you allocate the specific role of Event Safety Officer. This person must have appropriate training or experience commensurate with the size of the event for which they are responsible. Where an event safety officer is not a close relative or employee of the applicant they must consent, in writing, to them being named on the licence as being responsible for event safety.

As an organiser you must have public liability to cover the event and sign a declaration that insurance has been obtained, that it is valid and that it covers the event. You have a lot of responsibility as an organiser!

(e) Sources of guidance on setting up displays

The Health and Safety Executive have published two guides giving advice on such matters as selecting a suitable site; provision of site facilities; crowd safety; bonfires; firing the fireworks; and what you do if something goes wrong. You should consult the appropriate guide before making your application. Organisers should familiarise themselves with the following guidance.

“Working Together on Fireworks Displays”

This guide is issued specifically for those displays where the fireworks will be fired by a competent, experienced and trained commercial display operator.

A copy can be found at

<http://www.eig2.org.uk/wp-content/uploads/WTOFD-Blue-Guide.pdf>

“Giving your own Fireworks Display”

Aimed specifically at those persons or organisations, such as sports clubs, school parent/teacher associations, church or charities, which plan to run their own fireworks display and have no specialist knowledge.

Adherence to the safety procedures contained in the guides will be a specific requirement of any fireworks licence issued by the DOJ.

<http://www.eig2.org.uk/wp-content/uploads/GYOFD-Red-Guide.pdf>

(f) The application process and what you should expect

If your application is deemed to be complete and acceptable by the DOJ an Inspector from your local authority or from the Health and Safety Executive (NI) will undertake an examination of your plans and the site. The Inspector may wish to discuss your plans with you on the site and will then submit a written report to the DOJ. Conditions will be attached to the licence to ensure the health and safety of all those involved but also taking into consideration the rights of local residents or property owners. You will be required to comply with those conditions and the Inspector may also monitor the display to assess compliance with conditions and general safe practice.

The DOJ will decline to issue a licence if it is considered inappropriate to do so, for example on grounds of public safety. In such circumstances the fee for the processing of the licence is not refundable. Neither is the fee refundable if you withdraw your application within 10 days of the date of the proposed fireworks display.

The DOJ will write to you to explain their concerns and give you the opportunity to make representations before making a final decision. This process may have to take place in a very short time period.

(g) Cost of the Fireworks Licence Fee

Payment of the statutory fee for the processing of the licence must accompany the application. Where the attendance at a fireworks display -

- Is up to 100 persons, the fee is **£30**.
- Will be more than 100 but fewer than 1000 a person, the fee is **£80**.
- Will be 1000 persons or more, the fee is **£160**.

A licence application will **not** be accepted unless the full appropriate fee has been received and the correctly completed application has been approved, so please be prepared to pay for this at the time of making your application.

(h) First Point of contact for making an application.

If you require any advice, have any questions about the process, how to apply for a fireworks display, or the conditions of your licence, then in the **first instance** you should contact:

<http://www.nidirect.gov.uk/articles/fireworks>

If you have any questions about your application or the conditions of your licence, please contact:

Firearms & Explosives Branch Department of Justice

Castle Buildings

Stormont


Belfast BT4 3SG

Telephone: 0300 200 7881

E-mail feb@justice-ni.gov.uk

There is a Fireworks helpline for use.

Fireworks Helpline: 0300 200 7881 (Northern Ireland only)



The Environmental Health Department of your local Council is also available to advise you. Your local Fire and Rescue service will be able to offer expert guidance and will know your local specific conditions and facilities available at your selected site.

email: environmentalhealth@causewaycoastandglens.gov.uk

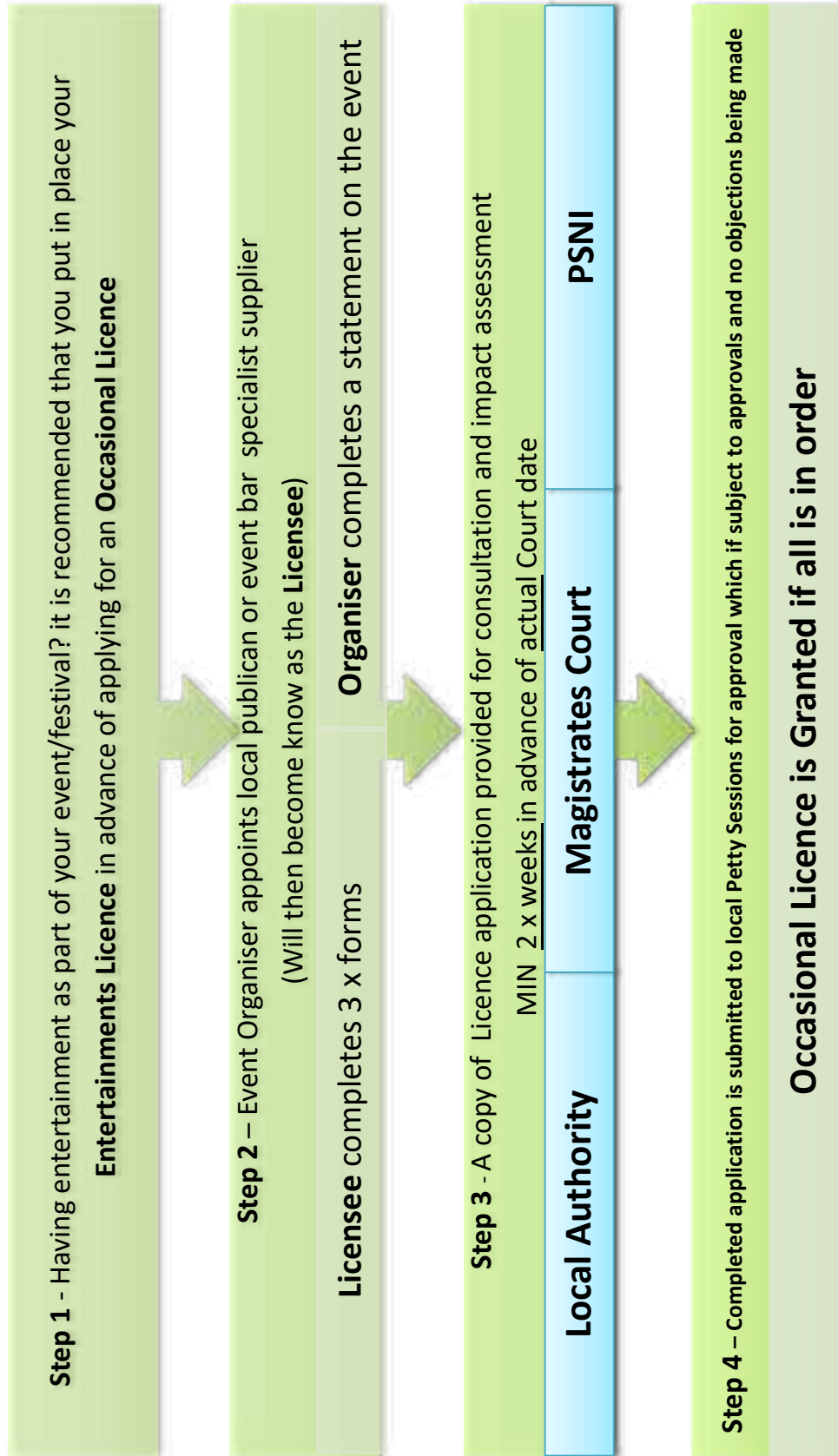
(i) The Firework Safety code

As an organiser, it is important to be aware of the Firework Safety Code and if you are thinking of using fireworks as part of a celebration, you should follow these safety steps:

- Only buy fireworks marked with a CE mark – this shows that the firework meets European safety standards which all fireworks must meet – a reputable shop will know this
- Don't drink alcohol if you're setting off fireworks
- Store fireworks in a closed, metal box and take out one at a time
- Keep a bucket of water nearby
- Follow the instructions on each firework – read by torchlight, don't use a naked flame
- Light fireworks at arm's length, using the taper provided
- Make sure everyone stands well back
- Don't go back to a firework that is lit – even if it hasn't gone off it could still explode
- Don't put fireworks in your pocket
- Don't throw fireworks
- Always supervise children around fireworks, don't give sparklers to a child under five
- Light sparklers one at a time and wear gloves
- Keep pets indoors
- Don't set off fireworks late at night
- Take care around open flames such as bonfires and barbecues – all clothes, even those labeled 'low flammability', can catch fire



Fig 4. Occasional Licence Process and Timescale Applying for an Occasional Liquor Licence





(a) Occasional Licence Application Process

The holder of a public house, restaurant or hotel licence may apply for the grant of an occasional licence authorising him to sell intoxicating liquor at a place other than his licensed premises, such as a public hall or perhaps at an outdoor event.

The sale of liquor must be ancillary to a function and in the case of an occasional licence granted to the holder of a restaurant licence, ancillary to a main table meal.

An occasional licence does not permit off-sales.

Functions which qualify for the grant of an occasional licence, are those which are organised by a body establishment for social, charitable or benevolent purposes or for furthering the common interest of persons associated with a trade, profession, educational or cultural activity, game or sport.

No person under the age of 18 is permitted in any licensed area as stipulated in the terms of the Occasional Licence

Applications must be made on the appropriate forms (Magistrate Court Licensing Rules 1997, Form 10), one of which must be completed by the applicant (licensee) with a further statement by the organising body. At least two weeks' notice of the application must be given to the Magistrates Court with copies to the PSNI and the District Council for the area where the proposed premises are. It should be remembered that the period of notice dates from the Court (application) date before the function rather than the date of the function itself.

It should also be established if an entertainment licence is required for the event.

Please be aware that the procedure for the granting of an Entertainment Licence is a lengthy process due to legislation, where at least 28 days' notice must be placed in two local newspapers.

The applicant must ensure that the proposed event would qualify for an Occasional Licence. Thus, the following proofs should be considered:

- Details of the body organising the function.
- Names address and phone numbers of each person in personal charge of the function/event.
- The Nature of the function.
- Premises/Area of where the function/event is to be held (a map detailing the exact licensed area would be required. You should have this already, as part of your planning).
- Hours during which the event is to be held
- Confirmation that an Entertainment Licence, if required, has been sought from your local authority

Once all the above matters have been confirmed, the completed Form 10 must be served upon:

- The Clerk of Petty Sessions (with the appropriate fee) located at your local court.
- The Fees are currently £82 for a 1 x day event and a further £20 per day for all other additional days
- The Area/District Commander of the PSNI in which the event is to be situated.
- The local Council for the council area in which event is to be situated.

(b) Knowing the Law helps you organise safe and enjoyable events and festivals

An organising committee should familiarise itself with the Law in relation to alcohol

- It's illegal for anyone under 18 to buy alcohol
- It's illegal for anyone under 18 to drink in a public place or pretend to be over 18 to get alcohol
- If a person is over the age of 18, it's illegal to buy alcohol for anyone under 18.
- A bar owner can't legally serve drink to anyone who's drunk.
- The PSNI can take alcohol off under 18's who are drinking in a public place & contact their parents/guardian.
- The best way to ensure the law is adhered to, is to ensure that no person under the age of 18 is permitted in any area which is licensed for the sale and consumption of intoxicating liquor.

(c) Consumption of Intoxicating Liquor in Designated Places

Often, as organisers, you consider using your local parks or open recreation areas to host events and festivals. Please bear in mind when making a potential site or venue selection for outdoor events, that you consider any prevailing by-laws which exist.

Bye-laws regarding the consumption of Liquor in Public places is made by the Local Authority in pursuance of Section 90(a) of the Local Government Act (Northern Ireland) 1972.

(1) Interpretation

In these bye-laws:

"The Council" will be your local Council.

"designated place" means any place specified in a schedule, excepting,

any area which is within the curtilage of any licensed premises or registered club; and

any place at which the sale of intoxicating liquor is authorised by virtue of an occasional licence.

"intoxicating liquor" has the same meaning as in the Licensing (Northern Ireland) Order 1996.

"licensed premises" and **"occasional licence"** have the same meaning as in the Licensing (Northern Ireland) Order 1996.

"registered club" means a club registered under the Registration of Clubs (Northern Ireland) Order 1987.

(2) Extent

- These byelaws apply to all designated places.
- Notice of the effect of these byelaws shall be given by signs placed in such positions as the Council may consider adequate to inform persons using designated places.

(3) Consumption of Intoxicating Liquor in Designated Places

- Any person who consumes intoxicating liquor in a designated place shall be guilty of an offence.



As a responsible organiser, it is imperative that, if you are in any doubt – ASK. You should ask questions and seek to obtain the right information from people with more specific knowledge. Appointing the right person or company to provide specialist services at your event will be an important exercise as part of your planning.

22.0 Obtaining a Street Trading Licence

(a) Street Trading

Over the past few years there has been a growth and development of local markets type events, whether this is a 'farmers' market, craft or Christmas market. Adjoining this type of activity there is normally other market sellers of toys, fancy goods, clothing, confectionary etc. Organisers should be aware that if a person or organisation is selling or offering a service in a street or public place, they must have a licence. The types of licence that may be required falls under the **Street Trading Act (Northern Ireland) 2001** and includes the need to obtain a:

- Stationary license to trade from a designated permanent pitch
- A licence to trade as a mobile trader
- A temporary license for a specific event

***Public Place** – means any place in the open air which is within 10 meters of a road or footpath to which the public has access, without payment, but which is not within enclosed premises.

You don't need a licence to sell newspapers or magazines from a holder carried by the sell. Milkmen, bread men, coal men and deliverymen are also exempt. Buskers don't need a licence, but if they want to sell items like CDs, they must apply for one.

(b) Stationary licence to trade from a designated permanent pitch fare

Licenses fare only granted for areas, which have been approved for stationary street trading.

If your local authority wants to designate new trading areas, they will publish legal notices (for 28 days), explaining proposals, in local newspapers to make sure the public and other organisations are consulted.

(c) Mobile trading licence

All mobile traders, including ice-cream vans and mobile shops, must have a mobile trading licence, which allows them to work within specific areas.

If you're applying for a mobile trading licence you must inform the local authority the route that you propose to trade from in your application form. You must also give details of the days and times you intend to trade. As an organiser you will want to check with any concession or mobile trader that they are a registered company with their local authority. Please note, that a specific trader may be trading at your event in one council boundary are and they could be registered with their own local authority

(d) Temporary licence for events

Do I require a licence if I only intend to street trade occasionally, e.g., at festivals or fairs?

Yes. You require a temporary licence if you propose to trade in a street or public place. Only five temporary licences can be issued to any one applicant in a twelve-month period and the maximum duration of any one licence is seven days. Temporary licenses will only be issued in accordance with any policy the Council may formulate.

Even if you only want to sell at a one-off event, you'll need a temporary licence.

Apply well in advance of your event, as we assess all applications separately and liaise with the Police Service of Northern Ireland and the Roads Service to decide if your proposal will cause any inconvenience to the public.

It is important for organisers to note that, temporary licenses for events are only valid for up to seven days. They can only grant traders five temporary licenses per year.

If you're applying for a temporary license, you'll need a map showing the exact location of your planned site. This should be included along with your application form

TIP:

As an organiser you have a lot of responsibility! Regarding obtaining licenses you need to consult, seek advice, speak to others who have organised similar events in the past.

You need to be aware of the timescales and processes involved to help ensure that your event will be properly managed. The value of appointing specialist companies and organisations to help you will prove to be invaluable and well worth the expense.

Don't forget your Public Liability Insurance and the declaration you will be required to sign regarding your Fireworks License!

You should ensure that you make sufficient provision for additional costs of obtaining Licenses for your event, as these do tend to add up as part of your overall event expenditure.

How much will a Licence Cost?

Licence Type	Application Fee (Non-Refundable)	Enforcement Fee	Total Licence Fee
Stationary Street Trading Licence	£100	£190	£290
Mobile Street Trading Licence	£90	£300	£390
Temporary Street Trading	£60	£40	£100

All street trading applications must include:

- fee
- passport photograph of the applicant
- photograph of the vehicle/stall/receptacle to be used for trading
- current valid criminal records check carried out by AccessNI
- public liability insurance certificate is required (not at application stage) before trading can commence

For further information and application form please go to:

<https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/licensing/street-trading>

email: environmentalhealth@causewaycoastandglens.gov.uk



23.0 Holding Special Events on Roads

There would be times when an organiser or promotor would like to hold an event which would involve the possible closure of a road(s). The request to close a road could be for a few reasons, but it is important to note there would be a process to go through and your local authority would be the first point of contact for advice and guidance.

The relevant Legislation would be: **The Road (Miscellaneous Provisions) Act (NI) 2010**

As a Community Group or organiser, you may have a few reasons for Traffic to be Restricted / Prohibited from Using a Public Road, such as: -

- a) To facilitate the holding of a special event
- b) To enable members of the public to watch a special event
- c) To reduce the disruption to traffic in adjacent streets

(a) What is A Special Event? The definition used in the Legislation would be as follows:

- a) Any sporting, social or entertainment event which is held on a public road e.g., fun runs/street parties/concerts
- b) The making of a film on a public road e.g., TV programmes/films/advertisements

A public road is defined as a road maintained by the Department of Infrastructure

Activities **Not** Defined as Special Events Under the Order would be as follows:

- **Public processions**
- **Motor road races**
- **Cycle races/trials**
- **Road works**

Once again, your Local Authority Safety Advisory Group (SAG) (detailed information supplied earlier in the guide) would be the main source of advice and guidance and will have the various Council Departments and other Government Departments and Agencies represented which will be very helpful for any organiser or promotor of events.

(b) The Application Process

All applications, which should be submitted at least 12 weeks in advance of the special event, will be processed by Causeway Coast and Glens Borough Council.

Completed application forms must include:

- Fee of £200 if a community i.e., not for profit event
 - Fee of £615 if a commercial/business
- (in both cases £200 will be refundable if no costs incurred by Council e.g., clean up)

You will also be required to provide evidence of current

- Public liability certificate for cover of £10 million
- The use of directional road signs and your overall Signing schedule for the respective routes
- Location map and plan of routes

If you intend using stewards/marshals to manage the traffic, please note that Department of Infrastructure (DFI) has stated that the only person that can interact with live traffic with regards traffic management is someone who is suitably trained in line with Sector Scheme 12a/b or 12d (and a copy of the certificate of competence must be included with the application) or a uniformed Police Officer.

A list of DfI authorised traffic management companies will be made available to event organisers/promoters

Once the required information is received your local Council begins a 21-day consultation process with the public, PSNI, DfI, NI Ambulance Service, NI Fire and Rescue Service and Translink.

Any issues raised by these bodies will have to be addressed and Council can only make a Road Closure Order with the consent of the DfI.

Causeway Coast and Glens Borough Council is also required to place a public advertisement in a local paper and 21 days is allowed from publication date for any representations to be made.

After this process the desired outcome, would either be:

- a) Road closure application approved and Order made, or
- b) Road closure application refused and promoter informed reasons why

Please note: There is no appeals process provided for under the legislation

As an organiser/promotor there are things which you can think about in your planning process. You may consider a fundamental question, such as:

Is there a suitable Off-Road Alternative to host your special event?

Carnivals and Parades

On a number of occasions there will be a requirement for community groups to wish to close certain parts of a road to facilitate a carnival or festival parade. It is imperative that early consultations are held with all the relevant parties to whom this might impact such as: -

- Local Police
- Department for Infrastructure (DfI Roads). – your local Divisional Manager
- Residents
- Local Businesses

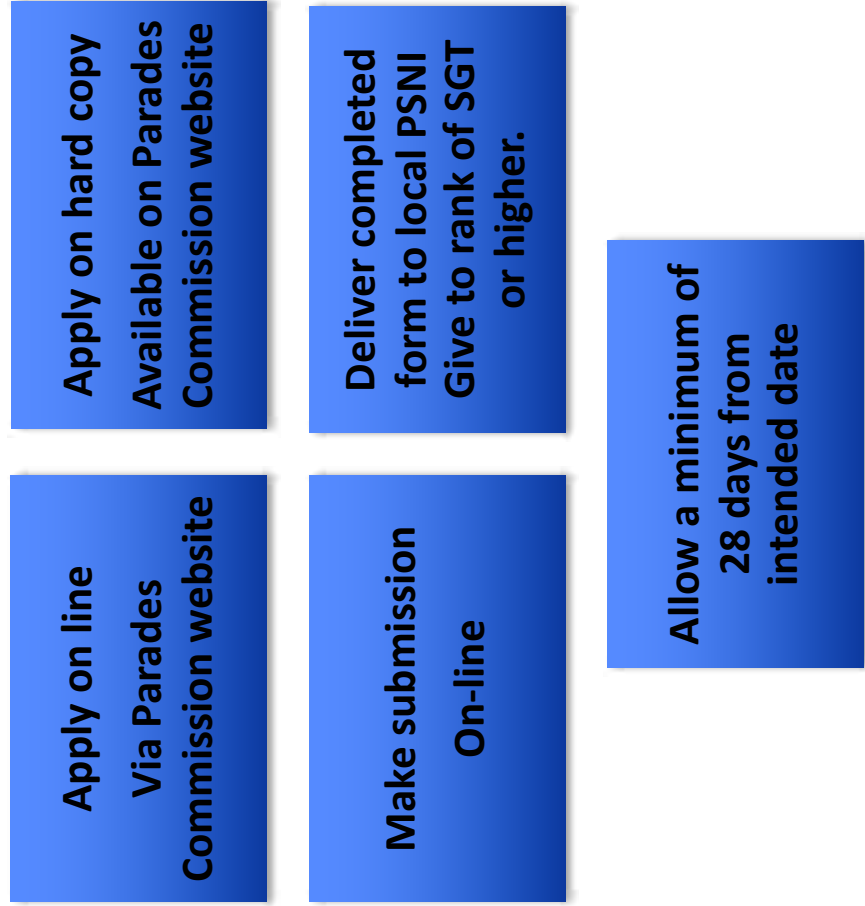
In Northern Ireland we have an obligation under the **Public Processions (Northern Ireland) Act 1998** to involve the Parades Commission in the process.





Fig 5. Parades Commission Process and Timescale

Applying to the Parades Commission to notify a Parade or Procession



The duties and functions of the Commission are: -

- To promote greater understanding by the general public of issues concerning public processions.
- To promote and facilitate mediation as a means of resolving disputes concerning public processions.
- To keep itself generally informed as to the conduct of public processions and protest meetings.
- To keep under review and make such recommendations as it thinks fit to the Secretary of State concerning the operation of the Act.

Please note that all parades (excluding funeral processions and Salvation Army processions) must be notified to the Police at least 28 days (6 – 8 weeks would be much better), in advance of their intended date. Police will then ensure that a copy of the notification form, which is known as an 11/1 form, is forwarded to the Commission.

As an organiser you should be able to give as much information as possible and you should include an allowance in your event signage to help inform people of the event being held.

Further information can be obtained from

The Parades Commission
2nd Floor, Andras House
60 Great Victoria Street
Belfast
BT2 7BB

Telephone **028 9089 5900**
Email **info@paradescommissionni.org**
Website **www.paradescommission.org**

Road Works in your local area

The Department for Infrastructure DFI- Roads, has responsibility for the planning, design, construction and maintenance of all roads in Northern Ireland. As an organiser your event may be impacted upon local roadworks and diversions. You can check this for your local division or area. You may even wish to erect scaffolding on a roadway or some festive lighting DFI- Roads has 4 Client Divisions, Northern, Western, Southern and Eastern, based on the geographical areas. Contact details for DFI Roads, the sole Road Authority in Northern Ireland, responsible for public roads, footways, bridges, and streetlights

Details can be obtained by visiting: <https://www.nidirect.gov.uk/contacts/dfi-roads>

Transport Management

As an organiser you should decide how people are likely to get to the event and whether you need to provide transport or parking. Depending on the size of your event, this is a task, which can be delegated to a specific member of your planning team. Generally, it is best to keep as many vehicles as possible away from an outdoor site or if you are using an indoor venue you may wish to have a nominated over-flow car-parking facility identified in advance. All likely types of traffic should be considered, including pedestrian, people with a disability, VIP's coach, lorries, staff and stallholders or performers.



In the case of an outdoor event, if vehicles are allowed access to the site, then arrangements should be made to segregate them from pedestrians either by providing separate routes or by allowing vehicles onto and off the site at separate times – however, this needs to be carefully managed. The operation of one-way systems within some sites can also reduce risks.

For large events, the introduction of 'park and ride' facilities using buses to shuttle people between the site and remote car-parks can work well and specialist transportation companies will be happy to work with you in the provision of this service.

Where there are traffic implications or where you are considering road closures you will need to liaise with the police and DfI-Roads and in respect of signage with the AA/RAC. You may also wish to be in a position to offer residents with parking/access permits.

(a) Car-parking

Please do not forget that you will need to consider quite a few people for parking including: -

- Staff
- Coach Parking
- Buses for dropping off/shuttle service
- Performers/Artists
- Support Crew
- Suppliers/Deliveries
- Merchandising
- Contractors/Sub-Contractors
- VIP's
- People with a Disability
- Media



24.0 Food Safety at Events and Festivals

As part of most events and festivals the provision and supply of catering and food is a natural part. The requirements can wide range and may include small-scale community events, tea-dances, lunches to much larger catering requirements. Catering really does depend on the actual nature, scale and duration of an event would have wide implications and along with facilities and services available, all play a very important part of an organisers thinking, planning and decision making.

As an organiser, a number of options are available to you. Catering for your event could simply be provided by a member(s) of your organising committee or you could engage the services of a local coffee shop or specialist event cater. A lot does depend on your actual event, your actual requirements and the facilities and finance available, but for an event organiser, the provision of catering should be viewed as being one area of specialism. There is no legal requirement for staff or volunteers to attend formal training courses or obtain a qualification in catering and hospitality. The appropriate knowledge and competencies can be obtained in a number of ways, including on the job training, self study through expertly produced guidance materials, attendance on formal training courses or prior experience.

Regulations require food businesses to produce food that's safe to eat under any scale of event or festival and as a responsible organiser, it would be good practice to have someone associated with your group who has experience in this area of work to provide this service for you. To demonstrate best practice of your group, why not invite someone from your local café or local eating establishment or hotel/ accommodation to join your committee or perhaps try to 'partner' with a local college, school or training provider, which provides training in catering, food hygiene and management?

Local Authority Environmental Health Officers have an important role to play and for you, as an organiser they can offer advice and guidance in this specialist area of work. Your local officer will be able to direct you to basic food hygiene training courses being held in your local area. These officers normally will call to events to check all appropriate facilities are provided at events. In relation to the sale of home baked and foodstuffs at your event, as an organiser you will want to see your supplier displaying their Food Safe Certificate rating certificate on their stall. This is applicable to breads, jams, chutneys, cakes etc. and for members of the public attending your event, this does tend to act as a type of quality check and reassurance.

As part of demonstrating 'Best Practice' and being professional in your groups' particular approach to organising events and festivals, it would be **highly recommended** that groups should consider asking some members of their committee to undertake a basic food hygiene course. It would be beneficial and would enhance an individuals' or committee members individual CV credentials. Contact your local Environmental Health Officer for advice.

The Food Standards Agency (FSA) has produced some excellent guidance on food safety management systems for caterers, retailers and event organisers to help them comply with food safety legislation and achieve best practice. The contact for this organisation is as follows as it is recommended that all organisers should familiarise themselves with specific requirements for event and festivals
<https://www.food.gov.uk/northern-ireland>

You will find that your local authority Environmental Health Officer will be very knowledgeable on this subject matter and will be only too pleased to offer further advice and guidance regarding food hygiene and catering at events.

For further information, please contact:

The Causeway Coast and Glens Borough Council Food team is available to deal with any queries you have.

Tel: 028 2766 0257 or Email: food@causewaycoastandglens.gov.uk



25.0 Marketing

A common misconception held by many in the festival and event areas is that marketing means nothing more than advertising. Marketing, in fact, is a structured and coherent way of thinking about managing an event or festival to achieve the objectives of customer's satisfaction and either profit or increased awareness of a cause/organisation or movement.

Marketing must not be seen as a separate entity but as an integral part of staging the event from concept to delivery. Effective marketing is about creating a successful 'marketing mix' – getting the right blend of a variety of components – to ensure that an enjoyable and attractive event is delivered for customers. This blend is about carefully considering each of the following 'Ps' and delivering then appropriately for any specific event or festival. The main Ps are:

Product	The actual event or festival which has been planned.
Place	A suitable venue, which is clean, warm and well presented.
Price	Knowing what your expected audience are prepared to pay.
Promotion	Raising awareness of your event in a cost-effective fashion.
Programming	Having a creative range of events and activities to suit the audience
Packaging	Making things easy for your customers. Giving them good value for money
People	Having well motivated, well presented, polite and informed staff
Physical evidence	Having a logo or brand for your group. Quality of headed paper, compliment slips, Facebook, Twitter, Instagram page etc

A 'social media strategy' can form part of the overall marketing mix and areas and activities, which can be considered, include: –

Use of email, RSS Feeds, Google +, YouTube, LinkedIn, Facebook, Twitter, Instagram, SMS text messaging, WhatsApp etc. Social media can be used throughout the event process as you can engage much easier, with your audience, before, during and after the actual event. You can even carry out an event survey by making use of social media.

Your event or festival target audience, age profile and the cost/speed v benefit will normally dictate the methods used.

(a) Promotion and Publicity

An event or festival is much easier to promote if it is already established, or if your previous marketing activity has been good and you have databases and hold information on your customers. If your event has a history of being well organised and has a high degree of audience and staff loyalty, this then proves an excellent base from which to market your event.

Promotional activity is used to: –

- Create an awareness of the festival or event.
- Create or enhance a positive image
- Position the event relative to its competition
- Inform target markets of pertinent details of the event
- Generate demand for tickets, or a desire to attend
- Remind and reinforce target markets of the event.

Some tactics that may be useful are as follows: -

- Stage a press call and provide hospitality
- Ensure programme caters for specialist groups
- Consider the merits of being associated with a local charity
- Give out free promotional items in advance to advertise the event
- Look to work with local radio/newspapers to offer free tickets
- Undertake a direct mail shot
- Door to door leaflet distribution
- Enlist the support of a local celebrity to help with publicity
- Hold demonstrations in town centres or shopping centres
- Use sponsors names as frequently as possible
- Endeavour to gain interviews on local radio or TV
- Distribute leaflets and flyers to places of high public use.
- Develop good distribution channels for ticket sales and leaflets etc.
- Consider the merits and cost of paid for advertising campaign on Billboards, buses, taxis, Radio, TV, Bus shelters etc
- Try to get a slot speaking to large groups of people
- Develop your own website and establish links to other sites
- Use mobile technology to remind people and create ticket sales
- Does your event or festival have a specific specialist magazine in which to advertise?
- Place advertising in suitable supplements
- Develop discount pricing policies
- Consider how to gain as much positive free publicity.
- Make use of social media

TIP:

You can organise a really good festival or event. Make sure the right people know about it, through developing cost-effective methods of communication.

26.0 Dealing with the Media

If you have been lucky enough to attract the attention of the press and media, it would be good practice to have someone within your organisation who would be a named contact. Often with the title of Press Officer is important as it indicates that this person has an understanding or knowledge of the media industry and how it operates and functions. This work is all about building and maintaining relationships. This is done by supplying timely and accurate information on demand. It is this person's responsibility to supply communication media with material, which help them to produce publications and programmes of interest and value to readers, listeners or viewers. Your committee may be able to call upon the services of an ex-journalist or indeed a student who is studying journalism. As part of your planning please consider who would be the best person to speak on behalf of your committee or organisation for both positive news items and in the case of an emergency situation, which may arise.



27.0 Information Points

Your festival or event may be able to offer an information point or festival office venue in advance of the actual event, which would help with tickets sales and raising awareness etc. A good practice is to establish a central point of information at your event when it is taking place. This can prove to be very beneficial as people can have several questions to be answered, or indeed can be a point of meeting for lost children etc.

TIP:

Keep a copy of everything to do with your event – articles and advertisements in the press, recording of radio or TV items, grant applications, minutes of meetings, poster, flyers etc. These details are helpful in making future grant applications as well as developing an event history and record.

28.0 Handling the Media in a Crisis Situation

Accidents, incidents, social media problems and adverse situations may arise which have the potential to cause reputational damage or result in a negative image of your group or association. As part of your overall planning process, it would be good practice to have this type of situation rehearsed, perhaps have a spokesperson nominated in advance and have a procedure and a mechanism for dealing with this.

Communication on the day of the Event

Communication will be a major consideration especially in an emergency situation. This aspect should be considered as part of your event planning. The organiser and/or safety co-ordinator will need the facilities to communicate with staff, stewards, emergency services and the people attending the event.

In respect of the audience, it is important that an adequate standard of public address system is used which overrides other forms of entertainment noise. Clear directions must be given to ensure evacuation times are kept to a minimum. If the public address system is improperly used it can lead to confusion and panic. Therefore, emergency and safety messages should be agreed in advance and someone should be nominated in advance to address the crowd and provide instructions.

For communication with key site or venue personnel, two-way radios are extremely useful, but you will need to train those required to use them. For large-scale events it is recommended that you provide a 'central control room' from where communication can be controlled and certain key personnel located.

Please do not forget that through the planning and delivery of your event there is a requirement that almost constant good communication is required, this can be achieved through your marketing and promotional, media activities, holding meetings, consultations sessions, briefings and good use of signage.

The Use of Drones at Festivals or events

The use of drones at events is becoming more common every day, as they are being used in a wide variety of creative ways – from indoor conferences to outdoor festivals, drones are providing entertainment, advertising, security plus much more.

(a) Photography

Drones can take amazing aerial photos of your events that you can share to social media for real-time engagement during your event. They can also take photos of the venue before your event, which you can use for marketing. Share these images on your blog, in your newsletter, on your ticket sales page, and on your social media profiles to generate excitement and ticket sales. It is an effective form of social media marketing for your event.

In addition, you can use these photos in your marketing materials for future events if you hold an event more than once. For example, annual festivals could use drones to take photos of the large crowds to show next year's prospective ticket buyers all the fun they will miss if they don't attend. These photos are also perfect to use in your marketing materials, event website, and ticket sales page next year (or whenever you hold the event again).

(b) Videos

Drones capture gorgeous aerial footage of events. The sweeping images can feel very immersive and are perfect to use for marketing future events. You can also use drones for mapping event locations. Many drones use LIDAR sensors to create site surveys and both 2D and 3D maps. These geological maps can save you a lot of time and money depending on the type of event you are planning and the locations you're considering.

(c) Live Streaming

Live streaming events is so popular and using drones to capture the video for a live stream adds so much more to the experience. Drones can move around and make viewers feel like they are actually part of the event. You could live stream artists when they are performing, a backstage tour, and more.

Keep in mind, live streaming doesn't have to be limited to during your event. You can hold live streams using drones to reveal exciting announcements or progress as the event is being set up. Don't be afraid to get creative because every live stream provides an opportunity for people to get excited about your event, tell other people about it, and buy more tickets.

(d) Visual Shows

Drones are great for entertainment, particularly visual shows. Many events have used drones for aerial shows, including night-time shows with lights timed to music. They always draw a crowd and create a shareable moment. Attendees will take videos of the drones performing with their smartphones and share them on Facebook, Instagram, and more.

TIP:

It would be advisable to employ an individual or company who would be experienced and would have all of the required registrations and insurance cover to undertake this work.

Please make sure you indicate to your local authority during planning stage that it would be your intention to make use of a drone at your Festival or Event.

Further details are available on the Civil Aviation Authority website
<https://www.caa.co.uk/consumers/remotely-piloted-aircraft/>



29.0 Health and Safety

The underlying aspect to Health and Safety at events and festivals is the ethos of organisers taking full responsibility and assessing and managing risks or potential risks associated with their activities. The organisation of a public event is a considerable responsibility. Organisers must properly manage, supervise and monitor the event to ensure the safety of people working, the public attending the venue and any others who may be affected by the event.

This responsibility extends to avoiding damage to property, fear or alarm to the public or disruption to the local community.

The event Organiser will have overall control and responsibility for the smooth running of the event or festival. For larger events you should draw up an event management structure, which defines the individual responsibilities of each of the key personnel involved in planning the event, setting up the site, running the event, taking down the structures and clearing the site after the event.

It is strongly recommended that a suitably experienced safety co-ordinator or officer is appointed with sole responsibility for health and safety and they are given appropriate authority to take decisions. For major events you may need to consider professional help.

The event safety co-ordinator should: -

- Be involved in pre-event planning and carrying out risk assessments
- Be involved in selecting and liaising with contractors
- Be involved in discussions with statutory organisations and emergency services etc.
- Supervise the build up prior to the event and carry out pre-event safety checks
- Assist with staff safety training/stewards' briefings
- Have control of safety during the event and be able to communicate with and co-ordinate all key personnel, including emergency services etc. He/she should be easily identifiable and contactable at the actual event.
- Monitor safety at the event and carry out a post event evaluation and assessment.

(a) A Multi-Agency Approach

Communication and co-operation with all personnel and other organisations before, during and after the event is vital. It is extremely useful to organise a series of meetings with these people and even to arrange a site visit, with all parties. You may wish to include your safety officer/coordinator, a chief steward, key contractors, the police, first aid volunteers, the fire and rescue service, the ambulance service, DFI-Roads (traffic) and relevant Council Officers such as Health and safety, inspectors, entertainment licencing officers etc. In some areas the local council will help to co-ordinate these meetings, perhaps through their Safety Advisory Group meetings, previously referred to.

(b) Risk Assessment

Risk assessment is a legal requirement under the **Management of Health and Safety at Work (NI) Regulations 2000 Regulation 3**

Requires all employers and the self-employed (including those who organise events) to assess the risks to workers and anyone else, for example members of the public attending an event, who may be affected by work activities being undertaken.

Your risk assessment needs to examine all aspects of your event, including transport to and from the event.

You need to think about incidents that could occur, even if they seem unlikely, e.g., a visitor collapsing from heat exhaustion or a larger scale emergency such as a fire, other threat or stand collapse. You also need to carefully evaluate all places where there may be potential for high crowd density and subsequent crushing, e.g., queuing areas at the venue entrance.

During the planning stage, identify people who have the right competence and knowledge to contribute to the risk assessment process. The important things you need to decide are whether a hazard is significant and whether you have dealt with it satisfactorily through taking the relevant precautions, so that the risk is reduced or minimised.

The Health and Safety Executive has developed a five-step approach to risk assessment:

Step 1 Look for the hazards

Step 2 Decide who might be harmed and how.

Step 3 Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done.

Step 4 Record your findings

Step 5 Review your assessment and revise it if necessary.

A template Risk Assessment form is included in **Appendix D** for your use and modification. It may be helpful to consider the following questions when looking for hazards and completing your risk assessment: -

- Are the numbers attending controlled or predictable?
- Are visitors likely to be familiar with the venue?
- Is the event going to attract a particular age group?
- Is the event likely to generate high emotions?
- Is the crowd likely to be mostly male, mostly female or mixed?
- Is the crowd going to be made up of individuals, families or mostly large groups?
- How are you going to cater for particular groups with disabilities?
- How long will the event last?
- How will performers at the event affect the behaviour for the crowd?
- In what ways could media provision at the event affect crowd safety?
- Have you considered possible aggressive behaviour, for example between rival supporters or by visitors towards staff?
- Are gatecrashers likely?
- Will alcohol be available?
- Is it likely that some individuals attending the event have been consuming drugs?
- Are there other major events in the area at the same time as your event?



(c) Fire Risk Assessment

The Fire and Rescue Services (NI) Order 2006 and the Fire Safety Regulations (NI) 2010 replace previous fire safety legislation.

This legislation places responsibilities on employers and any other person(s) with control of premises (an Event Organiser) to assess the risk of harm from fire and to put in place suitable fire safety measures.

The outcome of each assessment will be different and there may be a variety of equally acceptable solutions depending on the individual premises. It is important to remember that fire risk assessment is a process aimed at ensuring people and premises are safe from fire – it is not just a paper exercise or a computer record. However, in certain circumstances, the appropriate person must record the significant findings of their fire risk assessment (including fire safety measures that have been, or will be, taken to ensure the safety of persons from fire) and any persons identified as being especially at risk from fire on the premises.

Although a written record is not required in all cases, it is a useful aid for the appropriate person (it assists with demonstrating that there is compliance with the law) and for enforcers (it gives a useful insight into the thoroughness of the process and the assumptions and decisions made). The Northern Ireland Fire and Rescue Service (NIFRS) consider that it is best practice to complete and retain a written fire risk assessment in **all** cases.

When carrying out a fire risk assessment, sector-specific premises guidance documents are available to download free from the Guidance Documents section of fireSAFE or these documents are referred to in the specimen blank risk assessment record sheets (which are also available on the NIFRS website).

(d) Knowledge and experience required

Each appropriate person must consider his or her own circumstances and capabilities in respect of the risk assessment process. Nobody knows as much about the business/activities as the owner/occupier but if they are not confident in their own ability to complete the fire risk assessment, then they can arrange for a suitably qualified or experienced person to complete the assessment on their behalf.

(e) Hazards and Risks

For the purpose of fire risk assessment, a **hazard** is a situation that can give rise to a fire. **Risk** has two components: the likelihood that a fire may occur; and the potential for a fire to cause death or injury, i.e., consequence. Both components should be considered in any fire risk assessment.

The aims of a fire risk assessment are:

To identify hazards and to reduce the risk of those hazards causing harm to as low as is reasonably practicable; and to determine what fire safety measures and management policies are necessary to ensure the safety of people in the building should fire occur.

There are five steps in the assessment process

(f) Step 1 Step 2 Step 3 Step 4 Step 5

Identify fire hazards. Identify people at risk. Evaluate the risk and decide if existing fire safety measures are adequate. Record fire safety risk assessment information. Review of fire safety risk assessment.

(g) Recording

The amount of information recorded is likely to be influenced by the life risk in the premises; the complexity of the premises; the activities undertaken; and the existing fire safety measures. For example, the records required for premises such as a Care Home providing sleeping accommodation for vulnerable persons should be much greater than that required for a small office.

Specimen blank risk assessment record sheets and examples of completed fire risk assessment records designed to assist the appropriate person are available on the NIFRS website. They are not intended to be models of best practice: they are intended to show examples of the level of detail that may be recorded. The main Northern Ireland Fire and Rescue Service website can be found on <https://www.nifrs.org>

(h) Gas Safety (Management) Regulations (Northern Ireland) 1997

As part of organising an event, it is possible that gas in various forms may be used. Any gas temporary installations should be undertaken by an experienced, qualified and recognised person or company. Valuable information is available to organisers by visiting the Gas Safe Register. You can search for registered persons for your local area.

Gas Safe Register replaced CORGI in Northern Ireland on 1 April 2010. It is the official hallmark for gas safety. Gas Safe Register manages the register of gas engineers who are properly qualified to work with gas in Northern Ireland.

Gas Safe Register protects you from dangerous gas work. You can make sure that gas appliances such as boilers, fires and cookers are installed, maintained and serviced safely by using a registered engineer.

Gas engineers must be on the register to carry out work on gas installations and appliances safely and legally. If someone other than a Gas Safe registered engineer does the work in your home or at your event or festival, you could be risking people's lives. Poorly maintained, badly installed or faulty gas appliances could put you at risk from gas leaks, fire, explosions and carbon monoxide poisoning. Carbon monoxide is a highly poisonous gas that you can't see, taste or smell, but it can kill quickly with no warning.

All Gas Safe registered engineers are listed on the following website.

<https://www.gassaferegister.co.uk>

Alternatively, you can call an advisor who will be able to help you find a registered Gas safe engineer in your local area.

The Freephone number is: 0800 408 5500

(i) Finding a plumber to work on your event or Festival

If you need a plumber to do work on your event, it is important to use a reliable, trustworthy and professional plumber. You should look to employ a plumber who is a member of a recognised trade body such as SNIPEF and CIPHE. If the plumber has current membership, they are qualified and approved to do plumbing work. You may have a plumber you have used in the past to work on your home, but in relation to events, please ask plumbers what work they have completed on Events and Festivals in the past. The Scottish and Northern Ireland Plumbing Employers' Federation (SNIPEF) is the only trade body representing plumbing and heating companies in Northern Ireland. SNIPEF members are licensed, employ properly qualified operatives and maintain insurance. SNIPEF members operate under a warranty scheme.

NI Water only recommends using SNIPEF members. Plumbing and Heating Engineering (CIPHE), which is the professional body for the plumbing industry, recommends that when finding a plumber, you should:

- Ask another event organiser who they use
- Ask your local authority who they would recommend.
- Use a member of the Institute of Plumbing and Heating Engineering – members must hold recognised qualifications in plumbing or extensive experience



- Get at least three quotes and when asking for quotes find out if there is a call out fee, how many people will be doing the job and if the price per hour includes all the workmen/women or if more is charged per plumber and ask for a written quote - unless there are any unforeseen costs, the final bill should not deviate too far from this initial written quote
- Clearly explain all the work you need doing (write it all down) and, if possible, ask how long the job will take
- Will the contractor be able to supply someone 'on-call' to cover your event?
- When you have found a plumber and the job is finished, ask for a full breakdown of the bill so you know where your money has gone.

When using suppliers for gas/electrical or plumbing ensure that you use a reputable company. Details of plumbers can be found by visiting: <http://www.needaplumber.org>

Additional information on tradesmen can be found on the following website <https://www.trustmark.org.uk>

All sources of information are worth checking as part of your event research and planning.

(j) Crowd Management - Stewarding

As an organiser, you have primary responsibility for the safety of people attending your specific event. From an early stage, ensure that clearly defined roles and responsibilities exist in relation to crowd safety, addressing both normal and emergency situations.

Where crowd management duties are sub-contracted (e.g., to a private stewarding company) you should ensure that the contractor's staff are competent and have received training appropriate to their responsibilities. It is recommended that you check that they:

- Carry adequate public and employer liability insurance.
- Have a company policy on Health and Safety
- Employ an adequate number of personnel who are competent in the following areas:
 - Are competent regarding Fire safety and emergency evacuation procedures,
 - Have basic first aid qualified staff
 - Have efficient and effective communication methods and procedures.
 - Provide two-way radios as part of their service.

The main responsibility of stewards is crowd management. They are also there to assist the police and other emergency services if necessary. Your risk assessment will help you to establish the number of stewards necessary to manage the audience safely.

Stewarding at events is covered under a British Standard Institute number **BS8406 2020**

(k) Crowd Management - Security

Whilst it may be appealing to buy cut price security, the possible consequences of doing so are considerable. Low quality security provision can raise the risk to the public by being unable to deal appropriately with incidents, screening and vetting checks may be inadequate, customer service may be poor, and ultimately your reputation may be damaged. Past reporting in the media shows that it is often the buyer that makes the headlines, not the security contractor. Well informed buyers of security can reduce the likelihood of this occurring by conducting strong tender processes, due diligence checks, and detailed pre-event planning.

Causeway Coast and Glens Borough Council would require that Security at events must be SIA (Security Industry Authority) registered.

Further information can be obtained by visiting:

<https://www.gov.uk/government/organisations/security-industry-authority/about>

<https://www.gov.uk/government/publications/security-at-events>

30.0 First Aid/Medical Provision

The planning and safe delivery of an event whether it is a large or small involves a great deal of work for the event organiser who has prime responsibility for protecting the health, safety & welfare of everyone working at, or attending, the event.

By ensuring that there is an appropriate level of medical, first aid and ambulance provision at an event, Event Organisers can minimise the impact of their event on the local National Health Service (Health and Social Care) services.

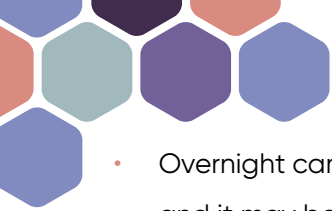
Plan the provision of medical, ambulance and first aid services along with the statutory services and appoint a competent organisation to provide for your medical management. A manager from the medical provider should be appointed to take overall control and co-ordination of first aid provision. The event organiser and the appointed medical manager should liaise with all relevant parties and dependant on the nature and scale of your event may include:

- Local Hospital – Accident and Emergency Services Department
- Local Health Trust
- Northern Ireland Ambulance Service
- Other private sector/voluntary first aid/medical providers

Every event is unique and the level of medical provision needed to make it safe can only be determined after a comprehensive risk assessment. There are no off the peg solutions.

Your medical risk assessment should include and consider the following:

- Numbers attending your event and the anticipated 'high volume' periods
- Audience Profile and the type of entertainment you are organising
- Types of actual activities you will be holding on site
- Location and access of your selected site or venue
- Distance from definitive care. Please note that your nearest hospital may not provide an accident and emergency services. Check this out and test the time of travel to the nearest A&E for your information.
- Confirm their contact telephone number in case you will need to contact the hospital at any stage.
- Duration of the event and will you expect people to be queuing for any length of time
- Time of the year. The various seasons of the year provide so unique considerations for your as an organiser



- Overnight camping and the services required. Management and control of camping is difficult and it may be best to secure the services of a local provider to partner with you for this type of accommodation.
- Specific Hazards any special effects or structures, which will form part of your event.
- Past experience and history of the event, in terms of crowds, behaviour, audience etc.
- Local knowledge that you have of your area and the site/venue you have selected to hold your event or festival.

As an organiser you may be advised to part to inform the Northern Ireland Ambulance Service (NIAS) of your event. Please be aware, that the NIAS does not routinely provide medical services to public events. There are a number of voluntary and private organisations available which do provide these services. Event Organisers, who are following good practice as set out in this document and The Purple Guide (2014) (www.thepurpleguide.co.uk) or other relevant guidance documents, may wish to contact the NIAS HSC Trust to provide details of your particular event. This action would be important to consider as part of your overall good practice in event planning or part of an Emergency Plan for your event.

The NIAS have a coordinated and managed system in place, which enables them to circulate your event details to the relevant parties within a Health and Social Care Trust area. The means of providing your details is by using the following link and email address:

<http://www.nias.hscni.net/contact-us-2/inform-us-public-event/>

events@nias.hscni.net

There are specific forms to be completed, but you will be advised when contact is made by email. The forms will be emailed to you. Please bear in mind that these processes are not designed to take away from the good relations that many event organisers already have with NIAS, but rather is designed to complement it, but the processes do allow the NIAS to become more aware and have more detailed knowledge of events at a much earlier stage, which would be an important aspect of any event planning and management.

Please note: The Purple Guide is a web-based subscription document and to register to have access should cost in the region of £25.

Further details can be obtained by visiting: <https://www.thepurpleguide.co.uk>

31.0 Accident Reporting

Organisers should make sure that all accidents are properly recorded by their appointed first aid /medical provider. These records are required to be kept by Law and it is recommended that these be held on file for a period of seven years.

32.0 Incident Reporting

Organisers should maintain a method of recording and keeping a record of any incidents at their event as a means of good practice. This information can be used as part of an event evaluation report.

33.0 Welfare/Lost Children/Information Point

The range of welfare services depends on the nature and scale of the event. Welfare services/information or meeting points are provided for people who find themselves in difficulty. One of the most common problems at events is that people become separated from the group with whom they have travelled.

It is important that persons are identified to look after lost children who have had appropriate security checks and if possible, would be qualified to look after and care for children.

34.0 Equipment and Infrastructure

When organising any event or festival, you will require a wide range of equipment and services to be supplied. Depending on whether your event is indoors or outdoors there will naturally be varying requirements. It would be good practice to arrange a site or a number of site meetings with all relevant parties. Walk through the site with them and discuss your plans for each area. This will help determine the layout.

Some of the items you may require include: -

(a) Barriers and fencing

To delineate an area such as the children's section, the pedestrian low-level barriers that link together are very effective. For higher security, 'Heras' fencing is taller, more difficult to climb and widely available for hire. Please ensure that stage barriers are at least 2m from the stage and if applicable, fireworks areas are always marked out/roped off from the general public.

Barriers should also be used to fence off generators, BBQ's and any lighting towers or temporary structures. There will be a requirement to keep a clear route to your site for emergency services. Barriers can be used to separate vehicular movement and pedestrian areas.

(b) Water supply

You may need a temporary water supply for toilets or for catering purposes. Please ensure that qualified contractor supplies this and please remember that if you are preparing food on site that there will be a requirement to have not only a sink or washing facilities for preparation but also a sink or means for staff to wash and clean their hands. Often the disposal of wastewater is not considered. Please look to match in with existing drains or make appropriate temporary arrangements.

(c) Provision of Temporary Buildings

The supply of port cabins on site will require heavy lifting equipment being used. Please ensure that experienced and competent contractors are used. You may require ground protection matting, which can be quite heavy to lift and manoeuvre into position. It is recommended that a minimum of two persons would be required to move grounds mats which measure 2.44m x 1.22m

(d) Marquees, Canopies and Tents

Ensure that the assembly of all temporary structures should be carried out in accordance with specifications for the designer/manufacturer. Stage marquees etc should be kept at least 6m apart for emergency vehicle access and to reduce the risk of fire spreading.



(e) Stage

some of the options being – purpose built, mobile, or a 40' lorry. Quite often local community groups can get a company to lend them a 40' trailer at no charge, but often then have the problem of getting access onto this in relation to the height off the ground.

(f) Electricity Supplies

there will be a requirement to supply electricity for all sorts of activities, such as, lighting, PA system, bouncy castles, etc. It is imperative that a fully qualified electrician undertakes any installations. You would be advised that if your electrical contractor is not an approved contractor under the NICEIC scheme, that you have any installations checked and get a certificate issued by a NICEIC approved contractor.

NICEIC acts under licence from the Electrical Safety Council as the industry's voluntary regulatory body for electrical installations. Approved contractors are regularly inspected to confirm they meet the required national technical standards and issue certificates as evidence that their work complies with these standards. NICEIC operates a Complaints Procedure and Guarantee of Standards Scheme.

Further details can be obtained by visiting <https://www.niceic.com>

(g) Toilets

The following is a guide to toilet provision at events. It is also important to remember that you should provide a toilet for use by people with a disability. It is advisable, if possible, to segregate toilets to help ensure the right ratios are maintained. You will also need to arrange for your toilets to be regularly serviced and cleaned throughout the duration of your event.

Consider the following when determining the minimum provision of sanitary conveniences:

- The duration of the event
- Perceived audience food and fluid consumption
- Adequate provision during intervals and breaks
- Requirements for event-related campsites
- Provision of suitable facilities for children, elderly or infirm people who may take longer to use the facility
- Facilities inside a fenced venue
- Weather conditions and temperature.

Use these ratios as a guideline for numbers of toilets to provide:

For events with a gate opening time of 6 x hours or more	
Female	1 x toilet per 100 females
Male	1 x toilet per 500 males, plus 1 x urinal per 150 males

For events with a gate opening time of LESS than 6 x hours	
Female	1 x toilet per 120 females
Male	1 x toilet per 600 males, plus 1 x urinal per 175 males

(h) Public Address System and Lighting

Ideally you should have a separate PA for emergency announcements, other than for the stage. The use of a hand-held loud hailer is normally adequate, as a back up, but please ensure that the batteries have been charged!

PA should be installed on a flat surface, off the ground.

If your event is carrying on after dark without on site lighting, please ensure that you have floodlights/ temporary lighting towers available to light exits, toilet areas and information points, access/egress areas.

35.0 Use of event Signage

Signage in general for any event is an important aspect. There are a number of uses for various signs and this may involve some of the following: -

AA type directional signage to the venue, which would depend on the nature and scale of the event/ festival, and if there is sufficient finance available.

Signage within your venue or site to help provide customers with the important information e.g., admission charges, car-parking, toilets, exits, event programme, information/meeting/control points, location of fire fighting equipment, lost children point etc.

36.0 Facilities for People with a Disability

Under the **Disability Discrimination (Northern Ireland) Order 2006**, an important aspect in any event planning is to ensure that suitable and adequate facilities are provided for people with a disability and that information about the facilities is made available well in advance of the event. Consider all forms of disability including people with mobility problems, impaired vision and/or hearing difficulties.

Facilities which may need to be provided include transport and access to the site, access to all areas within the site or venue, provision of suitable viewing areas, facilities to allow participation in activities, the provision of appropriate sanitary facilities, special arrangements for evacuation and additional support by stewards or designated persons.

Further information can be obtained from

Equality Commission for Northern Ireland
Equality House
7-9 Shaftesbury Square
Belfast
BT2 7DP

Telephone **028 90 500 600**
Text phone **028 90 500 589**
Email **information@equalityni.org**
Website **www.equalityni.org**



37.0 The safe use of Inflatable Play Equipment

These are a fun item to include in activity and fun days, but their management and use require some special consideration about the potential of serious accidents if not properly set up and supervised. Guidance taken from the ROSPA proves us with some useful information.

Many events have bouncy castles and inflatable play equipment (Inflatable) on site.

The most likely way of sourcing an Inflatable is through a hire company. Remember that the organisers of the event may still be responsible for the actions of the Contractor, so it is important to make sure that they have suitably considered any safety controls that need to be in place.

They should provide you with risk assessments and method statements/ operating procedures to demonstrate this. Additionally, they should have suitable and sufficient Public Liability Insurance in place and up to date.

You should also be looking for confirmation that they have had inspections of their inflatable by either Amusement Device Industry Procedures Scheme (ADIPS) or PIPA (inspection scheme for inflatable play equipment). They carry out independent inspection regimes using standards recognised as best practice by the HSE.

Risk assessment considerations

The HSE has more detailed guidance on safe set up and operation to help you run your event safely. There is additional HSE guidance on **safe supply, inspection and operation** which give more detail about the requirements to those supplying the equipment and the inspection regimes that need to be in place where they are sealed inflatables.

Before deciding which firm to hire the Inflatable from, their detailed risk assessment should include information relating to the following, which will help you with your own Risk Assessment:

Before use begins take a moment to assess and review potential risks. This is especially important if you are operating the Inflatable yourselves.

Don't forget to appoint a person or volunteer to take an overview of the event to check that all agreed safety controls remain in place and are monitored throughout for conditions or circumstances which may change their effectiveness. They must communicate the hazards and controls to all those needing to know.

ROSPA (Royal Society for the Prevention of Accidents) recommends that you ask yourself the following questions as part of your Risk Assessment, in addition to the points already highlighted above:

- Is the Inflatable securely anchored? All anchorage points should be used and if situated on hard ground mooring straps should be affixed to solid points.
- Are impact-absorbing mats positioned at the open side of the Inflatable extending a suitable distance forward to ensure sufficient protection? If the Inflatable is on soft ground (e.g.: sand) it may not be necessary to use mats.
- Does the Inflatable seem overcrowded? There should be a sign displaying the maximum number of children allowed on the bouncy castle at any one time.
- Are users instructed to remove sharp articles of clothing such as shoes, buckles and jewellery
- Are the rules being enforced?

- Is there evidence that the attendant is monitoring and controlling the users? Horseplay should not be allowed, and users should not climb on the walls of the inflatable. Occasional monitoring should check this.

Please remember this fun activity has had some very serious accidents and incidents in the past, we have heard about on news items. The use of Bouncy castles and inflatables has resulted in deaths!

Further information please visit:

<https://adips.co.uk> <http://www.pipa.org.uk>

<https://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm>

38.0 Fun Fairs at Festivals and events

Fun Fairs rides and attractions at Festivals and Events can be a big attraction. The inclusion of Fun Fair rides and other associated attractions tend to be present in larger scale Festivals and Events. The operators need to attract a high volume of spectators and participants.

There would be a number of major considerations for event organisers to address. Fun Fair rides, as a preference should be situated on a hard-standing surface, such as a car-park area. There can be issues with the number and size of vehicles, Large Generators, electrical distribution and cable management, car-parking, crowd control etc.

These large items of equipment can cause environmental damage and can leave an organiser with substantial re-instatement costs.

Further information can be obtained by visiting:

<https://www.hse.gov.uk/pubns/books/hsg175.htm>

<https://www.hse.gov.uk/entertainment/fairgrounds/index.htm>

39.0 Waste Management in relation to Festivals and events

As an organiser please do not underestimate this important aspect of your event. The amount of rubbish in the forms of packaging, general waste, food and waste associated with market stalls and associated with the provision of a bar facility can have quite an impact.

The amount of waste in the build up, part of and after the event needs to be very well managed and often does depend on the nature and scale of a particular event. There can be substantial cost in the disposal of waste, which at events can include some of the following: -

- Paper and cardboard packaging
- Left over food debris
- Glass
- Aluminium cans
- Carpet
- Water from toilets, sinks etc.
- Food and drinks containers
- Food from food concessions
- Plastics
- Construction materials
- Clothing



As an organiser, failure to effectively manage waste at events presents direct and indirect risks to the health and safety of employees and those attending.

It is vitally important that organisers continuously monitor the build-up of any waste (especially combustible materials) during the event and take necessary measures to remove it.

It is essential to plan for the storage, handling and transport of general waste and sewage. Normally your local authority will be helpful but it is also essential that several commercial operators can provide a service to event organisers. The management and handling of waste can be a substantial cost for organisers and is one that does tend to be left late in the planning process, to be considered. This is a major area of concern and can require many resources and co-ordination. An organiser needs to consider access/egress routes, timing and frequency of collections etc. The larger scale events and festivals will naturally provide larger problems for the organisers regarding the management of waste materials. This aspect should be built into any event management plans and fully costed in advance as part of financial planning.

Often skips and extra bins are provided and events provide a good opportunity in order to initiate recycling of materials. The options for recycling include the provision of specific and colour coded containers and in one way this would be good practice and would also help to reinforce the recycling message. Your local authority will be keen that you have considered the benefits of recycling as a means of reducing costs as part of hosting your event. You should consult with specialist local authority officer who deal with waste as they should be able to help and advise regarding the recycling of waste.

Most festivals are now implementing some form of environmentally aware waste management schemes. Organisers can consider:

- Allowing use of only biodegradable disposables or re-usable cups and plates on stalls.
- Providing separate bins for recycling.
- Utilising volunteers and potential sponsorship for the clean-up and sorting efforts.
- Separating waste for recycling
- Involving the crowd by supplying recycling bin bags and reward incentives.
- Providing standard, recycling and biodegradable bin bags for traders.
- Create sculptures using waste generated on site (e.g., plastic bottles)
- Consider health, safety and hygiene.
- Being aware of legislation and being prepared.

Some information had been sourced from a website called the Greener Festival.

This may be worth visiting on: <https://www.agreenerfestival.com/waste-management/>

Further information can be obtained by visiting the following website:

<https://www.hse.gov.uk/waste/index.htm>

40.0 Event Safety Management Plan

For each event there will be a requirement to develop an overall Event Safety Management Plan. It may just be a case of putting all your information into an orderly fashion, such as in a lever arch file, which various sections indicated. Again, depending on the nature and scale of each event this can be a simple or a complex document and may contain all or some of the following: -

- The Event Safety Policy statement
- Organisational chart with defined lines of reporting and responsibilities
- List and contact details of key Contractors
- Copies of each contractors and sub-contractors Public Liability/Employers Liability and Method statements for their specific area of work/responsibility.
- Map of venue to include design and layout
- Site/venue safety plan
- Temporary structures and equipment to be used
- Audience profile and capacity
- Duration of the event,
- Catering arrangements and food hygiene measures
- Provision and number of toilets
- Fire fighting equipment to be used
- Access and exits
- Water supplies
- Waste management provision
- Medial and First Aid provision
- Crowd Management Plan
- Evacuation Procedures and procedures for declaring an emergency situation
- Transport Management Plan
- Copies of general risk assessments and fire risk assessment
- Copies of Licenses granted and obtained
- Emergency Plan

The constituent parts of the event safety management plan are your 'working documents' and will need to be reviewed and updated as new information is received preferably before, or even during the event. This will be a very valuable piece of work for anyone organising an event.

41.0 Preventing or controlling ill health from animal contact at visitor attractions or open farms

In Northern Ireland, the welfare of vertebrate animals is protected by a piece of legislation called the **Welfare of Animals Act (Northern Ireland) 2011**. This Act sets out requirements for both farmed animals, and non-farmed animals.

Farmed animals are those animals which are bred or kept for the production of food, wool or skin or for other farmed purposes. In Northern Ireland, farmed animals are usually cows; sheep; and pigs.

Non-farmed animals are those animals which are not bred or kept for the production of food, wool or skin or for other farmed purposes. In Northern Ireland, non-farmed animals are usually dogs; cats; and horses. Another example of a non-farmed animal is a pet micro-pig.



The Act is enforced by three bodies:

The Department of Agriculture, Environment and Rural Affairs (DAERA)

The Local Authority

The Police Service of Northern Ireland (PSNI)

These three enforcement bodies work with one common aim – the protection of animals. DAERA is responsible for enforcement in respect of farmed animals; local Councils are responsible for enforcement in respect of non-farmed animals; and the PSNI is responsible for enforcement in respect of crime against wild animals, animal fighting, and welfare issues where other criminal activities are involved.

It should be assumed that animals at visitor attractions carry a range of micro-organisms, some of which can be transmitted to humans. Diseases passed from animals to humans are known as zoonoses. Some zoonotic diseases are more serious than others.

There are a range of zoonotic diseases that could be acquired from animal contact at visitor attractions including: Shiga toxin-producing *Escherichia coli* (STEC) (including *E. coli* O157) and *Cryptosporidium parvum*. Therefore, as with many other activities, visits to such premises can never be considered free from all risk. However, implementing the control measures in the Industry Code of Practice (summarised in this guidance) will help ensure that the risk of infection from contact with animals is low.

All animals naturally carry a range of micro-organisms, some of which can be transmitted to humans, in whom they may cause ill health, which in some cases may be severe or life threatening.

Every attraction should carry out a site-specific risk assessment. A risk assessment would typically involve identifying how the public could be exposed to micro-organisms (or other risks on the farm), the likelihood of it happening, the possible consequences, and what measures need to be taken to reduce the risks to an acceptable level. The risk assessment should also indicate the need to carry out further assessment after a specified interval.

When undertaking your assessment, you should:

Assume that all animals (including birds) carry micro-organisms such as *E. coli* O157 that could represent a hazard to human health. Animals carrying infection can still appear healthy and clean.

While ruminants (e.g., cattle, sheep, and goats) are regarded as the main carriers of *E. coli* O157, other animals can also be carriers of *E. coli* O157 or other zoonotic diseases.

Recognise that, although tests are available to detect the presence of *E. coli* O157 and other micro-organisms, a negative test result does not guarantee the animal is free of infection.

Acknowledge that any zoonotic disease may be introduced to your premises at any time by new stock, wild birds and animals, or by visitors.

Bear in mind when selecting animals for petting areas that young stock, stock under stress, pregnant stock or stock unfamiliar with people etc. are more likely to excrete micro-organisms such as *E. coli* O157.

Accept that other animals on the premises, including pets, may acquire the bacterium through contact with faeces etc. Exposure to micro-organisms and infection can occur when people come into contact with animal faeces or saliva by:

- Touching or kissing animals in petting areas or during bottle-feeding.
- Feeding, stroking or touching animals through gates or pens.
- Touching gates, or animal pen divisions, or other structures contaminated with faeces.
- Picking up contaminated feed from the floor.
- Removing contaminated footwear or clothing.
- Eating, drinking and smoking with contaminated hands.
- Using contaminated play equipment.
- Touching personal items taken on to the premises that have become contaminated

Further detailed information can be obtained by visiting:

<http://www.hse.gov.uk/agriculture/topics/visitor-attractions.htm>

<https://visitmyfarm.org/resources/code-of-practice>

42.0 The Impacts and consideration of Weather

Meteorological Services for Events and Festivals

Make your event weather-resilient – sports, concerts and festivals. The Met Office offers solutions for operational planning, health and safety and mitigating cancellations.

Weather variability is one of the toughest challenges when planning a concert, a festival, a sporting fixture or a mass participation sporting event like a marathon or a championship.

Ensuring your event is weather-resilient helps protect organisers, participants and fans financially; it also reduces health and safety risks and limits negative PR due to last-minute cancellations.

The Met Office meteorological services are designed to help you plan successfully around the weather. We can assist you with efficient planning, operational management, and risk assessment.

For further detailed information please visit:

<https://www.metoffice.gov.uk/services/business-industry/event-management>

43.0 Emergency Planning and Procedures

In addition to carrying out a generic and fire risk assessment, a specific risk assessment addressing Covid-19 situation and developing an event safety management plan which lays down all the measures necessary to minimise the likelihood of any accidents or incidents occurring, you will need to decide how you will deal with any emergencies if something goes wrong. Such problems could include a fire, serious accident, crowd disturbances, a bomb scare or even the effects of the extremes of weather.

An emergency situation will normally require a multi-disciplinary approach in which the event organiser, the safety co-ordinator, senior stewards, the police, the local hospital, the ambulance service, the fire and



rescue service and first aid manager may all play a part. It is therefore important that there is an emergency or contingency plan with clear demarcation of duties and responsibilities. Each individual who will play a part in dealing with an emergency must understand their responsibilities and be given clear instructions.

The event safety coordinator should be charged with the responsibility of co-ordinating any emergency procedures until the emergency services professionally take over.

44.0 Evaluation

We all should learn from experience and holding an event is no exception. Those who attended the event, staff and volunteers, who worked on it and you, as the event organiser, should all learn from it. You should make sure you take this chance to hear views from others on what went right and what could be improved upon. Please make sure you document your findings.

(a) Those who attended the event

- Get feedback by word of mouth
- Consider giving out forms to people at the event to get their views. Make sure they are not too long or complicated and there is an easy way of getting them back to you.
- Listen carefully to what people say. You may not agree with it, but that's what they think and they have a reason for thinking it
- Assess all the feedback and identify those points that keep coming up.

(b) Staff and Volunteers

Send out a letter of thanks to all who worked on the event. Invite all of them to a meeting about a week after the event to get their views (it's a good idea to hold the meeting before a 'Thank-you' party and so more will attend). Record everything that's said. It's easy to forget things you don't want to hear. Assess and collate all the information.

(c) You Yourself

- Look back over the event. It would help if you took notes as you went along.
- Look at all the information you gathered from the views of others. Areas of common concern or praise should be identified.
- Think about how things in general could be improved.
- Revise your layout and record this for future reference.
- Be honest with yourself.
- Remember reporting back and writing of formal reports is often a condition of grants awarded.

Your evaluation of one event this year will form the basis of starting your research and development of the next one! You will be starting the planning process all over again only this time you will have a little more experience and knowledge!

45.0 Think Green and Sustainable Events

Organisers must think of the impacts of any festival or event and consider their business approach and wider community and environmental implications.

Events take a heavy toll on resources, society and the environment, often generating significant waste. In addition to promoting more responsible consumption, this International Standard has been developed to relieve the strain on local infrastructure and utilities, reducing the potential for conflict in communities where events are hosted.

ISO is the International Organisation for Standardisation. An ISO International Standard represents a global consensus on the state of the art in the subject of that standard. This would be the situation in the case of **ISO 20121: 2012**, which is a practical tool for managing events so that they contribute to the three dimensions of sustainability – economic, environmental and social.

There can be a downside to events and festivals. The “great time we had today” can leave an aftermath of problems for tomorrow. When people get together, particularly in large numbers, they can put a strain on local resources, such as, water and energy and create significant waste, or tensions related to culture or sheer proximity with neighbouring communities.

A Sustainable Event Management System provides a framework for managing environmental responsibilities so that they become more efficient and more integrated into overall operations. This framework allows an organisation to understand, describe and control its significant impacts on the environment, ensure compliance with environmental legislation and continually improve its business operations.

(a) Who is it relevant to?

ISO 20121 may be adopted by event organisers, communities, event owners, workforce, Caterers, transport companies, exhibition organisers, venues and organisations in the supply chain, large or small to deliver cost savings through reducing carbon emissions, waste and improving the resource efficiency of the entire event supply chain.

(b) What are the benefits?

Benefits include: –

- Help to improve sustainable performance within available budgets
- Reduce carbon emissions and waste, improving the resource efficiency of the entire event supply chain
- Present opportunities for more efficient planning and encourage the re-use of equipment and infrastructure. The standard covers:
 - Reduce environmental impacts such as carbon usage, waste management and effects on biodiversity
 - Improve social impacts such as community involvement and fair employment
 - Establish economic impacts such as local investment and long-term viability

ISO 20121: 2012, an understanding of the standard, can be used as an effective sales and marketing tool, giving your organisation or committee the competitive edge. By demonstrating an innovative and forward-thinking approach to environmental issues, you will not only improve morale within your organisation, but will also lead to a better public and stakeholder perception. Publicising your commitment to sustainable events will raise your organisations/organising committees' profile and also lead to better community awareness of environmental activities.



It will also demonstrate your commitment to the environment and provide confidence and credibility to your customers, trade partners, stakeholders, regulators and local authorities.

Remember, your local authority will be keen to help your group – Reduce, Reuse and Recycle as part of your overall event and festival delivery.

Further information on the standard can be obtained by visiting: www.iso.org

A useful brochure is available to download by visiting: <https://www.iso.org/publication/PUB100302.html>

46.0 The Impact and Implications of the Coronavirus Global Pandemic

The following information is provided under the proviso that the global, national and local situations/circumstances prevailing at the time regarding the impact of the COVID-19 virus is an ever-changing environment.

As an event organiser you should be constantly scanning and keeping abreast of the latest updates, developments and be aware of current trends regarding Public Health.

The Health Protection (Coronavirus, Restrictions) Regulations (Northern Ireland) 2021

These Regulations and their subsequent updates and amendments would be the Legislation which is applicable in Northern Ireland.

As this situation is fluid and changing as circumstances dictate, the following website provides the latest full details of the Regulations and amendments, applicable to Northern Ireland

<https://www.health-ni.gov.uk/publications/health-protection-coronavirus-restrictions-regulations-northern-ireland-2021>

HANDS – FACE – SPACE – FRESH AIR and enjoying our events in a safe and healthy environment!

On 31 December 2019, the World Health Organisation (WHO) was informed of a cluster of cases of pneumonia of unknown cause detected in Wuhan City, Hubei Province, China.

On 12 January 2020, it was announced that a novel coronavirus had been identified in samples obtained from cases and that initial analysis of virus genetic sequences suggested that this was the cause of the outbreak. This virus is referred to as SARS-CoV-2, and the associated disease as COVID-19.

All of our lives have been impacted upon and transformed by the impact of the Covid-19 virus as it has spread rapidly across the developed world. There have been major impacts on countries, businesses, industries, families and the population in general. The Covid-19 has been devastating and in the case of hosting events and festivals it has seen the complete shutdown of not only local events, but also world class and major international events and festivals and other events.

The very nature of our festivals and events mean that we want to bring people together to enjoy a common aim, to celebrate, to socialise, to participate as individuals and teams and to take part in tournaments, leagues and competitions. We have all in the past enjoyed travel, going to a music festival or concert, or have been a spectator at our favorite sport, enjoyed the arts, heritage and have always been happy to be part of crowds and public gatherings. Some people might even enjoy being with crowds of people while shopping!

Things have changed, the impact of the Covid-19 disease has meant the complete opposite for organisers and has resulted in mass cancellations, shutdowns and in some cases closures. We all accept that; events and festivals bring people and communities together.

Covid-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

(Source: Health and Safety Executive Northern Ireland. www.hseni.gov.uk)

However, with vaccinations and various additional control and safety measures the festival and events industry has risen to the challenges and has slowly re-engaged to organise and deliver the wide range of festivals and events which take place throughout the year.

Large scale events and high spectator number events, have been more cautious but this is generally an industry rooted in facing challenges and putting in the required measures to overcome and mitigate against risks and ensure safety.

As the pandemic has spread and the impacts have been life changing, it is imperative that organisers do not fail to address other risk factors when planning, organising and delivering events. The Covid-19 has merely given us another major and very important risk factor to consider but it is certainly not the only one to consider!


Coronavirus remains a serious health risk. It is important to stay cautious to help protect yourself and others. It would be fair to comment, that this is a major health concern for event organisers which we will have to live with and give major consideration for quite some time.

Our aim is to offer some help and guidance to organisers in their plight of continuing or re-commencing or starting to organise an invaluable range of events and festivals which take part within our communities. The following information will help everyone to plan for a safe return, a safe continuation and perhaps start off with a well embedded culture of safety and care for our communities. We all want our festivals and events to be joyous occasions and provide happy memories. We want people to be safe and healthy before and after attending our events.

Earlier in the Guide for the Planning & Organisation of Community Festivals & other Events we have offered guidance and information on the principle and methods associated with undertaking a risk assessment for an event.

These measures would still be applicable but there is now an added dimension regarding your approach to the management and handling of existing or future Covid-19 impacts. As an event organiser, by law you must protect workers and others (including contractors, volunteers, entertainers, and customers/users/spectators) from risks to their health and safety. This includes risks from Covid-19.

Covid-19 is a workplace hazard. You should manage it in the same way as other workplace hazards.



Please note: Failure to carry out a suitable and sufficient risk assessment and put in place control measures to manage the risk of Covid-19 in the workplace, may be considered a breach of health and safety law.

The following web-based source: -

<https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions#events-2>

offers some comprehensive guidance while working on events and festivals.

Equally it must be stressed that your Local Authority Officer(s) with whom you would deal, will remain a key contact and will be someone who can 'sign-post', direct and offer advice on other sources of relevant information. For event Planning, early engagement with Local Authority Enforcement Officers would be highly recommended.

(a) Event Planning

Naturally the exact nature and scale of your particular event will be an important consideration. There would be so many variables and **some** of the key factors may be as follows: -

- Are you organising an outdoor or indoor event or Festival?
- Type of venue selected to host the event. What is the capacity with social distancing measures in place?
- Duration of the event
- Time of the year
- Ticket sales or Free to attend event
- Is this a new event or festival or has it taken place before?
- Your event may have happened before, but what needs to change now
- Expected numbers attending
- Audience profile. What do we expect in terms of age, high risk groups, families, individuals, groups of people?
- Types of performances – passive or active or entertainment which is likely to attract high emotion or celebrations.
- Will alcohol be consumed at your event?
- Transport options to your event, in terms of Public transport
- What is the purpose of your event? Can it achieve this if certain restrictions are in place?
- Who is the event for and is there a current demand for it?
- Where can you remove or reduce the risk of close physical contact between attendees, participants or staff?
- Does the event need a live audience? Could it happen behind closed doors (the performance or activity happens live which is then broadcast)?
- Do you have appropriate and legally competent workers and Health and Safety Officers, who can ensure the current guidance is being applied in the event planning?
- How flexible is the event plan to adapt to changing COVID-19 current guidance?
- What systems will you implement regarding the management of crowds and spectators attending your event
- What methods will you deploy to manage Social distancing?
- Have you considered the financial impacts of any forced cancellation of your event?
- What are the terms and conditions attached to engaging a range of suppliers?

(b) Planning Considerations

When you are planning and organising your festival or event there will be a number of additional key 'policy' decisions to be made and discussions to be agreed with the overall organising committee, board or senior decision makers.

TIP:

Please allow a longer lead in time regarding your event planning process, consult early with your various Local Authority Officers and other partner organisations.

(c) Administration

With additional specific risk assessments, scheduling, programming and having meetings in advance as part of your planning process, you should bear this in mind and factor in sufficient time for this.

(d) Marketing

Community Groups may wish to make a small investment in some 'generic' signage relating to the Covid-19 situation boards/banners which could be used for all events.

To help with managing any Covid-19 situation you may wish to consider some of the following actions: -
Social media channels, own Web site or electronic booking and ticketing

Could our group or committee make more use of electronic methods in advance to help capture data on people wishing to attend? For example, if you are organising a Free to attend event, there would be systems available which are free and as an organiser you can list your event for free. Marketing Communications will be a prominent consideration and all phases of your festival or event will have to have a clear communications strategy and actions applied.

You can tailor the information you would wish to gather in advance, such as: -

To ask persons to undertake their own health risk assessment, considering if they wish to travel to and attend such an event (considering their age and any health conditions or vulnerabilities).

Ask persons to be mindful of any symptoms of COVID-19 before travelling to the event. Spectators should be informed that if they, or anyone they live with, have one or more of these symptoms (even if they are mild) they should not attend,

Not attend the event if they need to self-isolate, for example because they have been asked to self-isolate by NHS Test and Trace, are required to isolate after travel, or because they are displaying any COVID-19 symptoms.

You could ask persons to demonstrate their COVID-19 status through vaccination, testing or natural immunity, as a condition of entry.

Adhere to any relevant COVID-19 safety measures in place at the event, including observing directions given by stewards.

Your own methods of communication, perhaps through a website or social media channels and being able to update any communications would be very useful tool indeed.



(e) Finance

It would be anticipated that any organiser/organizing committee or community group would have additional costs to consider in relation to the implementation of measures and additional items of equipment etc., required to mitigate against any Covid-19 threat

(g) Event Insurance cover

It would be recommended that you consult your current insurance provider/broker and keep them apprised of your current situation and approach to the organisation of your festivals and events. The insurance industry, like many other, has been badly affected with the outbreak of the Covid-19 virus. Mass cancellations has led to a Government intervention and support provided to the insurance industry.

Cancellation of any event will be a major concern. As a community organisation you could end up in a difficult financial liability situation.

TIP:

Please make sure you review your Policy and make sure it is suitable for your specific needs!

We have included a specific Event Organisers Covid-19 Risk Assessment in **Appendix E** for your reference.

(f) Health and Safety

As with all Health and Safety issues, it is imperative that Festival and Event organisers can document and demonstrate that they have taken all 'Reasonable Precautions' to ensure the safety and welfare of all persons attending and being part of the event.

It is unlikely that any form of a 'generic' risk assessment will be sufficient in order to help meet your liabilities in this regard.

What to include in your risk assessment?

To carry out a suitable and sufficient risk assessment, you should consider the different ways the virus can be spread (air borne, by droplets and on surfaces) and put in place measures to reduce the risk of each type of transmission. An example of the factors you should consider is included in the box below.

You will need to translate this into the specific actions you need to take. These will depend on the nature of your business, including the size and type of business, how it is organised, operated and managed.

Some risk assessments may need to be broken down to cover different areas and different time periods within the same venue, particularly for large events. For example, those working at concession stands may be in an area with large concentrations of people for a significant part of the event, whereas attendees will move in and out of the area and have less exposure.

Some activities can increase the risk of catching or passing on COVID-19. This happens where people are doing activities which generate more particles as they breathe heavily, such as singing, dancing, exercising or raising their voices. You should consider the specific risks of your facility or event and take additional care to manage situations where there is a higher risk of catching or passing on COVID-19.

Identifying risks (source: information taken from the website www.GOV.UK Coronavirus (Covid-19) Guidance and support)

The Events Research Programme, as commissioned by the UK Government, in their research and reporting, identified the following risks associated with specific settings or events, though it is important to recognise that not all of these risks are associated with every venue or setting. You should consider taking additional steps to manage risk if the event site or venue includes one or more of the factors below.

The risk of COVID-19 transmission at any event will depend on several factors, including the prevalence of the virus at the time and the characteristics of the event and the event venue. The highest risks of transmission happen when multiple factors such as venue environment, attendee behaviours and travel to and from events are combined. For example, an indoor event with a large number of people mixing in close proximity for a prolonged period of time is likely to present a higher risk than fewer people outside for a shorter period.

(g) Indoor events:

Indoor events present a significantly higher risk of transmission than similar events taking place in outdoor spaces. Poor ventilation in indoor spaces increases the risk of transmission further. Ventilation is the process of introducing fresh or cleaned air into indoor spaces. The fresher or cleaned air that is brought inside, the more diluted any airborne virus will become. In poorly ventilated spaces the amount of virus in the air can build up, and residual virus can remain in the air after an infected person has left, increasing the risk of spreading COVID-19.

(h) Outdoor events (including those with indoor areas):

Although outdoor events typically present fewer risks than indoor events, there may still be some indoor spaces within outdoor venues where risks are likely to be higher. This could include areas where people congregate at higher densities (such as concession stands, bars, turnstiles and toilets), in which ventilation may be poorer. These risks can be reduced through implementing such things as queuing systems and appropriate signage to avoid congestion (see 'congested areas' below for further details).

Indoor settings such as private boxes and restaurants may still be occupied by some attendees for several hours during an event classified as 'outdoors'. Ensuring that these spaces are sufficiently well-ventilated, and following the steps set out in the can reduce transmission risk in these areas.

(i) Congested areas:

Some areas are more prone to potential congestion and crowding, including concession stands, bars, toilets, turnstiles, lifts, corridors, walkways, entry/exit points and ticket collection points. Congested areas or 'pinch points' will be present at all types of events (including outdoor events) and could potentially lead to an increased risk of transmission. Event organisers may want to consider additional risk management in these areas such as limiting the number of individuals who congregate for a longer duration, staggered entry and exit, or greater levels of ventilation in these zones.

(j) Events with free movement between people:

Events where there is significant close mixing of people typically poses a higher risk, especially at those events where people will naturally tend to come together and mix for prolonged periods of time (for example, in front of a stage at a live performance or on a dancefloor).

(k) Crowd density:

As crowds at an event become denser (particularly in relation to venue size and capacity), it becomes more difficult for people to be physically distant from each other, and close contact inevitably increases. The Events Research Programme found that increasing crowd density can have an impact on localised ventilation which may in turn result in an increased risk of transmission. Key areas of higher density were observed in queues, in hospitality areas, and when attendees were leaving the venue at the end of the event.



(l) Large numbers of attendees:

Events where large numbers of people attend do not necessarily constitute a greater risk than smaller events, (particularly if the event is outside or attendees are dispersed over a large area). However, end-to-end transmission risks are increased through large numbers of people travelling to and from venues and visiting nearby premises such as pubs, bars and restaurants. Early engagement between event organisers and local transport authorities to manage crowds near transport hubs and routes to and from the venue should be factored into the event planning process.

(m) Events involving energetic activity:

Observations from the Events Research Programme indicate that unstructured and energetic activity with a high crowd density may lead to higher airborne transmission risks. This could include activities such as actively chanting and celebrating while attending sporting events, singing along at gigs and concerts, or dancing/singing at a nightclub.

If you have identified that your event involves higher risks of transmission, you should take steps to manage this, by reducing the risk or mitigating its impact. Many large events will inherently involve multiple factors such as crowd density and free movement.

(n) Operational Management

The overall delivery and operational management aspects of your Festival and Events would be a key factor in helping to ensure the required delivery standards are being maintained.

(o) First Aid/Welfare Facilities

It is more than likely, you will need to review and consider your First Aid and Welfare provision at your Festivals and Events. Additional measures may be required, such as screens, gloves, hand washing facilities and hand sanitising facilities. Cost implications.

(p) Cleaning Routine consideration

A robust cleaning schedule and the checking that this has been completed will be a requirement. All touch points and handles will need to be cleaned on a regular basis. Cost implications.

(q) Staff/Volunteer Management

Your use and positioning of Stewards or Volunteers at your event can be helpful in helping to guide and direct people around your event, help with entrance and exit arrangements and help reinforce signage. Of course, answering an abundance of questions will always form part of this role.

The issue and wearing of Personal Protection Equipment (PPE) will be a major concern for Managers. Masks, gloves and personal sanitising gel may well become a normal addition to be issued. These are areas which will impact on your running costs.

All personnel must be briefed that using gloves is not a substitute to regular hand washing with soap and water.

You may wish to consider a staff Rota system or, a shift system for your staff? This would aid social distance measures in helping to ensure that staff are not constantly in contact with members attending your event. Staff may be deployed in 'Cluster' or micro teams for specific areas of work and tasks.

(r) Partner organisation Network and Consultation

Your local Health Trust and Transport providers are shown in a previous diagram in the guide as organisations you will be required to consult and communicate with. In terms of your local Health Trust or the Public Health Agency depending on the current situation and the nature and scale of your event, they may be prepared to provide a 'pop-up' or mobile vaccination facility at your festival or event.

(s) Festival and Event Programming

The timings and programming of your activities could be designed in order to spread attendance/attract numbers over the duration of the event.

Your signage will help reinforce your approach to the safety and well-being of self, staff, Volunteers and performers.

You could think of implementing – '**Simultaneous Competitive Entertainment**' techniques in terms of having multiple acts or entertainment taking place at the same time. Physiologically and practically, people can only attend one section of entertainment at any one time.

You could have various Zones at your event or festival which cater for different interest and genre of music or acts.

(t) Crowd Management

You may wish to implement a one-way system at your event in terms of spectator or crowd flow. Additional barriers or in some cases screens may be required.

Good signage (to include new Covid-19 signage) and regular PA announcements should help to reinforce your key messages. You may wish to have some 'standard' wording for announcements pre-prepared and the use other specific messaging as required.

Maps displayed of your venue and site, indicating one-way stem, hand sanitising areas, toilets, first aid location, information points etc. can be very useful.

We have included a completed sample Event Organisers Covid-19 Checklist in **Appendix F** for your reference.

47.0 Current Situation

The Covid-19 Situation is an ever-changing situation. The following information would provide some web site links/details which can be easily accessed to obtain latest Government guidance on matters.

<https://www.hseni.gov.uk>

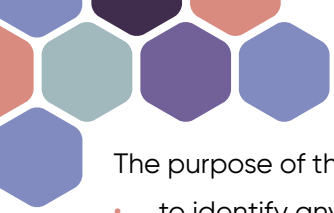
Although many restrictions are being lifted, this guidance has been developed to assist you to manage the existing risk of transmission from the Coronavirus, (COVID -19) in association with the planning and delivery of a wide range of festivals and events.

For the most recent information relating to the restrictions as applied to Northern Ireland please refer the following website offers a good source of latest information **www.nidirect.gov.uk**

Please note current guidance from the Public Health Agency for Festival and Event Organisers in Northern Ireland

Testing to support events and large gatherings

It is strongly recommended that anyone taking part in, or attending, any such events should take a rapid COVID-19 test (LFD) before they attend the event, and on days two and eight after the event.



The purpose of this testing is:

- to identify any positive cases in advance of the event to enable prompt self-isolation if this is required
- to limit the spread of COVID-19 infection

Testing after an event will help to identify any asymptomatic COVID-19 infections arising in association with the event or social gatherings that may happen immediately before or afterwards.

(a) Event organisers responsibilities

Although testing is not mandatory, event organisers are strongly advised to recommend that anyone attending an event should:

- take a rapid COVID-19 test no more than 24 hours in advance and on days two and eight following the event
- report their test results

Event organisers should take part in the Workforce Testing Programme to deliver free rapid COVID-19 testing for employees, contractors and volunteers working for them. They can also provide tests to those attending the events. You can complete 'an expression of interest' form, which is available by visiting the following website.

<https://www.health-ni.gov.uk/forms/workforce-asymptomatic-testing-programme-register-interest>

48.0 Your 'Master' Checklist

A summary of what is required for submission to Causeway Coast and Glens Borough Council and other relevant parties in relation to your planning of Community Festivals and other events. This will be applicable to all relevant Council Departments, for the SAG and other interested parties.

We have included a 'Master' Checklist in **Appendix G** for your help and Guidance.

49.0 Causeway Coast and Glens Borough Council – Department Signposting

To help and assist event organisers we have included details in **Appendix H** of the relevant Council Departments and outline responsibilities you can contact for advice and guidance. Remember – Consult early!

5th Edition

Document written and compiled by
Chris Waring
CW Events Management in partnership with
Causeway Coast & Glens Borough Council
April 2022



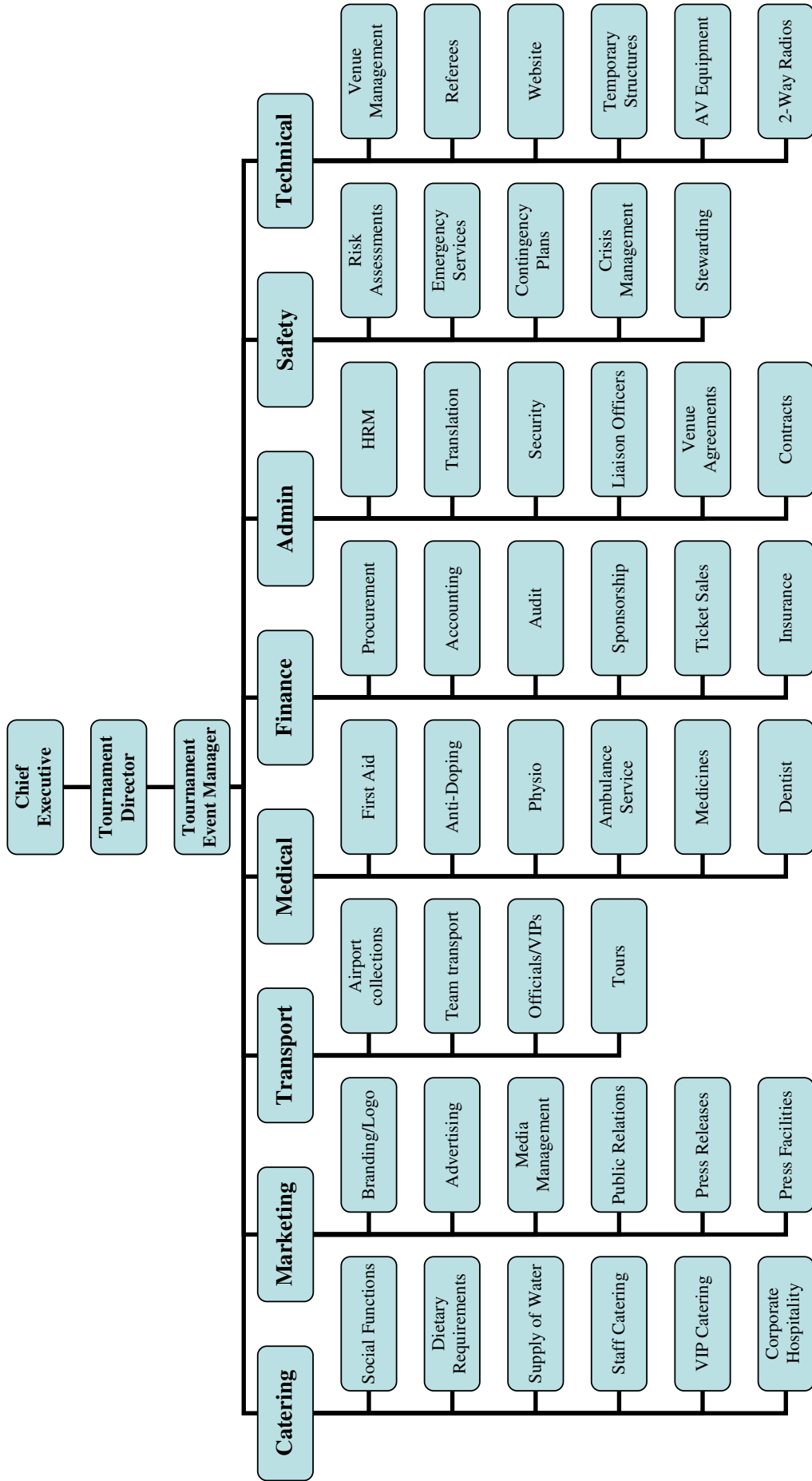
Please note: Where websites and webpages have been cited, they are provided for ease of reference and are correct at time of publication.



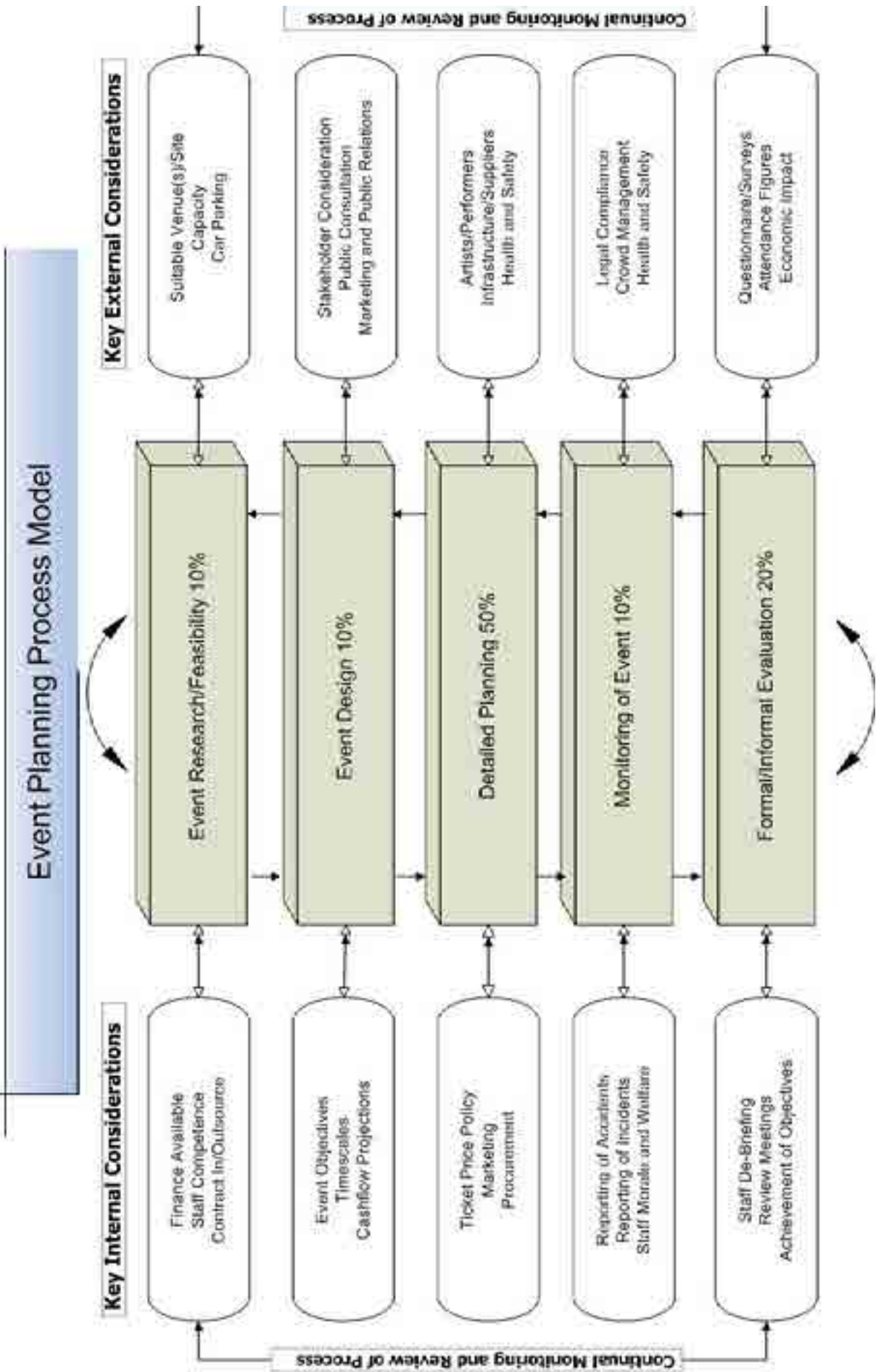


APPENDICES

Management Structure



Volunteers x 200



Financing your Festival or Event

Prepared by
Chris Waring
Telephone
(028) 2587 1989

Title of
Festival or Event

Draft
Agreed
Final and
Approved

Expenditure

Estimate Comments

Management

Festival Co-ordination	1,000
Administration	500
First Aid	100
Communications	200
Venue Hire	500
Event Photography	200
Event Video	100
Public Relations	100
News Conference	100

Marketing

Website Work	500
Mobile Advertising	500
Festival T-shirts	700
Festival Baseball Caps	250
Festival Balloons	200
Festival Stickers	100
Festival Certificates	250
Festivals medals/souvenirs	300

Design and Print

50 x A3 posters	245
10k Flyers	500
Graphic Design	600
Template for press ads	50

Other Items

Banners	300
---------	-----

Newspaper Advertising

1000

Radio Advertising

1 Week Campaign	1250
-----------------	------

Financing your Festival or Event

Prepared by
Chris Waring
Telephone
(028) 2587 1989

Title of
Festival or Event

Draft
Agreed
Final and
Approved

Festival Activities

Family Fun Run	250
Table Quiz	100
Teddy Bears Picnic	100
Wine Appreciation	250
5 x 5 a side soccer	100

TOTAL **10,345**

Income

Grant from Council	1000
Programme Advertising	500
Programme Sales	500
Box Office Ticket Sales	1000
Local Sponsors	500
Catering	750
Other income	1000
Ice Cream Vendors	250
Sales of T-shirts	1000
Sale of Baseball Caps	750

TOTAL **7250**

Balance **-3,095**

Other costs you may need to consider

- Entertainment Licencing Fee
- Occasional Licence Fee
- Fireworks Licence Fee
- Road Closure Fee
- Deposits for hire of equipment
- Fuel costs (Diesel generator)
- Hiring equipment
- Hire entertainment and children's rides
- Transportation of items



<p>RISK ASSESSMENT FORM</p> <p>SECTION:</p>

Generic Risk Assessment associated with the activities of

Name of Group/Association/Promoter to be inserted



RISK ASSESSMENT FORM

SECTION:

4 x 4 Risk Assessment Matrix

Likelihood ratings:

1. Do not expect to happen (Unlikely)
2. Could occur sometimes (Occasionally)
3. Likely to occur on a regular basis (Likely)
4. Only to be expected (Almost certain)

X

Consequences Ratings:

1. Minor injuries or illness (less than 3 days)
2. Over 3 day injury or illness
3. Serious/ major illness or injury (permanent disability)
4. Fatality

= **Action Levels**

- 1-2 Continue with existing controls
- 3-4 Monitor
- 6-9 Action
- 12-16 Immediate action

		CONSEQUENCES (C)			
		1	2	3	4
LIKELIHOOD (L)	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4

Hazard: Potential to cause harm

Risk: Is the likelihood of harm



RISK ASSESSMENT FORM

SECTION:

Site Location/Specific task:	Insert Event name	Completed by:	A N Other on behalf of
Frequency and duration of activity:	To be determined	Date of completion:	

What are the hazards?	Initial Risk Rating L X C	Who might be harmed and how?	What are you already doing?	Residual Risk Rating L x C	What further action is necessary?	Final Risk Rating L x C	How will you put the assessment into action?		
							Action by Name.	Action due Date.	Completion Date.
General Health & Safety Slips, trips or falls	2 X 1=2	Own staff, Venue Staff, public, other contractors	Venue space will be checked prior to event to ensure that where reasonably practicable all debris and tripping hazards are cleared or suitably marked.	2 X 1=2	Continual visual checks of all areas throughout the event. Set-out and storage of equipment should be controlled and organised so as not to create a hazard	2 X 1=2	Name person	Set date	Record date



RISK ASSESSMENT FORM

SECTION:

What are the hazards?	Initial Risk Rating L X C	Who might be harmed and how?	What are you already doing?	Residual Risk Rating L x C	What further action is necessary?	Final Risk Rating L x C	How will you put the assessment into action?		
							Action by Name.	Action due Date.	Completion Date.
Working with electricity	2 X 1=2	Own staff, Venue Staff, public, other contractors	Staff to be aware of the dangers of working with electricity with the workplace. Portable items of equipment would be checked and tested. All cables and connections to be checked on each occasion during set-up	2 X 1=2	110-volt equipment or battery-powered equipment is provided for use. Use of RCD trips where necessary Use of cables covers Loose cables to be taped down if necessary with black/yellow/red /white tape. Use of industry socket tester within venues if required. Remove any defective items of equipment from use immediately during set-up or take down. Items should be clearly marked and given to supervising officer	2 X 1=2			
Working at Heights	2 X 1=2	Own staff, Venue Staff, public, other contractors	Care to be taken when working at heights. 2 x persons to work	2 X 1=2	Uses of European Safety standard ladders are available within the organisation.				



RISK ASSESSMENT FORM

SECTION:

What are the hazards?	Initial Risk Rating L X C	Who might be harmed and how?	What are you already doing?	Residual Risk Rating L x C	What further action is necessary?	Final Risk Rating L x C	How will you put the assessment into action?		
							Action by Name.	Action due Date.	Completion Date.
			together when necessary Staff to hold ladders and steps for each other		Safety harness and hard hats when necessary				
Loading and off-loading vehicles	2 X 1=2	Own staff, Venue Staff, public, other contractors	Care should be taken to stack and secure equipment in vans and lorries	2 X 1=2	Use of industry standard ratchet straps to secure loads. All items tied down and secure. Use of blankets and foam to protect equipment during transit				
Driving Vehicles	2 X 1=2	Own staff, Venue Staff, public, other contractors		2 X 1=2					
First Aid required	3 X 1=3	Own staff, Venue Staff, public, other contractors	Group Name have first aid qualified staff Check for first aid qualified staff at the specific venue	3 X 1=3	Keep qualifications up to date. Check for nominated and available staff within operating venue If deemed necessary Group/Organiser to employed	3 X 1=3			



RISK ASSESSMENT FORM

SECTION:

What are the hazards?	Initial Risk Rating L x C	Who might be harmed and how?	What are you already doing?	Residual Risk Rating L x C	What further action is necessary?	Final Risk Rating L x C	How will you put the assessment into action?		
							Action by Name.	Action due Date.	Completion Date.
Use of portable power tools	3 X 1=3	Own staff, Venue Staff, public, other contractors	Use of brand name industry standard portable equipment	2 X 1=2	a First Aid provider. 110 volt equipment or battery powered equipment is provided for use. Use of RCD trips where necessary. Use of power surge protected extension leads				
Use of Personal protective equipment and clothing	2 X 1=2	Own staff, Venue Staff, public, other contractors	Staff are advised to wear boots with toe protection. Training shoes and light shoes will not be permitted	2 X 1=2	Use of gloves for general lifting of equipment Outdoor coats and clothing for wet weather work				
Reporting of hazards & accidents	1 X 1=1	Own staff, Venue Staff, public, other contractors	Name or nominated senior responsible officer to be notified and informed of any potential hazards.	1 X 1=1	All staff are required to report any potential accident situations which they feel may arise. All staff to be required to report any actual accidents no matter how small.	1 X 1 =1			
Setup/ take									



RISK ASSESSMENT FORM

SECTION:

What are the hazards?	Initial Risk Rating L X C	Who might be harmed and how?	What are you already doing?	Residual Risk Rating L x C	What further action is necessary?	Final Risk Rating L x C	How will you put the assessment into action?		
							Action by Name.	Action due Date.	Completion Date.
down of staging units									
Handling of stage units	2 X 1 = 2	Own staff, Venue Staff, public, other contractors	The weight of a 2x 1m stage unit is 35-45 Kilos. 2 x persons recommended to lift one unit	2 X 1 = 2	When possible stack and wheel staging Staging should be stored so that legs can be inserted without handling twice. Use of be made of stage wheels for easy movement. Trolleys are available for single unit movement	2 X 1 = 2	Chris Waring/ CW Event staff/technicians		
Insertion of stage legs	2 X 1 = 2	Own staff, Venue Staff, public, other contractors	Ensure that the end cap is in contact with floor surface	2 X 1 = 2	Make use of stage clips to level unit Make sure that the locks screws and hand tight	2 X 1 = 2			
Connecting different heights together	2 X 1 = 2	Own staff, Venue Staff, public, other contractors	Make use of industry standard scaffold type stage clamps	2 X 1 = 2	The height gain should only be in increments of 150mm to a maximum of 900mm	2 X 1 = 2			



RISK ASSESSMENT FORM

SECTION:

What are the hazards?	Initial Risk Rating L X C	Who might be harmed and how?	What are you already doing?	Residual Risk Rating L x C	What further action is necessary?	Final Risk Rating L x C	How will you put the assessment into action?		
							Action by Name.	Action due Date.	Completion Date.
Protection of floors	2 X 1 = 2	Venue or marquee floor surface	Stage legs have industry standard plastic caps applied	2 X 1 = 2	Make us of carpet packers in venue, as deemed necessary	2 X 1 = 2			
Potential to fall off the stage	2 X 1 = 2	Persons using the stage at a height exceeding 600mm	Use of safety railings around staging. Bolted to the stage and each section bolted together	2 X 1 = 2	Instructions to be given to make sure that persons do not sit of top of railings. Large volumes of young children should be adequately supervised at all times	2 X 1 = 2			
Access and egress to stage	2 X 1 = 2	Persons using the stage	Milos industry standard steps and handrails to be used. Bolted and screwed to staging	2 X 1 = 2	Steps will be used for a height from 600mm to 900mm				
Set up of marquees and related equipment									



RISK ASSESSMENT FORM

SECTION:

What are the hazards?	Initial Risk Rating L X C	Who might be harmed and how?	What are you already doing?	Residual Risk Rating L x C	What further action is necessary?	Final Risk Rating L x C	How will you put the assessment into action?		
							Action by Name.	Action due Date.	Completion Date.
Erection of marquees and setup of Generator and electrical equipment	2 X 1 = 2	Own staff, Venue Staff, public, other contractors	Reputable companies working on a sub-contractor basis should be used Insurance and Risk assessments obtained from company prior to event. Company staff to ensure all electrical equipment is safe to use and tested. Contractor staff to ensure public is kept away from area during set-up.	2 X 1 = 2	Electrical connections to be checked by an appointed electrician. Depending on the nature and scale of event consideration to be given to an Electrician to be 'on-call' for the duration of the event.	2 X 1 = 2			
Set-up of PA system									



RISK ASSESSMENT FORM

SECTION:

What are the hazards?	Initial Risk Rating L X C	Who might be harmed and how?	What are you already doing?	Residual Risk Rating L x C	What further action is necessary?	Final Risk Rating L x C	How will you put the assessment into action?		
							Action by Name.	Action due Date.	Completion Date.
Setting out PA speaker stands	3 X 1 = 3	Own staff, Venue Staff, public, other contractors	Staff are instructed not to set-up an excessive height. Safety pinning into correct slots. Staff to be careful lifting speakers as they are heavy Use a good wide base tripod	3 X 1 = 3	Use yellow tape to outline mark the footprint of the stand on the floor. Do not put in line of sight of spectators or delegates. Care should be taken with cable run. Use of cable covers and tape as required to ensure no trailing cables or tripping hazards	2 X 1 = 2			
Insert other area for YOUR Festival or event									

Conclusions
 This (Initial) Assessment was assisted by _____. This assessment must be communicated to all relevant employees to reduce risk of injuries from hazards. This review must be taken during circumstances of use to ensure all risks are controlled.



SECTION:

RISK ASSESSMENT FORM

Signed:- _____ Authoriser

Date Authorised:

Authoriser Comments:



RISK ASSESSMENT FORM

SECTION:

Risk Assessment Briefing:

1. Individual Brief to review Risk Assessment

Print Name	Signature

Return this signed form to Manager:

Signed by Manager: _____

2. Team Meeting/ Briefing Session to provide details of the risk assessment:

Supervisor/ Managers name:	Date:
All staff in attendance provided an opportunity to ask questions?	State Yes or No
List any questions, which will require a response.	1. 2.



SECTION:

RISK ASSESSMENT FORM

General notes on venue or event.

SECTION: Covid-19 Risk Assessment

Causeway Coast and Glens Borough Council

Sample Covid-19 Risk Assessment associated with the activities of

Insert name of Community Group or Organisation

In relation to the planning and delivery of Events & Festivals

SECTION: Covid-19 Risk Assessment

4 x 4 Risk Assessment Matrix

- Likelihood ratings:**
- Do not expect to happen (Unlikely)
 - Could occur sometimes (Occasionally)
 - Likely to occur on a regular basis (Likely)
 - Only to be expected (Almost certain)
- Consequences Ratings:**
- Minor injuries or illness (less than 3 days)
 - Over 3-day injury or illness
 - Serious/ major illness or injury (permanent disability)
 - Fatality
- Action Levels**
- 1-2 Continue with existing controls
 - 3-4 Monitor
 - 6-9 Action
 - 12-16 Immediate action

		CONSEQUENCES (C)			
		1	2	3	4
LIKELIHOOD (L)	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4

Hazard: Potential to cause harm

Risk: Is the likelihood of harm

Site Location/Specific task:	Insert address	Completed by:	J Bloggs on behalf of Name of Community Group
Frequency and duration of activity:	To be determined	Date of completion:	To be inserted

SECTION: Covid-19 Risk Assessment

What are the hazards?	Initial Risk Rating L X C	Who might be harmed and how?	What are you already doing?	Residual Risk Rating L x C	What further action is necessary?	Final Risk Rating L x C	How will you put the assessment into action?		
							Action by Name.	Action due Date.	Completion Date.
Spread of Covid-19 Coronavirus									
Potential spread of Covid-19	3 X 1=3	Staff, volunteers, stewards, cleaners, drivers, entertainers, vendors Persons attending. Vulnerable groups – Elderly, Pregnant workers/attendees Existing underlying health conditions	Information communicated to all staff, visitors and persons attending. Signage Supply of hand gels Increased cleaning Bacterial wipes Hard surface cleaning Issue of face masks to staff Social distancing measures	2 X 1=2	Include the importance of hygiene in all staff/volunteer briefing Implement regular cleaning schedules. Procedures for waste handling and management Increased handwashing Staff rotation/rotas/Work in Bubbles Cohorting of staff Use of Perspex screens Display a map of event area Develop Zones of entertainment Amend programming timing Split of Welfare and First aid areas Implement one-way systems Additional PPE issued	2 X 1= 2	Insert name	Insert date	Completion/revision date By whom?

SECTION: Covid-19 Risk Assessment

What are the hazards?	Initial Risk Rating L X C	Who might be harmed and how?	What are you already doing?	Residual Risk Rating L x C	What further action is necessary?	Final Risk Rating L x C	How will you put the assessment into action?		
							Action by Name.	Action due Date.	Completion Date.
					Ask persons attending to be double vaccinated. Ask persons to take a test to ensure they are Covid-19 free at least 10 days out from event date				
Crowd Management									
The management of persons working at and attending the event	3 X 1=3	Staff, volunteers, stewards, cleaners, drivers, entertainers, vendors Persons attending. Vulnerable groups – Elderly, Pregnant workers/attendees Existing underlying health conditions	Provision of Stewards/Supervising Issue of tickets in advance (Even Free) Working to venue capacity figures and conditions Allowing organised groups to attend Using public transport or coach transport	2 X 1=2	All staff and volunteers to be included in reduced venue capacity. Implement a one-way system at the event. Identify pinch points/junctions and manage social distance in these areas. Count people in and out of event. Improved use of signage	2 X 1=2	Insert name	Insert date	Completion/revision date By whom?

SECTION: Covid-19 Risk Assessment

What are the hazards?	Initial Risk Rating L X C	Who might be harmed and how?	What are you already doing?	Residual Risk Rating L x C	What further action is necessary?	Final Risk Rating L x C	How will you put the assessment into action?		
							Action by Name.	Action due Date.	Completion Date.
Social distancing									
Ensuring that adequate Social distancing measures are in place	3 X 1=2	Everyone working at or attending the event	Use of signage at event Use of barriers for queuing. Car-parking to be spaced out allowing for social distancing	2 X 1=2	Stagger access and egress in and out of venue. Groups of people not to exceed 6 x persons. Volunteers to dealing with social distancing advice and guidance Use of Perspex screens Set-out tables and chairs and maintain spectator areas with social distance considerations Vendors asked to implement a food booking mechanism perhaps by use of an App	1 X 1 =1	Insert name	Insert date	Completion/ revision date By whom?
Welfare, cleaning and other facilities									
Ensuring that facilities are prepared, regularly cleaned and maintained during the event duration	3 X 1=3	Everyone working at or attending the event	Organisers to ensure that there is sufficient access to hand washing facilities. Provision of soap and means of drying hands	2 X 1=2	Increased cleaning of door handles and other high contact points Staff to engage in more frequent washing of hands. Issue of gloves to staff and	1 X 1 =1	Insert name	Insert date	

SECTION: Covid-19 Risk Assessment

What are the hazards?	Initial Risk Rating L X C	Who might be harmed and how?	What are you already doing?	Residual Risk Rating L x C	What further action is necessary?	Final Risk Rating L x C	How will you put the assessment into action?		
							Action by Name.	Action due Date.	Completion Date.
			Regular cleaning of toilet areas Regular cleaning of tables and chairs Provision of hand sanitiser/bacterial wipes		volunteers An area available for people to rest or isolate who may think they have Covid-19 symptoms. Separate toilet and other welfare facilities. Reporting and next of kin contact details. A member of staff who deals only with Covid-19 issues and supervision.				
Waste Management									
Management and handling of waste	2 X 1 = 2	Everyone working at or attending the event	Use of bins Use of skips Use of re-cycling points	2 X 1 = 2	Make sure staff wear gloves, masks and other PPE equipment. Increased use of waste separation and distance from high density areas Use of Fencing to cordon off a suitable area. Ensure catering contractors take full responsibility for the management of any waste generated from sale of items.	1 X 1 = 1	Insert name	Insert date	Completion/revision date By whom?

SECTION: Covid-19 Risk Assessment

What are the hazards?	Initial Risk Rating L X C	Who might be harmed and how?	What are you already doing?	Residual Risk Rating L x C	What further action is necessary?	Final Risk Rating L x C	How will you put the assessment into action?		
							Action by Name.	Action due Date.	Completion Date.
					Increased attention by all staff to help maintain a clean and tidy site/Venue.				
Larger than expected attendees									
	2 X 1 = 2	Everyone working at or attending the event	Good clear General communication in advance of the event taking place Sale/issue of tickets in advance. Persons able to book in advance	2 X 1 = 2	Good control and monitoring of number count both in and out of event. Agreement and development of admission policy as part of event planning Admission policy displayed at entrances	1 X 1 = 2	Insert name	Insert date	Completion/ revision date By whom?

Conclusions

SECTION: Covid-19 Risk Assessment

This (Initial) Assessment was assisted by _____. This assessment must be communicated to all relevant employees to reduce risk of injuries from hazards. This review must be taken during circumstances of use to ensure all risks are controlled.

Signed:- _____ Authoriser

Date Authorised:

Authoriser Comments:

SECTION: Covid-19 Risk Assessment

Risk Assessment Briefing:

1. Individual Brief to review Risk Assessment

Print Name	Signature

Return this signed form to Manager:

Signed by Manager: _____

2. Team Meeting/ Briefing Session to provide details of the risk assessment:

Supervisor/ Managers name:	Date:
All staff in attendance provided an opportunity to ask questions?	State Yes or No
List any questions, which will require a response.	1.
	2.
Summary of feedback given.	1.
	2.

Risk Assessment Briefing:

Event Organisers

Covid-19 Checklist

Activity	Consideration/Question	No ✓	Yes ✓
Policy Making	<ul style="list-style-type: none"> Will you have sufficient planning and lead in time to agree key policies and procedures to be implemented regarding your event delivery? 		
Event Planning	<ul style="list-style-type: none"> Is there sufficient time to plan the event (for all stakeholders)? Do you have sufficient skilled and legally competent staff in place to plan the event safely - including contractors and suppliers? Have you considered the scenarios that would necessitate cancellation, and the timeframe for decision-making for this? 		
Finance	<ul style="list-style-type: none"> Do you have sufficient financial stability and cash flow to manage 'sunk costs' if the event is cancelled at short notice? What are your contractual obligations with suppliers/venue/other and their payment? How does this impact your timeframe for decision-making and safe planning? Will a reduced audience capacity, with increased operational costs, make your event financially viable? Has all funding been confirmed - are all sponsors, partners and concessions still contributing? 		

<p>Insurance</p>	<ul style="list-style-type: none"> • Have you reviewed cancellation, and other, insurance as to how COVID-19 impacts this? • How will your insurance company handle any cancellation situation? • What is the cost of your insurance renewal premium? 		
<p>Legal</p>	<ul style="list-style-type: none"> • Do you understand your legal responsibility, and liabilities, in organising an event? • A robust Risk Assessment is a legal requirement. • You will require a risk assessment which address the impacts of the current prevailing Covid-19 situation on your event. • Have you considered and mitigated against all risks related to the event, including COVID-19? 		
<p>Health and Safety</p>	<ul style="list-style-type: none"> • Have you conducted a robust risk assessment which encompasses all COVID-19 related risks? • Does this take staff, participants and visitors into account? • Remember to ask each individual supplier for their risk assessment, Insurance cover and measures in place regarding Covid-19 • Do you know you will still require all other plans, such as:- <ul style="list-style-type: none"> Event Management Plan Risks assessment Transport Plan 		

Medical/Welfare	<ul style="list-style-type: none"> • What additional hygiene measures must be put in place across the whole site and what procedures do you have for maintaining them throughout the event? • Have you factored in a deep clean overnight for events of more than one day? • Are there sufficient supplies of PPE/medical equipment available? • What plans do you have for isolating suspected COVID-19 patients on site and have you considered your duty of care to them and others thereafter? • How you sufficient resources for first aid and a medical location if a person feels unwell? 		
Crowd Management	<ul style="list-style-type: none"> • What is the latest social distancing advice - protocols and practices? • How does this impact on your Crowd Management Plan (and the staff to maintain it)? • Have social distancing measures been applied both inside and outside your event, including measures in place to protect staff? • Are there separate entrances and exits? • How are you planning to marshal all queues (entry and on site)? • How will social distancing measures work where close contact is needed, for example first aid or ejections from site? 		
Facilities	<ul style="list-style-type: none"> • Have the provision and management of facilities (e.g. toilets, cloakrooms, green rooms, changing areas etc.) had COVID- 		

	<p>19 risks considered (hygiene, social distancing etc.)?</p> <ul style="list-style-type: none"> Do you need more staff to implement this? What measures are in place to protect them? 		
Catering	<ul style="list-style-type: none"> Have all COVID-19 risk mitigations and new protocols for the handling and serving of food and beverages been incorporated into your event planning? Have you considered varying the food offer to minimise queueing, such as meal deals, hampers, one-stop shop provision? How will people buy the food, such as queueing at food stalls/safe waiter service to tables etc.? 		
Entertainment	<ul style="list-style-type: none"> Will artists want to perform under current conditions? Would they have to travel and if so, have these challenges been considered? 		
Community Participation	<ul style="list-style-type: none"> With all the disruption that the pandemic has caused, are community groups, schools and/or sports teams willing and able to get involved in the event? Will you expect the local community to be apprehensive regarding your planning event? 		
Transport for the event	<ul style="list-style-type: none"> Will visitors need to use public transport to get to the event or can they cycle, walk or drive? 		

	<ul style="list-style-type: none"> Capacity on public transport may be reduced. People's willingness to use public transport may also be impacted. Have these considerations been factored into your planning? If people choose to drive - what impact will this have on congestion on local roads and parking facilities? You may need increased capacity for car-parking spaces. 		
Audiences	<ul style="list-style-type: none"> What is the public demand for the event? Has this been assessed in the context of COVID-19 risks and mitigations being adopted? What is the public sentiment - both audience and those living or working around your event? What reputational impact could this have? What will the audience experience be, and how will this be impacted with mitigations such as social distancing, face masks, restricted access to facilities? What considerations do you need to make for vulnerable groups? Can you collate and safely maintain contact details of staff and visitors, if needed by any Track & Trace requirements? 		
Communications	<ul style="list-style-type: none"> Have you considered the messaging around your event and how they can be communicated at short notice? 		

	<ul style="list-style-type: none"> • How will you do this for a non-ticketed/public free flow event where direct contact is not possible? <p>Consider the following:</p> <ul style="list-style-type: none"> • General information • COVID-19 specific messaging (ensuring any links you give to public information are up to date) • Cancellation timelines • Refund status and process (if applicable) 		
Use of Technology/Social Media	<ul style="list-style-type: none"> • Have you considered people registering or booking through a Free website? • What details will you wish to capture? • Will you be just relying on social media to release details of your event? 		
Staff/Volunteers	<ul style="list-style-type: none"> • Will you have enough volunteers? • Will there be sufficient PPE equipment available? • Extra training. Briefing sessions will be required • Consideration of shift patterns • Consideration of working in small teams or cohorts 		

A Guide for the Planning and Organisation Community Festivals, Tourism & other Events

In preparing for the planning and hosting of Community Festivals, Tourism and other Events the following documents will be required.

(Applicable to the scale and nature of your festival or event)

Master Checklist

		Please tick	
	Requirement	No ✓	Yes ✓
1	Completed Event Management Plan (Template Supplied)		
2	Evidence of current Public Liability insurance cover, to include Pandemic cover Evidence of current Employers Liability insurance cover		
3	Location map/plan/aerial view of the proposed area for use		
4	Licencing, permits and permission relating to: Carnival or Parade Entertainments Licence Fireworks Licence Permission for use of Council land Road Closures Street Trading Licence Occasional Licence		
5	Site specific Risk assessment, addressing all risks (Template Supplied)		

6	Fire Risk assessment		
7	Covid-19 Risk assessment (Template Supplied)		
8	Group or organisation Policies relating to: Safeguarding children and Vulnerable Adults Covid-19 measures and considerations Admission Pricing		
9	Contractors/Sub-Contractors or Services suppliers for your Festival or event. Please provide copies of their: Employers and Public Liability Insurance (to include Pandemic Cover) Industry recognised Structural Reports Industry recognised Test Certificates Method statements indicating safe systems of work		
10	A list of any vendors/traders and evidence that they are registered with their local Council		
11	Please provide a list of activities which would be deemed hazardous, such as: Fun Fairs, Helicopters, Motor Sports, Stunt Shows, Parachute Displays, Fireworks display and stage pyrotechnics, Inflatable structures, trampolines, special effects etc.		
12	Confirmation of measures in place to mitigate negative environmental impact, e.g. Waste Management Reinstatement of venues and surfaces		

A Guide for the Planning and Organisation Community Festivals, Tourism & other Events

Contacts within Causeway Coast and Glens Borough Council regarding Community Festival, Tourism & other Event planning

Area of expertise	Recommended web link or initial Email Contact details
<p>Community Festivals</p> <ul style="list-style-type: none"> Community Festivals Fund Festival Development Community Capacity Building and Training 	<p>community.development@causewaycoastandglens.gov.uk grants@causewaycoastandglens.gov.uk</p>
<p>Tourism Events</p> <ul style="list-style-type: none"> Tourism Large Events Fund Tourism Events Growth Fund New tourism events Enhancement, growth and development of existing events 	<p>events@causewaycoastandglens.gov.uk</p>
<p>Licencing, Permits and Permissions</p> <ul style="list-style-type: none"> Entertainments Licencing Street Trading Licence Road Closures Occasional Licence 	<p>environmentalhealth@causewaycoastandglens.gov.uk</p>

Food safety	food@causewaycoastandglens.gov.uk
Permission for use of Council Land for Festival and events	www.causewaycoastandglens.gov.uk/council/land-and-property landand.property@causewaycoastandglens.gov.uk
Safety Advisory Group (SAG)	healthandsafety@causewaycoastandglens.gov.uk

General Contact details:

Causeway Coast & Glens Borough Council,
 Cloonavin,
 66 Portstewart Road,
 Coleraine,
 BT52 1EY,
 Northern Ireland

Telephone: +44 (0) 28 7034 7034

Email: info@causewaycoastandglens.gov.uk

Web: www.causewaycoastandglens.gov.uk





6th Edition

Document written and compiled by
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CW Events Management in partnership with
Causeway Coast & Glens Borough Council
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