Provide an Event Safety plan to include the following:-

1. The event safety policy statement, detailing the organisation chart and levels of safety responsibility.

2. The event risk assessment, which will help you to determine what systems or precautions you need to put into place to manage the event safely.

3. Details of the event including venue design, structures, audience profile and capacity, duration, food, toilets, refuse, water, fire precautions, first aid, special effects, access and exits, emergency lighting, music levels etc. Where appropriate such information to be included on site drawing.

4. If a marquee, barn or similar structure is to be used please provide the following information:- size of marquee/barn, number and size of fire exits, confirmation that marquee fabric is flame-retarded, details of any proposed emergency lighting, seating plan; if appropriate, details of any cooking which may take place in or near marquee/barn.

5. The site safety plan detailing the site safety rules, site crew managers and safety co-ordinator, structural safety calculations and drawings.

6. The crowd management plan detailing the number and types of stewards, methods of working, chains of command.

7. The transport management plan detailing the parking arrangements, highway management issues and public transport arrangements.

8. The emergency plan detailing action to be taken by designated people in the event of a major incident or contingency.

9. The first aid plan detailing procedures for administering first aid on site and arrangements with local hospitals.

An event safety management team should be formed. Successful planning for a major event requires a team approach. It cannot be achieved by one person operating alone. It requires the seeking of information and advice from the emergency services, the health authority, the local authority, any existing venue managers, stewarding and security contractors.

A suitably competent safety co-ordinator should be appointed to help you comply with health and safety legislation and you should ensure that the safety co-ordinator reports directly to you, the event organiser.
Essential Reading for Organisers

a) The event safety guide: A guide to health, safety and welfare at music and similar events.

b) Five steps to risk assessment: A step by step guide to a safer and healthier workplace.

c) Electrical safety at places of entertainment.
   HSE Guidance Note GS 50. The Stationery Office ISBN 0 11 885598 0

d) HSE booklet HSR 25 Memorandum of guidance on the Electricity at Works Regulations 1989

e) HSE booklet INDG247 Electrical safety for entertainers


g) First aid at work: The Health and Safety (First Aid) Regulations 1981
   Approved Code of Practice and Guidance L74 HSE Books 1997 ISBN 0 7176 1050 0

h) Temporary demountable structures: Guidance on design procurement and use. 2nd edition.
   Institution of Structural Engineers 1999 ISBN I 874266 45 X

i) Managing crowds safely: A guide for organisers at events and venues.
   HSG 154 ISBN 0 7176 1834 X

j) Home Offices Guide to fire precautions in existing places of entertainment and like premises.
   The Stationery Office 1994 ISBN 0 11 341079 4

k) Code of Practice on Environmental Noise Control at Concerts.
   The Noise Council ISBN 0 900103 51 5

l) Working together on firework displays: A guide to safety for firework display organisers and operators.
   HSG123 HSE Books 1999. ISBN 0 7176 2478 1

Stationery Office publications available from: The Publication Centre
   PO Box 276
   London, SW8 5DT
   Tel: 0870 600 5522
   Fax: 0870 600 5533

HSE publications available from: Mail Order: HSE Books
   (Priced & free publications)
   PO Box 1997
   Sudbury
   Suffolk, CO10 2WA
   Tel: 01787 881165
   Fax: 01787 313995

May 2008
HEALTH & SAFETY INFORMATION
FOR SMALL TO MEDIUM EVENTS

Please provide the following information with your application:-

1. A description of the event, including build-up and breakdown time, audience size, type of activities, etc;

2. A site plan showing relevant features and relationship with the neighbourhood, to include position of the stage, details of sanitary accommodation to be provided (No. of facilities for MALES and FEMALES), points of access to, and egress from, the site and provision of exit signs, details of car parking facilities.

3. If a marquee, barn or similar structure is to be used please provide the following information:- size of marquee/barn, number and size of fire exits, confirmation that marquee fabric is flame-retarded, details of any proposed emergency lighting, seating plan; if appropriate, details of any cooking which may take place in or near marquee/barn.

4. A list of key members of the organising team and their responsibilities;

5. The risk assessment strategy, including a copy of the risk assessment, safety policy and site-safety rules, to include numbers of stewards, details of fire fighting equipment, emergency lighting and first aid provision;

The above information should be sent to the Head of Environmental Health, 14 Beeching Road, Bexhill on Sea, East Sussex, TN39 3LG (Tel No 01424 787538) together with the relevant application forms and accompanying documents.

I would bring to your attention the following documents which provide invaluable information for those concerned in planning events.

a) The event safety guide: A guide to health, safety and welfare at music and similar events.

b) Five steps to risk assessment: A step by step guide to a safer and healthier workplace.
HEALTH & SAFETY INFORMATION (TENS)

Please provide an Event Safety Plan with your application at least 20 working days before the event.

It should include the following:-

1. The Event Safety Policy Statement, detailing the organisation chart and levels of safety responsibility.

2. The Event Risk Assessment, which will help you to determine what systems or precautions you need to put into place to manage the event safely.

3. Details of the event including venue design, structures, audience profile and capacity, and duration of event.

4. A Site Plan showing relevant features and relationship with the neighbourhood; to include position of the stage, details of sanitary accommodation to be provided (Number of facilities for MALES and FEMALES).

5. If a marquee, barn or similar structure is to be used please provide the following information: size of marquee/barn, number and size of fire exits, confirmation that marquee fabric is flame-retarded, details of any proposed emergency lighting, seating plan; if appropriate, details of any cooking which may take place in or near marquee/barn.

6. An Electrical Safety Certificate (Blank Enclosed). This completed certificate should be made available before the start of the event to an officer from Rother District Council.

7. The Crowd Management Plan detailing the number and types of stewards, methods of working and chains of command.

8. The Transport Management Plan detailing the parking arrangements, highway management issues and public transport arrangements, points of access to and egress from, the site and provision of exit signs, details of car parking facilities.

9. The Emergency Plan detailing action to be taken by designated people in the event of a major incident or contingency.

10. The First Aid plan detailing procedures for administering First Aid on site and arrangements with local hospitals.

11. If relevant, a Temporary Demountable Structure Certificate (Blank Enclosed). All temporary demountable structures require the completion of the enclosed certificate. This completed certificate should be made available before the start of the event to an officer from Rother District Council.

YOU SHOULD ALSO CONTACT THE EAST SUSSEX FIRE OFFICER (0845) 1308855 REGARDING FIRE SAFETY AT YOUR EVENT

The above information should be sent to the Head of Environmental Health, 14 Beeching Road, Bexhill on Sea, East Sussex, TN39 3LG (Tel No 01424 787550) together with the relevant application forms and accompanying documents.
Many events require the provision of temporary demountable structures, eg grandstands, stages, sets, tents, marquees, barriers, fencing, lighting and special effects towers, platforms, masts, video screens, TV platforms, crane jibs, dance platforms, loudspeaker stacks, signage and advertising hoardings. It is essential to design and erect structures to suit the specific intended purpose and to recognise that the key safety of the structures is largely as follows:-

Choice of appropriate design and materials
Correct siting or positioning
Proper planning and control of work practices
Careful inspection of the finished product

For further information on the above please see Chapters 8 and 9 of The Health and Safety Executive’s ‘The event safety guide’ and The Institute of Structural Engineers document ‘Temporary demountable structures: Guidance on design, procurement and use’.

All temporary demountable structures must be checked by a competent person after they have been erected and before they are used.

In certain circumstances it may be prudent to monitor the structures after erection, ie during the event.
Declaration

I have inspected the following temporary demountable structures at the above mentioned venue.
(Please list)

Any defects have been rectified or the structure/s taken out of commission.

Signed (Competent person responsible for inspection): ____________________________

For and on behalf of _______________________________________________________

Date: ________________________________________________________________

Telephone No. (including area code) ________________________________________

Please note: This Certificate, duly completed, to be given to The Rother District Council Licensing Officer during the site visit prior to the start of the event.
ROTHER DISTRICT COUNCIL
ELECTRICAL SAFETY CERTIFICATE

THIS IS TO CERTIFY that the electrical installation at:-

________________________________________________________________________
________________________________________________________________________

was inspected by me on (date) ________________________________ and that:-

(a) the value of the insulation resistance to earth is not less than ________ megohms;
(b) the earthing of the installation is satisfactory, except as detailed below;
(c) all flexible conductors, switches, fuses, plugs and socket outlets are in good
   serviceable condition, except as detailed below;
(d) there is no sign of overloading of conductors or accessories, except as detailed below;
(e) the condition of the entire installation appears to be safe and satisfactory;
(f) all socket outlets for use with temporary or portable electrical equipment, and any
   circuits associated with spotlights or other stage lighting equipment, are protected by
   one or more Residual Current Circuit Breakers, as necessary, having an adequate
   load current rating and a 30mA tripping current.

NB: In premises where a three-phase supply is provided, then equipment used shall be
protected by individual Residual Current Circuit Breakers.

DETAILS OF DEFECTS

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

(Please continue on separate sheet, if necessary)

Signature: ___________________________ Date: ___________________________

Name in full (in BLOCK CAPITALS please): _______________________________

Qualifications: ________________________ Tel No: _______________________

Full Postal Address: ______________________________________________________
________________________________________________________________________
________________________________________________________________________

__________________________________ Postcode: ______________________
ROTHER DISTRICT COUNCIL
STRUCTURAL SAFETY CERTIFICATE

1. Owner/Occupier ______________________________________________________
Address of Premises __________________________________________________
____________________________________________________________________
Part of Premises to be Licensed _________________________________________
____________________________________________________________________
____________________________ Telephone Number ______________________

2. Inspection carried out by (business): ______________________________________
Address ____________________________________________________________
____________________________________________________________________
_________________________________Telephone Number __________________

I/We hereby certify that on ______________ (enter actual date of inspection) I/we inspected the premises named in (1) above and, in my/our opinion, the premises are structurally sound and are of adequate strength for the purpose for which they are intended to be used, namely for [public dancing, singing, music and public entertainment of the like kind] [theatre performances] (delete as appropriate) having regard to the elements of the structure comprising roofs, walls (including other supports) floors and ceilings. In addition, any ornamental plasterwork and suspended fittings are in a safe condition.

The following defects were found (if none state “none”) ______________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Signed by Competent Person (Architect, Structural Engineer or Surveyor) :
____________________________________________________________________
For and on behalf of ___________________________________________________
Date _____________________
Telephone No (including area code) ______________________________________

Please note: This Certificate, duly completed, is to be sent to:-
Head of Environmental Health
14 Beeching Road
Bexhill on Sea
East Sussex, TN39 3LG
Tel No: 01424 787538

This Certificate shall be completed at lease once in every five years or, in special cases, at shorter intervals as may be required by the Licensing Authority.

May 2008
ROTHER DISTRICT COUNCIL
SANITARY ACCOMMODATION STANDARDS

The Local Government (Miscellaneous Provisions) Act 1976 – Section 20 allows that a local authority may serve a Notice on an owner or occupier of a “Relevant Place” (see below) within their area requiring him:

i. In a specified time in a specified position to provide sanitary accommodation of specified kinds and number;

ii. To maintain and clean such items; and

iii. To provide and maintain a proper supply of such things for use in connection with the appliances as are specified (this may be or include cold water or hot water or both);

iv. To make the facilities available to customers, if required to, free of charge.

“RELEVANT PLACE” MEANS:

a. A place which is normally used or is proposed to be normally used for any of the following purposes, namely:-

   i. The holding of any entertainment, exhibition or sporting event to which members of the public are admitted either as spectators or otherwise; and

   ii. The sale of food or drink to members of the public for consumption at the place.

b. A place which is used on some occasion or occasions or is proposed to be used on some occasion or occasions for any of the purposes aforesaid; and

c. A betting office.

NOTE:

Where specific legal standards already exist requiring the provision of sanitary accommodation, eg Licensing Act 2003, Health Safety and Welfare Regulations 1999, these requirements will take precedence over the general provisions mentioned in this document.
GENERAL

A. The calculations for facilities are based on:-
   
   i. The assumption that there is a split occupancy 50/50 (Male/Female), this should only vary where there is evidence that a certain class of premises is occupied by predominantly male or female public eg bingo halls – female; football – male.

   ii. The maximum occupation by members of the public

      (a) Maximum seating accommodation; or

      (b) Maximum permitted numbers set by the East Sussex Fire and Rescue Service.

B. In premises where persons are required under this legislation to provide sanitary accommodation, then regard should be had to the requirements of the Disability Discrimination Acts 1995 and 2005. Sanitary accommodation will need to be adapted to allow disabled persons to access and use the facility. For current technical advice on how to achieve this please contact the Building Control Officer of Rother District Council.

C. Any sanitary accommodation serving distinctly separate parts of premises shall be provided with a wash-hand basin, even though the number of basins may then exceed the aggregate requirement.

D. All wash-hand basins shall be provided with hot and cold running water and be provided with soap and adequate hand drying facilities.

E. Suitable and sufficient facilities should be provided for the disposal of sanitary dressings.

STAFF SANITARY ACCOMMODATION

Additional to the requirements mentioned in this Code, where persons are employed to work there is an obligation on the employer to provide sanitary accommodation for employees. The Health Safety and Welfare Regulations 1999 prescribe the number of conveniences required for further details please contact this office.
## STANDARDS IN PREMISES ATTENDED BY MEMBERS OF THE PUBLIC
### RESTAURANTS, CAFES, ETC

<table>
<thead>
<tr>
<th>TOTAL SEATING CAPACITY</th>
<th>MALE FACILITIES TO BE PROVIDED</th>
<th>FEMALE FACILITIES TO BE PROVIDED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Numbers</td>
<td>WCs</td>
</tr>
<tr>
<td>1-15 (Existing Premises)</td>
<td>1-7</td>
<td>One*Unisex Recommended</td>
</tr>
<tr>
<td>1-15 (New Premises)</td>
<td>1-7</td>
<td>One*Unisex</td>
</tr>
<tr>
<td>16-49 (All Premises)</td>
<td>8-24</td>
<td>One*Unisex</td>
</tr>
<tr>
<td>50-99</td>
<td>25-49</td>
<td>1*</td>
</tr>
<tr>
<td>100-199</td>
<td>50-99</td>
<td>1</td>
</tr>
<tr>
<td>200-399</td>
<td>100-199</td>
<td>1</td>
</tr>
<tr>
<td>400 Plus</td>
<td>Each Extra 100</td>
<td>+1</td>
</tr>
</tbody>
</table>

*This must be accessible from the public part of the premises. Employees could also use this facility if no other WC was available.

### PUBLIC HOUSES, CLUBS, ETC

<table>
<thead>
<tr>
<th>NUMBER OF PATRONS</th>
<th>MALE FACILITIES TO BE PROVIDED</th>
<th>FEMALE FACILITIES TO BE PROVIDED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Numbers</td>
<td>WCs</td>
</tr>
<tr>
<td>1-99</td>
<td>1-49</td>
<td>1</td>
</tr>
<tr>
<td>100-199</td>
<td>50-99</td>
<td>2</td>
</tr>
<tr>
<td>200-399</td>
<td>100-199</td>
<td>2</td>
</tr>
<tr>
<td>400-599</td>
<td>200-299</td>
<td>3</td>
</tr>
<tr>
<td>600 Plus</td>
<td>Over 300</td>
<td>1 Per 150 Extra</td>
</tr>
</tbody>
</table>

### BETTING SHOPS
1 WC and 1 WHB for up to 100 persons using the shop at one time.

### FETES, SHOWS, POINTS-TO-POINT MEETINGS, COUNTRY HOUSES ETC
The following standards are for guidance only and do not apply to large events where organisers are advised to contact the Environmental Health Officer to agree a suitable provision.

1 WC per 150 and 1 Urinal per 100 males plus 1 WC per 100 females should be provided for the anticipated numbers. One wash hand basin to be provided for each WC provided. For one-day events chemical closets can be used in place of WCs.

### FOOTNOTE
These standards do not require existing toilets for customers to be suitable of disabled persons. But service providers should seek their own legal advice about compliance with the Disability Discrimination Act 2005

Rother District Council, Environmental Health Department, 14 Beeching Road, Bexhill on Sea, East Sussex, TN39 3LG Tel: 01424 787550 www.rother.gov.uk