



# EAST RIDING

OF YORKSHIRE COUNCIL

## A Planning Pack for Events on Council Owned Land (& Buildings)



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If you have any queries on this Code of Practice and Guidelines then please contact the Safety Services Unit on  
01482 (39) 1117



# Events on Council Owned Land - Planning Pack

*A guide to organising safe and successful events on Council Owned Land. Advice and help for organisers from East Riding of Yorkshire Council*

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If the event is **NOT** being held on Council own land then you should consult the landowner and seek advice from the Council's Public Protection Department who will be able to advise you. They will also be able to supply you with a booklet for events not held on council land (or buildings).

## Section 1

# Introduction

Holding an event is a very rewarding exercise when everything runs according to plan. However, when things go wrong you will know from press coverage that the consequences can be very serious, with the organisers being held personally responsible.

However, all the regulatory services within the East Riding of Yorkshire would like events to be planned and managed well so that any potential risks to health and safety are eliminated or minimised. You as the applicant do not have to do everything yourself, there are many questions that you can ask of providers/partners.

This guide provides you with an overview of your duties and responsibilities identifies key tasks and gives specific advice from the regulatory services that you may need to consult when organising and holding an event on Council owned land.

Your event will need to be licensed with the authority this may require you to adopt more stringent controls and conditions.

Many event organisers will require advice and guidance not only from the Council, but also the Police, Fire Service or Ambulance Service etc. This Guide seeks to highlight that advice and support.

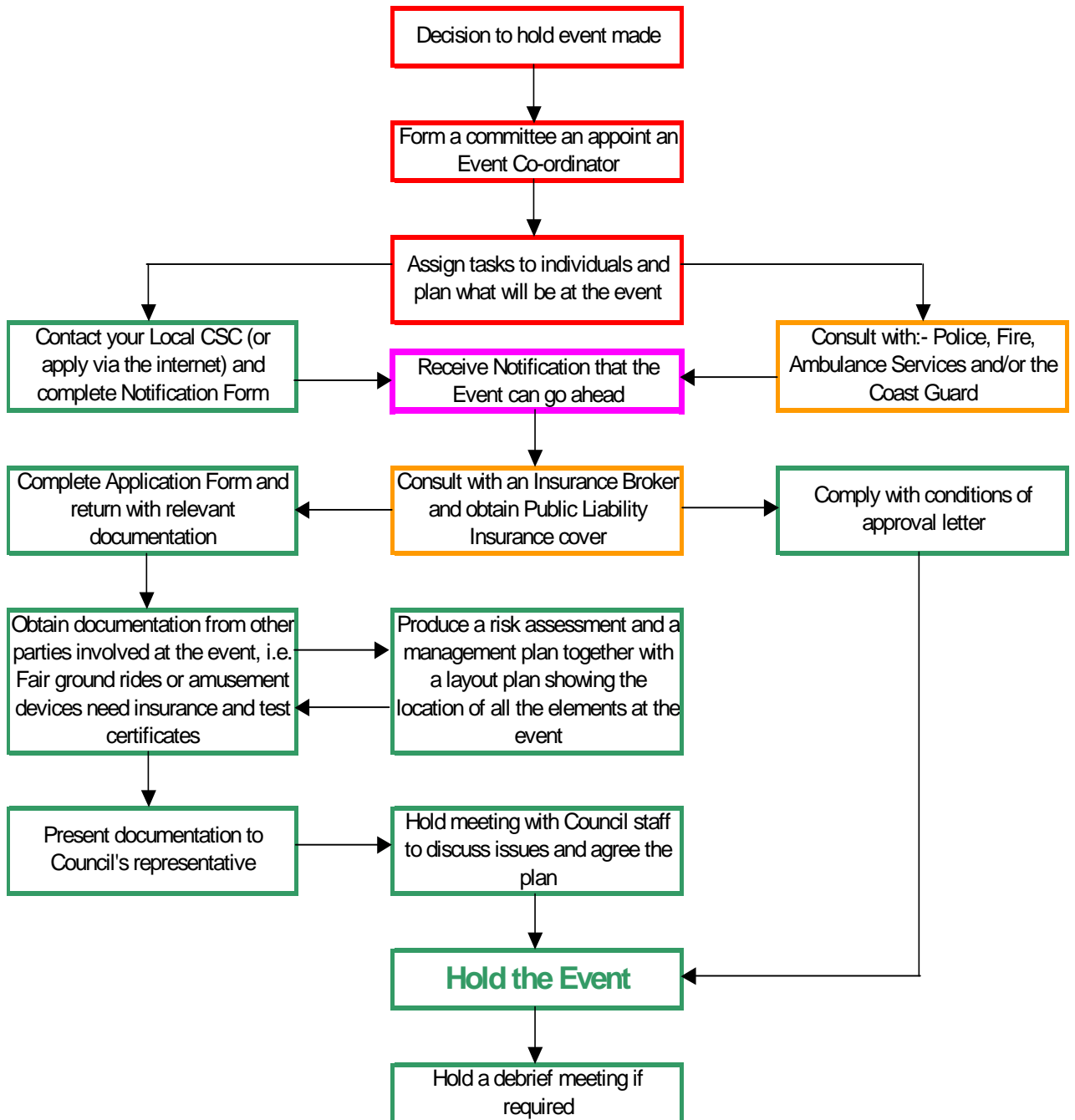
It is, irrespective of the size and type of event, you must undertake a risk assessment of the event including the construction, management and dismantling of the venue and effect that any part of it, or activity undertaken on or in it, may have on employees, contractors, participants and the general public. If you obtain the services of a professional company, for example, to erect a marquee or create a fireworks display, they must undertake their own risk assessment for the activity and provide you with a copy or a certificate of compliance with the related safety regulations.

Following the guidance is not compulsory and you are free to take other advice. However, you must be aware that event organisers will be held responsible for matters arising from deficiencies in their planning process and subject to enforcement by this Council, Police, Fire and Rescue Service or the Health and Safety Executive. They may also be the subject of private litigation. You must also be aware that the Council will refuse a licence application should you not meet the current health and safety regulation or the requirements laid down by the Authority.

The Customer Service Centres network, located around the East Riding of Yorkshire, have been designated, to enable you to seek help and guidance through one central body for events taking place on Council owned land

**This guide, together with the service offered by the East Riding of Yorkshire Council and individual agencies, will assist you in managing safe and successful events.**

## Flow Chart for Event Organisers



## Section 2

# Local Licensing Requirements

### *Do I need a licence?*

#### **A. A licence agreement to run the event on Council owned land**

Anyone wishing to hold an event on Council owned land must initially complete an Event Notification Form, which should be completed as soon as possible preferably at least 3 months before the event, takes place. You may have to complete an additional form depending upon the nature of the event. This form, 'Application for the Use of Council Land and Facilities' will be forwarded to you from the Councils department dealing with your request. They can be contacted using the appropriate number from the contact list within this document or by calling 01482 887700. This form must be returned at least 28 days prior to the proposed event. You can complete the notification form at your local Customer Service Centre or if you prefer on line at <http://www.eastriding.gov.uk/>

The information requested in the application form helps to ensure that your proposed event is successful and safe. It also helps to protect both the event organiser and the Council against claims for injury etc.

All applicants must provide Public Liability Insurance cover for a minimum of £2 million. For higher risk activities the Council may require cover up to £10 million although applicants will be notified of any increased requirements as necessary.

Where appropriate, all applicants must also provide an Event Management Plan and Risk Assessment for the proposed event to ensure public safety; your contact officer will be able to advise you.

Once your notification form has been received and processed you will either receive a letter confirming that the event can take place or stating the reasons why it cannot.

If appropriate an application form will be forwarded for you to complete. Once your completed application form has been received the Council will write to you detailing any further requirements and conditions necessary. Upon satisfactory approval of the proposed event our Legal Department will forward a formal licence agreement for the use of council owned land and or facilities for signature and return.

**Please be aware that the following timescales must be fully met in order that your event can take place:-**

- **The Notification Form must be submitted as soon as possible (recommend 3 months prior to the event date)**
- **An application form must be submitted at least 28 days prior to the proposed event.**
- **All necessary supporting documentation (Insurance, Safety Certificates, Risk Assessments etc) must be provided at least 28 days prior to the proposed event.**
- **The formal Licence agreement for use of council land or facilities must be signed and returned to the Council prior to the event taking place.**

Should you have any queries about organising an event please contact the Councils Department dealing with your request on 01482 887700 or the contact number given within this document at the earliest opportunity.

## **What will the licence Cost?**

### **Council Costs:**

The Council usually charge a minimum of £150 for Council costs in respect of processing and administration any event requiring a licence agreement (not all events require a licence agreement). This charge can rise to £300 for more complex events requiring detailed supporting documentation.

### **Land Costs:**

Where a market rent is charged, dependent upon the specific land being used, the Council have adopted one of the following charging basis:

- Loss of revenue to the Council (generally in respect of chargeable car parks).
- Percentage of profits
- Increase in Retail Price Index from previous years charge for repeat events
- Otherwise, the Council have opted to levy a charge of £350 per day for certain events, e.g. funfairs & circuses

## **B. A Road Closure Agreement**

If an event requires a road(s) to be closed off to general traffic, a temporary road(s) closure will be required. These will often only be granted with the full agreement the Police.

There are two types of road closures, a Town Police Clauses Act, enables the authority to grant closures and a Traffic Regulation Order where the police and other parties are consulted.

In most cases temporary road closures for events are carried out under the Town Police Clauses Act 1847.

The following procedures are required by the Highways Authority In order to approve a street closure, under the Town Police Clauses Act 1847.

- a) Signatures of at least 70% of frontages affected by the closure supporting the road closure.
- b) 56 days is the absolute minimum notice required in order for the Highways Authority to assess the implications of an application for a road closure and enable the completion of the necessary statutory requirements. It is recommended that longer periods are given in order to prevent any likely hood of clashes with maintenance and street works, which in some cases is planned 6 months in advance.
- c) An unobstructed safety corridor of at least 3.5 meters wide must be maintained at all times to provide access for the emergency services, including the provision to allow fire appliances the ability to get within 50 metres of any structure. Turning circles are needed in dead end access routes longer than 20 metres.
- d) Evidence of prior consultation is required with Local / Parish councils and other affected parties such as bus companies local businesses, emergency services and owners / occupiers of all affected frontages of the properties. The response from theses consultations will be considered by the Highways Authority when deciding a road closure.
- e) The road closure must have the full support of the Police.
- f) Organisers are responsible for the provision and placing all the necessary barriers, road closed, road closed ahead, and diversion warning signs, to the satisfaction of the Highways Authority.

- g) The legal public notices will be sent to the organisers postal address, who will then be responsible for their erection and removal after the event around the road or street area to be affected by the closure.

The road closure application only covers the road closure part of the event. A separate application is needed to cover the activities you are planning to hold on the highway.

Contact details for enquires or information regarding events held on the Highway or in a Car Park.

Rod Towse  
Highways Events Officer  
Customer Services  
Traffic and Parking  
Beverley Depot  
Annie Reed Road  
Beverley  
East Riding of Yorkshire  
HU17 0LF

Telephone 01482 395629  
Fax 01482 39 5095  
E - Mail [rod.towse@eastriding.gov.uk](mailto:rod.towse@eastriding.gov.uk)

## C. Licensing Act 2003

Dependant upon the type of activity you are looking to undertake you may or may not require a Licensing under the Licensing Act 2003.

For instance if you are intending to;

- Sell alcohol
- Perform a play
- Show a film
- Perform live or recorded music
- Perform dance
- Provide boxing or wrestling entertainment
- Or provide entertainment of a similar description to live or recorded music or dance.

then you will need approval under the Licensing Act 2003.

This can be achieved in two ways either as a premises licence for the land or through a temporary events notice each of which has set timescales which cannot be ignored. It is more likely that you will need the latter of the two the temporary event notice. Full details are available on the Council's A to Z for the Licensing Act 2003.

In order to make sure that you will be fully compliant with the Act you will need to contact the Health Safety & Licensing Section of the Council immediately you have decided to hold the event were you will be advised of the application process and fees.

A failure to obtain the appropriate approval could result in a prosecution.

Contact details are as follows:

Tina Holtby  
Senior Licensing Officer  
County Hall  
Beverley  
HU17 9BA

Tel: 01482 396291

Fax: 01482 396102

E Mail: [licensing@eastriding.gov.uk](mailto:licensing@eastriding.gov.uk)

## D) Collections

As part of your event you may wish to hold a collection as an aid to any future funding, however this may require a licence under the Police, Factories, etc (Miscellaneous Provisions) Act 1916. This legislation applies not only to streets but also to public places.

In order to make sure that you will be fully compliant with the Act you will need to contact the Health Safety & Licensing Section of the Council immediately you have decided to hold the event were you will be advised if such a licence is required and the of the necessary of the application process.

Full details are available on the Council's A to Z Street collections.

A failure to obtain the appropriate approval could result in a prosecution.

Contact details are as follows:

Tina Holtby

Senior Licensing Officer  
County Hall  
Beverley  
HU17 9BA

Tel: 01482 396291  
Fax: 01482 396102  
E Mail: [licensing@eastriding.gov.uk](mailto:licensing@eastriding.gov.uk)

#### E) Street trading

If your event is to be held on any street within the East Riding and the event includes the sale of any article then street trading consents under the Local Government (Miscellaneous Provisions) Act 1976 will be required from the Council. Full details are available on the Council's A to Z Street Trading.

In order to make sure that you will be fully compliant with this Act you will need to contact the Health Safety & Licensing Section of the Council immediately you have decided to hold the event were you will be advised whether such a consent is required, of the application process and fees.

A failure to obtain the appropriate approval could result in a prosecution.

Contact details are as follows:

Tina Holtby  
Senior Licensing Officer  
County Hall  
Beverley  
HU17 9BA

Tel: 01482 396291  
Fax: 01482 396102  
E Mail: [licensing@eastriding.gov.uk](mailto:licensing@eastriding.gov.uk)

## Local Licensing Requirements

### *Do I need a licence?*

#### **Licensing**

It is extremely important to find out whether you need any licenses for your events, for instance, if your event is to be held on the East Riding of Yorkshire Council land. You will need to contact the Council as there may be some additional costs to consider as part of your budget. Below is a breakdown of land areas with the relevant contact numbers.

Area	Telephone
Highways/car parks	01482 395629
Village Greens/Green Land	01482 395864
Foreshores	01482 395132
Any other council land	01482 393996
Private Land	01482 396174

## Section 3

# Health and Safety Advice

***Remember each event is unique, the place, the people and what you are doing. So make sure you are in the best position to make decisions, which will ensure the safety as well as the success of the occasion.***

### **Things to do.**

1. Form a committee or group to help you plan the event and identify potential hazards.
2. Seek volunteers to be in charge of specific tasks (examples given below).
3. Risk assess each area and introduce measures to minimise the possibility of harm.

### ***Areas to consider:***

Who is attending the event? Have they any special needs, which will require consideration such as access to fire escapes?

### **Choice of site, preparation and facilities**

The following examples identify some of the hazards likely to require consideration in the choice and preparation of the site and the activities to take place. It is strongly recommended that you consult The Event Safety Guide produced by the Health and Safety Executive.

The site should be big enough for all the activities planned.

- For all events there must be plenty of space for the public to move around stalls, rides, performance/stage, arena/exhibition areas, etc, and to have unobstructed routes to exits. This is especially important when holding an indoor event, to prevent stalls/goods obstructing exit routes and doors.

### ***You should:***

- Prepare a sketch plan of the site, preferably to scale, showing the position of all the activities/attractions, circulation routes and exits. This drawing should be updated regularly. If your plans change you must inform the Councils Representative and copies of the final version must be available at the event.
- Have enough exits for a mass orderly evacuation of the site.
- Ensure entrances and exits are identified for emergency vehicles. These should be agreed, well in advance of the event with the emergency services, bearing in mind the size and weight of their appliances. See Event Management Plan.

### **The Site Venue**

Consider the condition of an Outdoor Site: Including the Preparation of the Site; Security; Public Entry and Exit; Vehicles and Car Parking; Emergency Access and Crowd Control etc will also need careful planning as will the following:-

### ***Equipment***

- Safety Barriers; Staging or Structures; Electrical Supplies, Installations and Equipment; Fire-fighting; First Aid; Control Room and Communications.

### ***Welfare Facilities***

- Public Address: Staff Safety: People with Disabilities: Toilets: Information Point, Lost Children and Lost Property, etc: Water Provision: Litter and Refuse: Community Safety.

### **Crowd Control**

Set a realistic maximum number who can attend. Be prepared for gatecrashers. If it is appropriate, issue numbered tickets to be sold or distributed through named contacts, but remember these can easily be forged. Supervise the event to prevent crushing or other safety issues.

### ***Stewards***

- Provide an appropriate number of adequately trained stewards for the security and control of the site and the attending public. They should be aware of emergency procedures, which may include access/egress, fire, injury, and difficult/unruly members of the public.
- The number of stewards needed may be calculated by considering each of the separate tasks to be covered (i.e. staffing entrances and exits, controlling access to attractions/activities, general crowd control, patrolling public areas, securing unauthorised areas, securing hazards, car parking duties, etc.) This calculation is related to your risk assessment.
- If the event is to last several hours, extra stewards should be available to allow others to take meal breaks, etc.
- Stewards should be advised not to be intoxicated during the event.

All persons working on behalf of the Organiser should, where deemed appropriate through the risk assessment, wear throughout the event high visibility and reflective clothing that denotes their individual roles and bears individual identification.

The Organiser should ensure that all persons engaged either directly or indirectly by them on duties within the site:

- Are responsible, fit to deal with physical requirements and active.
- Do not consume or be under the influence of alcohol or other drugs.
- Do not leave their point of allocated duty (except in pursuit of public safety).
- Remain calm.
- Be courteous towards all those with whom they have contact.
- Co-operate in full with any legal requirements of the Regulatory Services or East Riding of Yorkshire Council Officials.

The Organiser should ensure the accurate monitoring and recording of all persons within the Event Site and will make such information immediately available on request to the Emergency Services or East Riding of Yorkshire Council Officials. Customer numbers must be available as separate from site staff numbers.

The Organiser's staff are responsible initially for matters of public order within the Event Site and for dealing with any disturbance by legal means.

The Organiser is responsible for ensuring that all persons working on their behalf are suitably and sufficiently trained and briefed prior to the commencement of the event about their areas of responsibility, including, at least, as applicable:

## **Emergency Escape Routes**

Identify means of escape. Ensure that fire escapes are well lit and kept clear of obstructions, both inside and outside the venue. Control parking to ensure access for emergency vehicles.

## **Emergency Lighting**

Make appropriate provision for possible power cuts, at small events torches may be sufficient but larger events will need standby or continuously operating generators.

## **Electrical Safety**

Consider the entire installation and seek expert advice.

- If the event is outside, could it be run off a lower voltage via a transformer?
- Use a residual current device especially outdoors or in a damp or wet environment. This is particularly important for musical instruments, microphones etc. (You cannot use a RCD where a sudden loss of power could be dangerous. E.g. lighting systems or moving machinery).
- Use proper electrical connectors and do not use insulating tape or other temporary measures.
- Locate electrical leads safely to prevent tripping hazards.

## **Small-scale use of Gas (LPG) in cylinders**

Propane or butane (LPG) is a colourless liquid that readily evaporates into gas. It has no smell, although it will normally have an odour to detect leaks.

When mixed with air, the gas can burn or explode when it meets a source of ignition. It is heavier than air, so it tends to sink towards the ground. LPG can flow for long distances along the ground, and can collect in drains, gullies and cellars.

LPG is supplied in pressurised cylinders to keep it liquefied. The cylinders are strong and not easily damaged, although the valve at the top can be vulnerable to impact. Liquid LPG can cause burns to the skin.

### ***Fixed cylinder installations:***

- Ensure the cylinders are kept secured in position and are NOT tampered with.
- Do not let anyone work on the installation unless they are suitably trained and competent to do the work.

### ***Cylinders not fixed in position:***

- Keep all cylinders in a safe, well-ventilated place, preferably in the open air, and away from occupied buildings, boundaries and sources of ignition and heat.
- Make sure the cylinders are properly secured and kept upright.

### ***For ALL installations***

- Keep rubbish and anything that will burn easily well away from the cylinders, and keep weeds and grass cut. Don't use a chlorate-based weed killer, as it can be a fire hazard.
- Do not allow any electrical equipment, vehicles, bonfires, barbecues or other sources of ignition near the cylinders. Exceptions are items of purpose-designed to use LPG, such as gas-fired barbecues.
- Do not smoke when changing cylinders.
- Keep people, especially children, well away from the installation.
- Keep vehicles well away from the installation.
- Make sure that the pipe work or flexible hose from the cylinders to the point of use is protected against accidental damage, and is properly supported.
- Report any equipment failure or damage to your supplier without delay, and ask them for guidance.

**For advice on fire precautions, ask the fire prevention officer.**

## **First Aid**

### ***Emergency Services Advice.***

A senior officer nominated by Ambulance & Paramedic Service will be able to offer advice and guidance to organisers and promoters on the first aid/ambulance/medical implications and consideration of their particular event. This advice will cover, for example, the number of first-aiders, first aid posts and ambulances that should attend an event. Such guidance will be drawn from appropriate publications and/or national recommendations.

## **Manual Handling**

Assess the venue and the tasks involved in creating the event.

What will need to be moved and how will you do it? Will there be awkward, heavy items such as beer barrels or marquees?

### ***Consider***

- The load – is it heavy, slippery, uneven in weight or shape?
- The task – where is it going? Up or down stairs, into a tight space?
- Who is doing the work? Are there enough people? Their age, sex, strength, fitness should all be considered. Whenever possible use aids and equipment to help e.g. sack barrows.

## **Special Activities**

Additional health and safety precautions may be required to deal with proposed events or entertainment that are unusual or potentially dangerous.

This document may not provide Organisers with sufficient information to plan concerts and similar music events. You are strongly advised to refer to the contents of the Health and Safety Executive book – ‘The Event Safety Guide’

Large events of this nature require considerable expertise.

## **Litter and Refuse**

One event can cause or generate a lot of litter and refuse. It is essential that responsibility is taken for the control and site clearance of any litter. Plans should include the number and type of containers to be used and where deployed. It is often easier to use containers that can be mechanically emptied and these provide a range of capacity. Large events may require the site to be patrolled by litter-pickers in addition to static containers. Litter can often include hazardous items e.g. broken glass, discarded needles etc. please ensure this area is included in risk assessments.

The generation of rubbish from activity involving the exchange of money (e.g. stall, side-show, snack vendors etc) is classified as commercial waste. Organisers must ensure that such waste is contained, to prevent littering, and disposed of in a legal manner. Commercial waste should only be collected by a ‘Registered Carrier’ of waste and there must be a ‘Waste Transfer Note’ between the ‘producer’ of the waste and the Carrier. If the Event organiser is taking responsibility for waste disposal then the organiser may become a ‘Broker’ and more paperwork is needed.

Full and free advice is available from Environmental Services at East Riding of Yorkshire Council. 01482 395613

## **Toilets**

Provide an adequate number and type of toilets for the number of people expected, including provision for people with disabilities. Further advice can be sought from specialist suppliers.

It is best to provide toilets that are connected to mains services, but temporary units may have to be provided.

Arrange for all toilets to be serviced and cleaned regularly to keep them fully operational, clean and hygienic throughout the event.

Provide adequate signs to indicate the location of the toilets and provide adequate lighting, where necessary, if the event continues into the evening.

Locate toilets so that people are protected from bad weather and trip hazards. Where possible, locate toilets at different points around the venue to minimise crowding and queuing problems.

**Free advice is available from Environmental Services at East Riding of Yorkshire Council.**

## **Insurance**

### ***Public Liability Insurance***

Event organisers could be held legally liable for the costs or damages for any injuries, property damage etc., which may occur as a result of the event. It is essential to contact an insurer or broker as early as possible to seek advice and assistance.

It is imperative that you arrange public liability insurance with a minimum limit of indemnity of £2m up to a maximum of £10m. In many instances a greater level of cover may be needed. If you do not have this cover, any claim could be pursued against the organisers and their private finances. It is in the interest of the organiser that they maintain appropriate public liability insurance.

Organisers should ensure that contractors have their own public liability insurance, and that they comply with any policy terms and conditions. You will require a copy of their policy.

In an event of any injury or damage to property, full details of the incident must be written down, and the matter must be reported to your insurer without delay. If something happens, do not admit liability as it may invalidate your cover.

### ***ERYC owned building or land***

- The organiser must verify who owns the land on which they propose to hold the event. If it is public open space owned by the East Riding of Yorkshire Council the organiser must seek permission to hold the event.
- If it is proposed to use any other land or building owned by the East Riding of Yorkshire Council then permission in both cases must be obtained from the Council's Property Services Section, East Riding of Yorkshire Council
- If the event that you are planning to hold is to be in any building or on land owned by the East Riding of Yorkshire Council then you must send proof of your insurance cover (a copy of your policy schedule should suffice as long as it details the type of cover and the sum insured) to the Council's representative.
- What about the highway? You must obtain permission

- The organiser must obtain written confirmation that your insurance arrangements are adequate before holding the event.

**If the event is not being held on Council own land then you should consult the landowner and seek advice from the Council Environmental Health Department, who will be able to advise you further.**

## **Risk Assessment**

Preparing a Risk Assessment for the event is the responsibility of the organiser. You need to spend some time considering your assessment; a simple guide is provided within this booklet, however, further assistance can be obtained from the HSE website.

### ***The Need for a Risk Assessment***

Risk assessments should be carried out by a competent person i.e. one with appropriate experience, knowledge and training. It should also be carried out in conjunction with consultation with the people concerned with the event or their representatives.

Risk assessments are a systematic examination of a work activity to identify any hazards involved and the likelihood of those hazards causing harm.

A HAZARD is something with potential to cause harm e.g. substances, electricity, fire, work methods and equipment.

A RISK expresses the likelihood or chance of a hazard causing harm and its severity.

Risk Assessments evaluate those hazards that are likely to cause harm, in order to derive measures to eliminate or reduce the hazards and/or risks.

**Basic Example**

<b>WHAT ARE THE SIGNIFICANT HAZARDS</b>	<b>WHO IS AT RISK FROM THOSE SIGNIFICANT HAZARDS</b>	<b>ARE THERE CONTROLS IN PLACE? IF YES WHAT ARE THE CONTROLS?</b>	<b>WHAT RISKS ARE NOT ADEQUATELY CONTROLLED? WHAT ACTION IS REQUIRED?</b>	<b>WHO IS THE RESPONSIBLE PERSON?</b>
(List hazards in this column)	(List people at risk from the hazard in this column)	(List controls in this column)	(List further action needed in this column)	
<i>Examples</i> Erection of marquee.	<i>Examples</i> Marquee erection contractors site crew.	<i>Examples</i> Use a reputable contractor with experienced and trained personnel. Ensure safety boots and other safety equipment is worn by contractor's crew when working on marquee.	<i>Examples</i> Obtain written assurance from the contractor regarding training and experience of crew and that they have been briefed on activity and site safety.	<i>Examples</i> Contractors name.
Vehicle movement at the site.	Members of the public. Site crew.	Have clearly marked areas for pedestrians and vehicles. Clearly mark direction that vehicles should travel.	Vehicle Movement. Ensure staff are trained and have knowledge of where to park cars. Cordon off areas. Provide high visibility jackets to staff.	Event's Safety Officer.
Electric shock or electrocution.	Members of the public. Site crew.	Employ competent engineer to oversee all of the electrical work. Safe method of work produced and agreed by all relevant parties.	Professional competence. Ensure written confirmation of training and competence is provided and the contractor is aware of exactly what work is expected of them.	Event organiser.

**Risk assessments need to consider:**

- What could go wrong?
- How likely it is to go wrong.
- How serious it would be.
- Who would be affected?
- What the consequences would be.

It is essential that training and instruction be given on what remedial action to take, where the risk of a hazard causing harm is medium or high; or where a low risk could cause severe harm. Such remedial action needs to be recorded and monitored to ensure the control measures are effective or call for improvement.

An effective risk assessment will:

- Identify the things that may cause harm – the hazards.

- Identify those at risk.
- Consider the likelihood and possible consequences of that harm actually occurring and evaluating – the risks.
- Take preventative action to ensure that the risks are adequately controlled at all times and to eliminate or minimise the risks by the introduction of control measures.
- Monitor those control measures.
- Review those control measures.

**LIST THE AREAS AND ISSUES APPLICABLE TO YOUR EVENT MANAGEMENT PLAN AND LIST WHO IN YOUR PLANNING TEAM IS RESPONSIBLE FOR THE WORK.**

*See Section 9 for Risk Assessment Form Template.*

## Section 4

# Special Activities

*Are you planning to make your event particularly memorable, bizarre, odd or just plain wacky?*

*Crocodile wrestling, custard pie throwing, bouncy castle, bungee jumping, fly on the wall, paint ball... the possibilities are endless. Please think carefully before including unusual activities at your event.*

---

### **Case Study:**

*A tractor pull at a fete in Huntingdon 1997.*

*A child ran out in front of the tractor as it lurched suddenly. The child was crushed under the wheels and died.*

*There was no crowd control in place.*

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### **Guidelines:**

Some activities have published guidelines and health and safety advice. Contact the Health and Safety Executive for information on how to obtain this.

Other events will need consultation with various agencies because of the risks involved. Please use the advice services available.

### **Check your insurance**

You will need to take out public liability insurance for your event, but you will need to tell the insurers if any unusual activity is taking place as failure to do so could invalidate your insurance if in doubt you should provide full details of the event to your insurers. It is also wise to read to exclusion noted on your policy. (See Section 3 Health and Safety Considerations).

### **Fireworks and Bonfires:**

Particular care will need to be taken by event organisers in the planning and supervision of these activities.

**It should be noted that only competent, trained persons can carry out pyrotechnic work on Council owned land.**

Firework displays can cause considerable nuisance, distress and danger to those who have not been advised of, or considered in, the planning of the event. Displays should finish as early as possible and in most locations the use of 'mortar shells' and similar high noise fireworks is not generally considered appropriate. Insufficient expectation by the community regarding this can result in the police receiving well-intentioned reports of incidents of explosion to which they must commit resources.

**You should also bear in mind the proximity of the coastline, please contact the MCA on Tel: 01482 323307 with a minimum of 28 days notice regarding fireworks or similar displays. They will advise on the related legislation based practices that must be followed to ensure public safety.**

## Events on Roads

When planning your event it may be necessary to obtain a Road Closure or other Traffic Regulation Order for you to carry out the event on public roads or footpaths. This includes street parties. However, you must have permission. Contact, The Highways Events Officer, C/O Customer Services, Traffic and Parking, Beverley Depot, Annie Reed Road HU17 0LF, telephone 01482 395629.

Please give a minimum of 56 days. (It is recommended that longer periods of notice are given in order to prevent any likelihood of clashes with street works). This time allows the Highways Authority to assess the implications of any planned maintenance work on the highway and public safety issues as well as liaising with the Police and other agencies.

You will also need permission to hold the actual event in addition to the road closure the Highways department will assist you with this application.

A Street or road closure can incur substantial costs as there are legal formalities and statutory requirements to follow, so apply in plenty of time. East Riding of Yorkshire Council Highways will advise you of the necessary procedures.

East Riding of Yorkshire Council Highways works closely with the police on matters concerning public roads and public safety.

### Notifying events on the public highway

As a matter of policy the police do not encourage events on the public highway as it is considered that the roads in East Riding of Yorkshire are unsuitable for such purposes. Although people participating in events do so voluntarily, a heavy responsibility for their safety is placed on the organiser, and thus the ERYC and other agencies are anxious that the dangers involved are made known to all concerned. Whilst all the regulatory authorities wish to support the community and charitable organisations in their activities, it is hoped that organisers will consider adopting alternative safe means to achieve their objectives.

Where you seek to promote an event on a public highway you should notify such intention to Humberside Police, which manages road issues countywide.

They will identify whether your plans will clash with any others and give initial guidance on road related issues.

You must also contact East Riding of Yorkshire Council Highways who co-ordinate all activities on the highway network to ensure your event will not clash with planned road works or other street events previously authorised.

If on receipt of the responses from the Police and East Riding of Yorkshire Council Highways you intend to pursue the plan you must provide details to the East Riding of Yorkshire Council who will share the information locally.

If the event requires road closure or traffic diversion then authority must be obtained from East Riding of Yorkshire Council Highways. Who will consult with the police for opinion on the suitability of your plans. If the authority is granted, You will be responsible for the provision and placement of road warning signs, barriers and cones to the satisfaction of the highways Authority.

It may be advisable for you to contract a private company to provide the approved signs. If the event requires the placement of 'No Waiting' cones they can generally only be placed by the police. Authority to do so will be given by the Police Officer concerned with planning the event.

Remember if you are in doubt at all; call East Riding of Yorkshire Council Highways for advice. It is against the law to do certain things on public roads and footpaths and the penalties can be severe, not only from criminal prosecution, but also the possibility of civil action should someone suffer as a result of your failure to take the proper precautions.

## **Caravans and Camping**

If you are planning to hold an event, which will involve caravans or camping activities, you will need to make arrangements to cover the following requirements.

You will need to supply with your application a detailed plan showing:-

- access and egress points,
- fresh water supply points,
- washing/toilet facilities
- waste water disposal points,
- drinking water supply points,
- fire fighting equipment points,
- routes within camping area,
- spacing distances between units,
- emergency access points,
- dog walking areas,
- dog waste disposal
- etc.

Other requirements:-

- ◆ specific insurance cover for caravan or camping activities.
- ◆ Fire officer agreement (where necessary)
- ◆ Planning application approval (where necessary)

You will also need to enclose a copy of the proposed 'site' rules outlining, to the participants what they need to know and what they need to do in order that you can comply with the councils conditions of use.

As this can be a complex area, you should consult the council's representative for further clarification on the requirements of this area.

If you are affiliated to national recognised bodies should as the Caravan Club they will be able to assist you with you preparations for this event.

## Section 5

# Fairs and Amusements - What you need!

Fairgrounds and areas where amusement devices are placed are considered in Health and Safety circles as high-risk environments and therefore require greater controls.

## General

The East Riding of Yorkshire Council's policy for the use of fair ground rides and other amusement devices, is that no such devices shall be used on council owned land (or in building) unless all the relevant documentation is supplied and that adherence with the HSE's codes of practice and guidelines is declared.

The event organiser shall draw to the attention of those providing fairground rides the Health and Safety Executive publication HS(G) 175 - *Fairgrounds and Amusement Parks (currently under review)* available from HSE Information Centre, Broad Lane, Sheffield S3 7HQ (Tel; 01132 892345) to which they should comply. It should also be noted that the ERYC is requested by the HSE to compile a list of Fair Ground type events taking place on it's land, this list is passed through to the local HSE office. The HSE over the coming years will be making unannounced visits to inspect safety standards at fixed and travelling fairs. They will also be looking at the levels of compliance with the standards set out in HSG175 (including maintenance of an up-to date operations manual containing all relevant documentation, e.g. the declaration of operational compliance (DOC). They will be checking that the DOC has been signed by an inspection body that is registered under the Amusement Devices Inspection Procedures Scheme (ADIPS). Any showman or amusement device supplier providing fairground rides or amusement devices, for your event must supply the details of their insurance cover, certification (ADIP's) for each device (note if the device supplier does not belong to an association then an ADIPS type certification would be acceptable, providing that this certificate covers all the areas covered by an ADIP certificate and that the inspection etc is carried out by a competent person), risk assessments and a detailed plan of the site.

Before any relevant amusement device together with all its ancillary parts and gear is used, a copy of each examination certification (ADIP's) obtainable from the controller of the ride must be provided to the Council's Representative.

The controller of the ride must carry out a daily inspection in accordance with HS (G) 175 and complete a daily logbook, which is available for inspection by the Council's Representative.

If a bouncy castle or other such inflatable device is to be provided, it must be erected and operated in accordance with HSE Guidance and have an NAFLIC type certificate issued by a member of the Inflatable Play Manufactories Association Inspection Scheme, or a competent person see appendix 1 for further information.

Trampolines, operators must be members of the British Trampolining Federation, and follow their Code of Practice.

It should be noted that **Free Fall** Bungee type rides, are not allowed on Council land, please discuss your requirements regarding this type of ride with the Council's Representative named on the front page.

## **ADIP's - what is it?**

### ***Introduction***

This scheme has been introduced by the industry with HSE support and designed for the inspection of amusement devices. You should read this information in conjunction with HSG175 Fairgrounds and amusement parks: Guidance on safe practice.

The fairgrounds and amusement parks industry has recognised in HSG175 the importance of inspection in the essential steps and checks required to ensure safety of amusement devices. ADIPS has been developed to provide a framework for these inspections.

As part of your application to use council owned land (or building) you will need to include copies of a fair ground ride or amusement devices ADIP's and insurance certificate.

### ***Amusement device inspections***

ADIPS covers the four types of inspection described in HSG175. One of which is:

#### ***In-service annual inspections***

These certificates will need to be attached to your application.

The controller needs to ensure that all amusement devices are subjected to an annual in-service inspection; this inspection is carried out by a competent registered inspection body and is designed to provide a check on the fitness of an amusement device for further use in accordance with paragraph 99 of HSG175. It does not duplicate the pre-use inspections but rather seeks to determine whether or not the safety-critical aspects of the amusement device have deteriorated to an extent that is liable to cause danger. It also is a general check of the operations manual to confirm that:

- the original pre-use inspections, or risk assessments if the design is mature, have been carried out and documented;
- safety-critical modifications to the amusement device have been subjected to all the necessary inspections.

This also gives the appointed inspection body the opportunity to comment on wider issues that have a bearing on safety. It can check that the amusement device is upgraded where necessary to avoid danger, as advised in technical bulletins issued by the National Association for Leisure Industry Certification (NAFLIC) or guidance from HSE.

### ***Documentation***

To ensure that all amusement devices receive a consistent standard of inspection reporting, a series of forms corresponding to the various inspections included in the scheme have been drawn up; see later for documentation required for coin-operated children's rides. Reputable fair operators will be able to provide the requested documentation without any problems.

All forms will require the inspection body to enter their current registration number in a box provided for that purpose.

The DOC used by members of the Showmen's Guild of Great Britain will have a tear-off portion that can be displayed in a pay box.

All documentation needs to be kept in the operations manual, which should itself be readily accessible. This should not be taken to mean that it has to be in the pay box or that it needs to be on paper. As part of your application to use council owned land (or building) you will need to include copies of a fair ground ride or amusement device ADIP's and insurance certificate.

### **For coin-operated children's rides**

A simplified scheme has been developed in accordance with the steps and checks required by HSG175. The main features of the scheme consist of:

- requirements for pre-use and in-service annual inspections; and
- the uses of a standard DOC form following annual test (thorough examination) and initial test inspections.

Registered inspection bodies for coin-operated children's rides need to comply with similar, but simplified, registration requirements to other registered inspection bodies. Inspection bodies registered under the main scheme already meet this requirement. The scheme has two separate service quality schedules corresponding to the two inspections required by coin-operated children's rides: the pre-service initial test and the in-service annual test.

The principal difference from the main scheme is that there is no need for the inspection body to be independent of the operating or ride manufacturing company. This does not mean that the standards for such rides should be lowered, as both inspection bodies and controllers need to follow the guidance in the relevant parts of HSG175.

Controllers need to have the following documentation before they use coin-operated children's rides:

- DOC;
- Report of initial test; and
- Report of the annual test if ride is over one year old.

### **Risk Assessment – fair ground rides and other amusement devices and their locations**

Before any amusement device or fair ground ride can be used on council owned land the council's representative must be in position of a risk assessment for that device / ride. The area where the device(s) are to be located will also need a risk assessment... Further information is available later in this document for guidance on how to complete a risk assessment.

### **Insurance - How much?**

For kiddies' rides a minimum level of liability insurance of £2 million is required in respect of each ride. In respect of adult rides a minimum limit of £5 million is required in respect of the ride. However depending on the ride it may be that the Council will increase its requirement. It is the organiser's responsibility to ensure that evidence of cover is obtained and presented to the Council. In addition to specific insurance for the rides the organiser will need liability insurance regarding the event generally. Depending on the type of event being organised the minimum level will vary. Although in some cases a minimum level of cover of £2 million is adequate this could increase to £10 million or more. Individual organisers will be notified of specific requirements.

### **Showman's Guild – insurance issues**

Many fair grounds and amusement device operators are members of the showman's guild. As a member of the Showman's Guild members receive 'member benefits' such as help with their insurance cover. If your Fair ground or amusement device provider is a member of the guild then you will also need to provide their membership number as proof before the ERYC can accept their different insurance cover details.

### **Site Plan – showing positions of rides, protection barriers, access and egress points, etc.**

You should include as much detail as possible on your site plan. It will need to show any or all of the following where appropriate; the distances between each ride/ device; access/egress points; emergency vehicle routes; fire points; car parking areas; pedestrian routes; pedestrian barriers; etc. See last in this document for further advice on site plans.

## Section 6

# Food Safety – Why might it be different?

**Events catering for large numbers can be tricky so that even a very experienced caterer and event organiser may be overstretched.**

### **So what about the food?**

No one will want to remember your event as a time when they suffered from food poisoning, nor will you as the organiser of an event want it to be remembered for that alone.

If you plan to have food or refreshments available at the event and this will be provided by outside caterers, i.e. hotdog stalls, candy floss, etc. the event organisers will need to ensure that these carry sufficient insurance and that they are trained to at least 'basic hygiene' level, as event organiser you will need to obtain copies of the above to attach to you application.

Are you planning to provide food and refreshments yourself? If so then please contact the Food Safety Team either on their web pages on the ERYC site [www.eastriding.gov.uk](http://www.eastriding.gov.uk) or by the information given in the ERYC's A – Z booklet.

## Section 7

# Neighbourhood Noise

### *How to enjoy your event and keep the peace with the neighbours*

#### Noise Control

Noise from many different sources may be the cause of disturbance to residents and neighbours, for example:

- Amplified music and speech
- Singing
- Loud conversation

Entertainment noise can be kept to a minimum by considering others. When planning an event on council owned land (or building) there are many considerations to be made. The size of the event and nature of the entertainment will dictate the type of disturbance that may arise. You should identify a person to be responsible for noise control. Remember that the venue must be licensed if the entertainment is publicly advertised.

Information on the control of noise is available from the ERYC Environmental Health Unit. Officers will be pleased to provide advice specific to your event. They can be reached via the ERYC's Internet site at [www.eastriding.gov.uk](http://www.eastriding.gov.uk) or by the information given in the ERYC's A – Z booklet.

## Section 8

# Getting Help

If you propose to hold an Event on council land, please complete the Notification Form at the back of this document and forward it to your local Customer Services Centre (CSC) see page 31 for details or visit your local Customer Services Centre to complete the form there. If you have an Internet connection you can complete the form on line at [www.eastriding.gov.uk](http://www.eastriding.gov.uk)

Following receipt and approval the Council will issue the relevant permissions.

The Council will ensure that its relevant departments receive copies of your form in order that they can, if necessary, contact you regarding any specific points.

The ERYC's Safety Services Unit may wish to obtain further details from you and give specific guidance for your event.

### Points of advice include:

#### East Riding of Yorkshire Council

- Advice on notification of an event to be held on council owned land (or buildings).
- Advice on Health & Safety including Risk Assessments and Emergency Planning
- Food Hygiene
- Environmental Issues e.g. Litter and Refuse , Noise etc
- The need for Public Entertainment Licences where the entertainment includes e.g. music, dancing, karaoke, boxing
- Public Liability Insurance (Minimum indemnity £2 million).
- Identifying sections of other public bodies for consultation.
- Highway Closure.
- Emergency Plans for major incidents either on site or off site but associated with the event.
- Co-ordination of off site emergency plans in liaison with emergency services, local authorities and other appropriate agencies.
- Liaison with the Transport Division, regarding affect on public transport in the area where the Event is to be held.

#### *East Riding of Yorkshire Council Highways*

- The need for Road Closures and/or Diversion Routes.
- Activities on public highways and/or footpaths.
- Details of planned road works or other disruption.

Note: To obtain authority for activities in relation to highway use can generally take a minimum of eight weeks. You must allow sufficient time for your application to be processed.

## **Ambulance and Paramedic Service (APS)**

- Provision of an emergency ambulance service for the area administered by East Riding of Yorkshire Council.
- Guidance on notification requirements of the NHS Trust for extra services that may be needed to deal with matters arising from your event.
- Site access and parking requirements to ensure that their large and heavy vehicles can safely service the event.
- Contact point for NHS in general and voluntary aid societies e.g. St Johns' Ambulance or British Red Cross.

## **Fire and Rescue Service**

- Means of escape.
- Safety from fire.
- Using fireworks
- Emergency lighting.
- Fire alarms and extinguishers.
- Site access (Fire appliances need at least 3.1 metre wide access).
- Liaison with the fire crew.
- Water supplies (Fire appliances carry only a limited amount of water that may need topping up from a readily identifiable and accessible hydrant).
- Emergency Plans for major incidents either on site or nearby and associated with the event.

## **Magistrates Courts**

- Advice on the different types of liquor licences that may be required if you intend to sell or supply alcohol.

## **Humberside Constabulary**

- The police role in relation to events.
- Agreement for provision of any services.
- Legislation and arrangements in relation to traffic movement on the highway, public order and crime.

## Useful Contact Names and Addresses

ORGANISATION	LOCATION	TEL. NO.
Humberside Constabulary	Priory Road, Hull	01482 351211
Economic Development, Tourism & Forward Planning	County Hall Beverley	01482 391606
Humberside Fire Authority	Hessle High Road	01482 565333
Ambulance and Paramedic Service NHS Trust	Shipton Road, York	01904 666000
East Riding of Yorkshire Council	County Hall Cross Street Beverley	01482 887700
East Yorkshire Magistrates Courts	Champney Road Beverley	01482 861607
Licensing Officer	County Hall Beverley	01482 396296
ERYC Trading Standards	County Hall Beverley	01482 396256
Marine Coastguard Agency	Hull	01482 323307

Customer Service Centre	Address	Telephone
Anlaby	17 Hull Road, Anlaby HU10 6SP	01482 654220
Beverley	Cross Street, Beverley HU17 9BA	01482 887888
Bridlington	Town Hall, Quay Road, Bridlington YO16 4LP	01262 422500
Cottingham	Civic Hall, Market Green, Cottingham HU16 5QG	01482 843444
Driffield	Council Office, West Garth, Driffield YO25 6TY	01377 255556
Goole	Council Offices, Goole DN14 5BG	01405 722000
Hedon	2 New Road, Hedon HU12 8DF	01482 893555
Hessle	Peeler House, Ferity Road, Hessle HU13 0RQ	01482 629888
Hornsea	75 Newbegin, Hornsea HU18 1PA	01964 537060
Howden	69 Hailgate, Howden DN14 7SX	0845 1225000
Market Weighton	The Old Magistrates Court, 14 Beverley Road, Market Weighton YO43 1RD	0845 1225000
Pocklington	Burnaby Hall, Pocklington YO42 2QF	01759 302298
Withernsea	243 Queen Street, Withernsea HU19 2HH	01964 614477

## Recommended Reading

The following publications provide additional information and advice on safety at events. Although these normally relate to medium to large events they are often helpful for all events. You should ensure that you have the most up to date version.

- 5 Steps to Risk Assessment – HSE (Health and Safety Executive) – Available free.
- Guide to Fire Precautions in Existing Places of Public Entertainment and Like Premises HMSO (Her Majesty's Stationery Office) (priced publication).
- The Event Safety Guide – HSE priced publication from HSE see below.
- Fairgrounds and Amusement Parks – Guidance on Safe Practice – HSE (priced publication).
- Safe operation of passenger carrying amusement devices: Inflatable-bouncing devices – HSE (priced publication). Bouncy Castles ROSPA free.
- The Radiation Safety of Lasers Used for Display Purposes – HSE.
- Code of Practice for Outdoor Events – The National Outdoor Events Association, 7 Hamilton Way, Wallington, Surrey SM6 9NJ. Tel: 081 669 8121.
- A Guide To Organising Safe Firework Displays – HSE.
- Working Together on Firework Displays – HSE priced publication (1 off free).
- Managing Crowds Safely – HSE priced publication (1 off free).
- Guidance on The Amusement Device Inspection Procedures Scheme (ADIPS) – HSE free leaflet.
- Electrical Safety for Entertainers – HSE free leaflet.
- Health and Safety at Motor sport Events – HSE priced publication.
- Health at Open Farms – HSE free leaflet.
- Small-scale use of LPG in cylinders – HSE free leaflet.

### ***HSE priced and free publications are available from:***

- *HSE Books, P O Box 1999, Sudbury CO10 6FS.  
Tel: 01787 881165. Fax: 01787 313995*
- *Priced publications are also available from good booksellers.*
- *For other enquiries ring HSE's InfoLine Tel: 0541 545500, or write to HSE's Information Centre, Broad Lane, Sheffield S3 7HQ.*

Web page [www.hse.gov.uk](http://www.hse.gov.uk)  
Email: online order [bookfinder@hse.gsi.gov.uk](mailto:bookfinder@hse.gsi.gov.uk)  
Email orders to [hsebooks@prolog.uk.com](mailto:hsebooks@prolog.uk.com)

- *Royal Society for the Prevention of Accidents (RoSPA)*  
*Canon House, Priory Queensway, Birmingham B4 6BS. Tel: 0121 248 2143.*

## Section 9

# Prepare Your Event Management Plan

This guide has been produced in order to help you effectively plan and manage your event. The following documents are designed to ensure effective communication and co-ordination between the Organiser, East Riding of Yorkshire Council and the Emergency Services.

Your Event Management Plan should consist of the following: -

1. Management arrangements for the event – Event Notification Form and Event Planning Form
2. Gridded Site Plan/Temporary Structure Plans/Fixed Structure Plans
3. Risk Assessment
4. Emergency and Contingency Arrangements
5. Any other relevant documents/information e.g. ADIPs, Statement of Intent, etc.

Include details of the arrangements for dealing with the areas of special risk and identify those responsible and their qualification(s).

Other arrangements that will need consideration will include arrangements for site clearance of refuse and litter following the event and how it will be handled during the event. If event security personnel are to be employed, who will these be and are they registered.

## Event Notification Form

To ensure yours and others safety please return this completed form to East Riding of Yorkshire Council at least 3 months in advance of the event.

**Date of event:**

Time of event: \_\_\_\_\_ Start: \_\_\_\_\_ Finish: \_\_\_\_\_  
 Numbers attending: (appx.) \_\_\_\_\_

**Event description:**

- Fairs / Amusement devices
  - Sporting event
  - Fireworks display and/or Bonfire
  - Concert
  - Re-enactments
  - School/college event?
  - Fetes, festivals, carnivals and galas
  - Charity event
  - Other (please describe) \_\_\_\_\_
- Please clarify the type of re-enactment and give details of the organisation involved below

**Where is your event being held:** (address including postcode)

- A. on the Highway? .....SEND TO.....Rod Towse
- B. on Open Space? .....SEND TO.....Paul Palmer
- C. on the Foreshore .....SEND TO.....Ian Cook
- D. in a Car park? .....SEND TO.....Rod Towse
- E. at Another Place?.....SEND TO.....Duncan Clarke
- F. Private Land.....SEND TO.....Paul Mears

**Details of location, including the address and post code if known**

**Details of the event:** (please provide as much detail as possible)

**Event organiser's details:**

Name \_\_\_\_\_  
 Position \_\_\_\_\_  
 Home address including postcode \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 e-mail Address: \_\_\_\_\_  
 Main Contact Tel No. \_\_\_\_\_  
 Mobile No. \_\_\_\_\_

# Event Planning

To assist in the planning of your event please find below some information that may prove helpful.

**Do you intend to supply alcohol at your event?**  Yes  No  
*Your event may need a public entertainment or liquor licence*

**Are you charging for admission?**  Yes  No

**Have you carried out a Risk Assessment?**  Attached  
(See Section? )  To follow

**Copies of any other relevant risk assessments from other participating organizations**  Attached  
(See Section? )  To follow

**Have you prepared a Site Plan?**  Plan attached  
(See Section?)  To follow

**Have you prepared an Evacuation Plan?**  Plan attached  
(See Section?)  To follow

**Please supply any relevant certification**  Attached  
(See Section?)  To follow

**Please supply a copy of your Public Liability Insurance Schedule**  Attached  
(See Section?)  To follow

**Are you serving food?**  Yes  No  
(See Section?)

**Are you providing entertainment?**  Yes  No  
Including music & dancing (See Section?)

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## Your Event Management Plan should consist of the following: -

1. Management arrangements for the event – Event Notification Form and Event Planning – Section?
2. Girded Site Plan/Temporary Structure Plans/Fixed Structure Plans – Section?
3. Risk Assessment – Section?
4. Emergency and Contingency Arrangements – Section?
5. Any other relevant documents/information e.g. ADIPs, IPIS's, Statement of Intent, etc. – Section?

Include details of the arrangements for dealing with the areas of special risk and identify those responsible and their qualification(s). Other arrangements that will need consideration will include arrangements for site clearance of refuse and litter following the event and how it will be handled during the event. If event security personnel are to be employed, who will these be and are they registered.

## Please return this form to one of the following:

- Rod Towse – Highways – Highway Maintenance Services Beverley
- Paul Palmer – Village greens and open spaces – Grounds Maintenance Services Beverley
- Ian Cook - Foreshore areas – LT&C The Spa Marin Drive Bridlington
- Rod Towse – Car Parks Highway Maintenance Services Beverley
- Paul Mears – Private land - Public Protection, County Hall, Cross Street, Beverley.
- Duncan Clarke – for all others - Property Service County Hall Cross Street Beverley

# Site Plan

Preparing a gridded site plan is necessary for ALL static events and should show the following details.

- Access and egress points for contractors, vehicles and pedestrians.
- Emergency Exits and Exit Routes.
- Emergency Services access and egress points and routes through the site.
- Emergency Services Rendezvous Point/holding area.
- Stage areas / performers facilities
- Toilets.
- Water points.
- Food and drink locations.
- Car parking areas.
- Ticketing points.
- First Aid/medical provision points.
- Information Point.
- Any relevant additional information.
- For small community events a clearly readable, non-scale plan will suffice.
- Site plans should be divided into grid squares, marked alphabetically, from the left on the horizontal and numerically from the bottom on the vertical.
- The size of the squares should be relative to the site size and divide the site into equal areas that are easily identified in the event of incident.
- Site plans will be drawn with the top marked towards magnetic north.

For Example: In the event of an incident happening in the area containing the marquee it can be given as a map reference B2.

North

3	Parking			Toilets
2		Marquee		
1	Entry			Exit
	A	B	C	D

If making a scale plan don't forget to write the scale on the drawing.

***Note: Management Plans – deal with ‘normal’ circumstances on site, while Contingency Plans cover any incident or set of circumstances that endanger or have the potential to endanger public safety and that are beyond the on-site resources ability to manage.***

# Risk Assessment Form Template

*Please photocopy*

Event:

Assessor:

Date:

<b>WHAT ARE THE SIGNIFICANT HAZARDS?</b>	<b>WHO IS AT RISK FROM THOSE SIGNIFICANT HAZARDS?</b>	<b>ARE THERE CONTROLS IN PLACE? IF YES, WHAT ARE THE CONTROLS</b>	<b>WHAT RISKS ARE NOT ADEQUATELY CONTROLLED? WHAT ACTION IS REQUIRED?</b>	<b>WHO IS THE RESPONSIBLE PERSON?</b>

# Emergency/Contingency Plan

This plan will outline the emergency response to a major incident occurring at the event and the Safety Advisory Team will advise you whether such a plan is required.

A major incident will normally require a multi-agency approach in which the Event Organiser, security (if appropriate), police, ambulance service, fire service, local authorities and local emergency planning officer may play a part. It is therefore important that there is a clear demarcation of duties and those responsibilities are agreed and understood at the event planning stage.

You may need to write a Contingency Plan for dealing with incidents such as fire and evacuation or bomb threats. They follow as a result of a risk assessment. Such matters need to be considered in conjunction with the emergency services at an early stage of your planning process.

## STATEMENT OF INTENT

The police will advise you of the need for a Statement of Intent. It identifies the division of responsibilities and the command procedures necessary in the event of an emergency.

The Statement of Intent will generally be needed only for large events or for those that raise particular safety or planning issues.

The document, signed by the Event Organiser and the police, may also contain agreements to be fulfilled in relation to the declared or anticipated Event Management Plan.

## IN THE CASE OF AN EMERGENCY

### PHONE 999 OR 112 (if using a mobile telephone)

- Ask the operator for the Emergency Service you require.
- Don't worry if you require more than one emergency service, they liaise with each other.
- Give a full and comprehensive address including any special access arrangements.
- Highlight any details, which might be important like number of participants involved.

Send a responsible person to liaise with the emergency services on their arrival.

# Contingency Plans

The following should be documented:

	<b>Method/Action/ Named Person</b>
• Method of contacting Emergency Services	
• Location/staffing of any Incident Control Room (including Event Safety Officer and Security/Stewards Liaison Officer)	
• Communication system	
• Public announcement and alerting procedures (important to avoid panic)	
• Evacuation Plan (covering part evacuation, total evacuation and abandonment of the event)	
• Emergency Services access and egress (exit) routes	
• Initial Fire Fighting response	
• Initial Medical response	
• A clear statement of when and how, during an incident, control is transferred between the Organiser and the police	
• Emergency Services Liaison Officer (to meet and brief Emergency Services at Emergency Rendezvous point)	
• Press Liaison Officer	

## Other Documentation

This would include, for example copies of Food Hygiene Training Certificates from food vendors: Insurance and ADIPS Certificates for fairground and amusement devices.



## Safe use and operation of play inflatables, including bouncy castles

### Introduction

This information sheet has been revised to reflect changes in the registration requirements for those who inspect play inflatables. Previously, these devices were to have been subject to inspection under the Amusement Devices Inspection Procedures Scheme (ADIPS). However, due to a delay in reaching agreement on suitable Service Quality Schedules for the inspection of these devices, it is not possible for duty holders to comply with the requirements of ADIPS at this time. Duty holders will still have to comply with their duties under Sections 2 – 6 of the Health and Safety at Work etc. Act 1974, as appropriate.

This information sheet is written to provide guidance for those involved with the design, manufacture, importation, supply, inspection and safe use of play inflatable devices. It lists possible hazards and outlines the precautions that need to be taken to avoid them. It covers inflatables used for bouncing and other purposes but not those used solely for protection. It does not cover waterborne inflatables used in swimming pools or other types not used by the public for entertainment purposes.

This guidance has been prepared in consultation with the members of the Fairgrounds Joint Advisory Committee, the Inflatable Play Manufacturers' Association, the Association of Play Industries, the British Inflatable Hirers Association, the Made Up Textiles Association, the Association of Inflatables Manufacturers, Operators, Designers and Suppliers, and other interested parties.

### Definitions

**Inflatable devices** -Fairground equipment consisting of air-filled structures designed to allow users to bounce, slide or climb on them. They are made from flexible fabric, kept inflated by one or more blowers and rely on air pressure to maintain their shape .

**Controller** -The person, organisation or hirer (those who hire to others) having the overall control, including responsibility for maintenance, of the inflatable device.

**Operator** -The person over the age of 18 and appointed by the controller to be in charge of the operation of the inflatable at any time when it is intended to be available for public use.

**Attendant** -Any person over the age of 16 and appointed to work under the control and direction of an operator to assist in the operation of the inflatable device.



**Safety critical parts** – those parts where there is a real risk of failure leading to injury.

### Recognised hazards

The following hazards have been known to occur:

- instability and blowing away in windy conditions;
- situations caused by loss of pressure as a result of:
  - failure of the fabric zips and seams;
  - failure or loss of power to the blower; - disconnection of the blower; or
  - litter blocking the air intake and/or vents;
- falls from the structure;
- windows tearing or detaching;
- tripping (particularly over anchorages);
- injury to users caused by boisterous behaviour, overcrowding or not separating larger users from smaller ones;
- access to dangerous (parts of) machinery (e.g. inadequately protected, or unguarded, blower units);
- electrical hazards (e.g. shock or burns);
- inadequate means of escape in case of fire;
- lifting injuries caused by manual handling;
- injury to users caused by wearing inappropriate clothes and shoes;
- suffocation; and
- entrapment.

### Duties of manufacturers

Manufacturers should ensure that they manufacture their products so that they are, so far as is reasonably practicable, safe in use. Inflatables should be manufactured in accordance with good manufacturing practice, using suitable quality materials and using a suitable design. Where there are relevant standards, these should be followed.

#### Design considerations

The designer or manufacturer needs to make sure that:

- there are no parts of the device or ancillary equipment accessible to users which will cause injury if contact is made with them, e.g. sharp exterior angles or edges;
- there are no significant trapping points between adjacent surfaces;

- for bouncy castles especially, the outside walls are high enough, strong enough and attached to the base to prevent users falling out, bouncing over or slipping through gaps in normal use or foreseeable misuse. As a general rule, the height of users using an inflatable should not exceed the height of the outside walls when the user stands on the bouncing surface. Walls of 1.8 m or higher (measured from the bouncing surface) are sufficient for users of any height;
- the number and the maximum size of users that the structure can safely contain at any one time is specified in the operations manual; and
- the deflation time is sufficient to allow the structure to be safely evacuated -this can be considerably lengthened by using a non-return valve or flap fitted to the blower or by fitting the blow-tube to the lowest part of the structure, as near as possible to the ground.

### Anchorage

Structures should be provided with an adequate anchorage and/or ballast system. Any anchorage points should be suitably protected where appropriate. The size, number and strength of anchorage points should be adequate for the structure and take into account likely wind loading. The designer/manufacture should carry out research to determine maximum wind speeds and specify the type of anchorage for each inflatable device to be safely used. This information should be kept available.

### Access/egress

On any open side the maximum fall-off height should be no greater than 750 mm. Any hard landing surface, including grass, should be covered by soft landing material such as dense gym mats or equivalent material of at least 25 mm thickness but not more than 125 mm, extending for a distance of at least 1.2 m from the open side. Safety mats used indoors should be fire-resistant. When it is necessary to have anchorage points near to an entrance/exit, they should be connected in such a way as to minimise the danger of tripping, abrasion or other injuries.

### Blowers

These should be suitably guarded at inlet and outlet (IP2X is satisfactory -see BS EN 60529). The inflatable structure should be designed so that the user cannot contact the blower unit. This may be achieved by ensuring the length of any inflation tube is at least 1.2 m when positioned on a walled side and 2.5 m on any open side. Blowers should not be sited internally unless they are in a part of the structure not used for playing and out of possible contact by the user. The fitting of an auditory or visual alarm to the blower unit should be considered to alert the operator of any failure in the fan's electric (or other) power supply.

### Special considerations for totally enclosed structures

In totally enclosed structures the following additional requirements should be satisfied:

- signs should indicate exits, meeting the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996;
- an independent support system should be provided for any lighting, emergency lighting and loudspeaker systems;
- the electrical installation should, as a minimum, conform with the requirements of BS 7671;
- structures designed to accommodate more than 15 people should have more than one exit so that the inflatable can be evacuated quickly. Deflation time should be sufficient to allow the structure to be safely evacuated;
- emergency lights should be provided as a back up if a lighting system is installed. The discharge period for the lighting following supply failure should be sufficient to allow for the complete evacuation of the structure. Systems should be fully charged prior to use of the inflatable. Lighting should be proved each day before a totally enclosed inflatable is put into use;
- electrical cables should be kept adequately secured away from any users or spectators; and electrical equipment exposed to the weather should be protected to BS EN 60529 or be located inside a weatherproof hut or cabin.

### Materials

Flexible fabrics used in the construction of inflatables need to be of adequate tear and burst strength and have sufficient air retention to enable the structure, when pressurised to the level specified in the operations manual, to maintain its shape and prevent the structure from distorting under load. In particular:

- fabrics should be flame-resistant (see 'Further reading') and meet current fire safety standards;
- adhesives should provide a bond of not less than the equivalent strength to the fabric being bonded;
- threads used for sewing should be strong enough for the purpose;
- zips should be able to withstand the air pressures generated in the structure. Where they are used for emergency exits they need to be reliable, easy to use and operable from both sides;
- netting should not create additional risks to users;
- where windows or other similar openings are provided, the materials used, and the method of attachment to the rest of the structure, shall be of adequate strength to withstand impact from users; and
- toxic decorative finishes must not be used in areas accessible to users.

## Buying and selling inflatable devices

Inflatable devices should not be bought or sold unless the following documentation is available:

- for devices manufactured after January 5<sup>th</sup> 2004, a declaration by the manufacturer that the inflatable has been manufactured to an appropriate design and in an appropriate manner (this may be achieved by a declaration of conformity to an appropriate European Standard); and
- an operating manual, which includes:
- any limits on numbers of users;
- details of weather conditions in which the inflatable should not be used;
- details of how to set up the inflatable;
- anchorage arrangements;
- details of any routine maintenance or inspection required;
- specification of mats used to protect entrance and exit points; and
- appropriate daily checks.

The operating manual can also be a good place to keep records of maintenance, modifications, daily checks and annual inspections.

*Where a device has been manufactured in Great Britain, the duty to provide the information referred to earlier falls to the manufacturer. For a second-hand or hired device, the duty falls on the supplier. However, in the case of an imported ride, whether new or second-hand, the duties fall to the supplier.*

The controller of a newly acquired second-hand device should ensure that the operations manual is present and complete. The records of maintenance, modifications and inspections should accompany any second hand device.

## Duties of controllers or operators

Owners or operators of devices will need to carry out a risk assessment of their activities to determine the control measures to avoid risk or reduce risk to acceptable levels.

This will be relatively easy to do using the manufacturer's information and instructions for safe operation. This is a requirement of the Management of Health and Safety at Work Regulations 1999.

The operations manual should be made readily available. This should not mean that it is kept next to the equipment or that it is written on paper. Computer storage systems may be acceptable for some information, but only if it can be accessed easily and a hard copy produced if required.

## Inspection, maintenance and modification

The Provision of Work Equipment Regulations 1998 (PUWER) require inflatable devices to be inspected at suitable intervals to ensure that safe

conditions are maintained, and that any deterioration in the device is detected and remedial action taken in good time. (See following paragraphs on annual inspections and daily checks.)

## Annual inspection

Each inflatable should be thoroughly inspected at least once in every 12 months. This procedure needs to be carried out by a competent person. The Annual inspection needs to include checks of the following:

- previous inspection reports and certificates where appropriate;
- provision of a blower unit as specified by the manufacturer, or one that at least provides sufficient pressure to allow the inflatable to be used safely, suitably guarded at the air inlet and outlet;
- condition of blower impeller and fan casing where practicable to inspect;
- condition of accessible blower electrical wiring;
- condition of all electrical installations;
- anchorage system for wear, rips or chafing;
- type and number etc of ground anchors or ballast for conformity with design specification;
- structure for wear or rips in the fabric;
- walls and towers (when fitted) are firm and upright;
- pressure is sufficient in the bouncing area and at the step/front apron to give a reliable and firm footing;
- internal ties for wear and tear, particularly at loose or exposed ends;
- bed seams, wall-to-bed seams and wall-to-tower connections;
- identification of the device; and
- if used on a fixed site, the location.

Inspection of some of these features may need to be done inside the device. The above list is not exhaustive and the manufacturer may specify additional items. Annual inspection needs to include any part of the inflatable and its ancillary equipment that may affect the safe operation of the device.

## Daily checks

Checks should be carried out before the first use on any day using advice provided by the manufacturer in the operations manual. These should include checking that:

- the site remains suitable, with crowd control measures in place if appropriate;
- anchorages are intact, protected where necessary, and ropes not worn or chafed;
- anchor system secures the inflatable device to the ground;
- there are no significant holes or rips in the fabric or seams;
- the correct blower specified for the device is being used and the air pressure is sufficient to give a reliable and firm footing;

- there are no exposed electrical contacts, there is no wear on electric cables, and plugs, sockets and switches are not damaged;
- if an internal combustion engine is used, that the fuel cap is placed firmly on the fuel tank and any reserve fuel tank is suitable and remains in a safe position;
- bolts and screws of the blower are properly secured and that robust guards are secured over the air inlet and outlet;
- the blower/inflation tube connection is in good condition and is firmly fixed to the blower; and
- the blower is positioned correctly, adequately protected or guarded and is not causing a tripping hazard.

The public should not use the inflatable until any defects identified in the daily check have been rectified.

### Maintenance

The inflatable needs to be properly maintained -the instructions contained in the operations manual should be followed. Where such instructions are not available, the controller should specify the procedures required, in conjunction with advice received from a competent person, the supplier or manufacturer. Details of all maintenance work on the device should be recorded in the operations manual.

### Modification

Safety-critical modifications are those where failure of the modified component or system would lead to a significant risk of injury to public or employees. They could include changes in the operating parameters of a device, such as changing the height restriction of users. If in doubt, take advice from a competent person.

Where a safety-critical modification is made (including the replacement of a component which departs from the original design specification), the modification needs to be carefully considered. The conclusions and justifications should be recorded in the operations manual before the change is made. If a device is CE marked, alteration may invalidate the declaration of conformity and the device may need to be reassessed against the relevant standard.

### Safe operation

It is essential for the safe operation of a device that the manufacturer's instructions regarding the use of anchorage points should be followed. The device should be secured to the ground with ground stakes, where the ground is suitable. Some equally effective method can be used on hard standing, e.g. attaching the anchor ropes to fittings already in the ground, or to sandbags or other weights, if these are capable of taking the load.

Inflatables can be tied to a vehicle or other movable machinery, providing the vehicle or machinery is immobilised and under the control of the operator.

Inflatables should not be used when the wind or gusts are in excess of the maximum safe wind speed specified by the manufacturer. The industry recommends a maximum wind speed of Force 5 on the Beaufort scale of 30-38 kph (19-24 mph). Force 5 is a fresh breeze when small trees in leaf begin to sway, whereas Force 6 is a strong breeze when large branches are in motion, whistling can be heard in telephone lines and umbrellas can only be handled with difficulty. Weather forecasts can be obtained from the Meteorological Office.

The controller or operator should ensure that the inflatable device is sited well away from possible hazards such as overhead power lines or other obstacles with hazardous projections (e.g. fences). If the ground surface is abrasive, oily or dirty, a ground sheet should be used to prevent wear and tear of the base material.

The controller should determine the minimum number of attendants needed to operate the device safely, and ensure that at least these numbers of attendants are on duty when the device is in operation. In deciding how many attendants are required, the controller needs to consider matters such as the number of people using the device, the age of the users and the type of environment in which the inflatable is being used. Attendants should be aged 16 or over and the operator should be 18 or over.

If the risk assessment carried out by the controller shows that control measures are required to handle large crowds in the immediate vicinity of the inflatable, then crowd control barriers (see Figure 1) should be provided by the controller. Barriers should have the minimum dimensions shown at Figure 1. They should be at least 1 m high and be capable of withstanding people leaning on them, or being pushed against them. Where the public does not have access to the sides or back of the inflatable or crowd pressures are not anticipated, then a lower standard is acceptable.

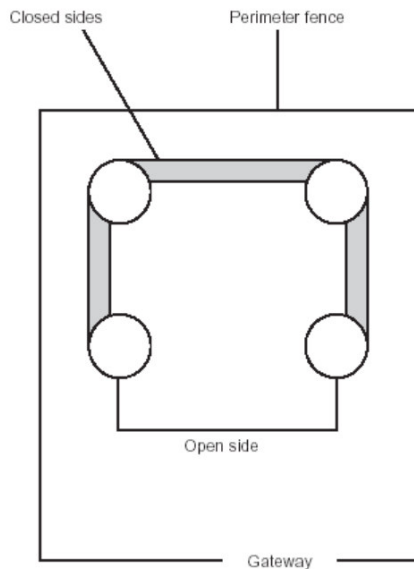


Figure 1

The perimeter fence should be 1.8 to 2.5 m from closed sides and 3.5 to 4.0 m from the open side. The gateway should be 1.0 m wide.

The method of operation drawn up by the controller should ensure that users are admitted to the inflatable in a controlled and safe manner. In particular, the operator and attendants should carry out the following instructions.

- Ensure that users remove footwear (except socks) and any other hard, sharp or dangerous objects (such as buckles, pens, purses, badges etc). Glasses are best removed;
- Do not allow users to consume food or drink or chew gum on the device;
- Do not allow users to obstruct the entrance or exit of any inflatable device. Do not allow anyone to play on the step or front apron of a bouncy castle;
- Do not allow users to climb or hang on the walls;
- Do not allow users who do not conform to height restrictions to use the device;
- Keep the entrance/exit areas clear of onlookers so that the operator or attendant has a clear view and can ensure that users enter/exit safely;
- Keep users off the device when it is being inflated or deflated. Deflate the device when not in use.

The operator and attendants should watch the activity on the inflatable constantly. They should use a whistle or other signal and take action at the first sign of any misbehaviour. Somersaults and rough play should not be allowed.

It is the operator's responsibility to ensure that the equipment is not overloaded with users. Larger, more boisterous users should be separated from smaller ones. The number of users at any one time should be limited to allow each user enough room to play safely.

### Training

The controller should ensure that all operators receive effective training in the working of the device including:

- the method of operating the device;
- safe methods of assembly/dismantling, where applicable; and
- how to make a daily check;

The controller should ensure that all operators and attendants receive effective training in the operation of the device including:

- safe entry/exit for users;
- safe anchoring of the inflatable;
- crowd control measures, and barriers;
- measures to be taken in the event of power failure; and
- procedures for reporting accidents, defects or breakdowns.

### **Accident reporting**

Deal with any casualties first but report the event after the incident. Reportable accidents that cause injury, including acts of violence and certain dangerous occurrences, should be notified to the enforcing authority by the 'responsible person' (who is likely to be either the controller or operator). Further information is given in the HSE publication A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. (See 'Further reading'.)

### **What to do if defects are found**

If at any time a defect is found which could possibly lead to danger, the public should not be allowed to use the device until the cause has been identified and remedied. This may include checking all similar components. If there is any doubt about continued safety, the device should not be used until a competent person has confirmed that it is safe to do so. Keep records of all incidents and significant defects in the operations manual and the action taken, because they may be useful if you need to:

- give details to HSE, your trade association, insurers, the designer, manufacturer, importer or supplier;
- discuss the safety implications with a competent person; or
- provide a detailed accident history to a buyer.

## Further reading

Fairgrounds and amusement parks: Guidance on safe practice HSG175 HSE Books 1997 ISBN 0 7176 1174 4

A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 L73 (Second edition) HSE Books 1999 ISBN 0 7176 2431 5 RIDDOR Reporting line leaflet

BS EN 60204 -1: 1992 Safety of machinery. Electrical equipment of machines. Part 1. Specification for general requirements

BS EN 60529: 1992 Specification for degrees of protection provided by enclosures (IP Code)

BS 7671: 1992 Requirements for electrical installation. IEE Wiring Regulations (Sixteenth edition)

For further information on fire-resistant materials refer to BS EN ISO 6940: 1995, BS EN ISO 6941: 1995, and a new British Standard on play inflatables (in preparation).

While every effort has been made to ensure the accuracy of the references listed in this publication, their future availability cannot be guaranteed.

## Further information

British Standards are available from BSI Customer Services, 389 Chiswick High Road, London W4 4AL Tel: 020 8996 9001 Fax: 020 8996 7001 Website: [www.bsi-global.com](http://www.bsi-global.com)

HSE priced and free publications are available by mail order from HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA Tel: 01787 881165 Fax: 01787 313995 Website: [www.hsebooks.co.uk](http://www.hsebooks.co.uk) (HSE priced publications are also available from bookshops.)

For information about health and safety ring HSE's InfoLine Tel: 08701 545500 Fax: 02920 859260 e-mail: [hseinformationservices@natbrit.com](mailto:hseinformationservices@natbrit.com) or write to HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG. You can also visit HSE's website: [www.hse.gov.uk](http://www.hse.gov.uk)

Source Inflatable Play Manufactories Association





## ***ADIP's a Guide from the HSE***

### ***In-service annual inspections***

The controller needs to ensure that all amusement devices are subjected to an annual in-service inspection, previously known as the thorough examination. This inspection is carried out by a competent registered inspection body and is designed to provide a check on the fitness of an amusement device for further use in accordance with paragraph 99 of HSG175. It does not duplicate the pre-use inspections but rather seeks to determine whether or not the safety-critical aspects of the amusement device have deteriorated to an extent, which is liable to cause danger. It also is a general check of the operations manual to confirm that:

- the original pre-use inspections, or risk assessments if the design is mature, have been carried out and documented;
- safety-critical modifications to the amusement device have been subjected to all the necessary inspections.

This also gives the appointed inspection body the opportunity to comment on wider issues that have a bearing on safety. It can check that the amusement device is upgraded where necessary to avoid danger, as advised in technical bulletins issued by the National Association for Leisure Industry Certification (NAFLIC) or guidance from HSE.

#### **Role of the appointed inspection body**

In some cases, the thorough examination will involve a number of different inspection bodies carrying out inspections on the individual sub-systems of the amusement device, e.g. mechanical, electrical, hydraulic, etc. Controllers need to nominate one of these inspection bodies as the appointed inspection body whose role is to provide the overall co-ordination of those elements of the process. If only one inspection body is involved it will automatically become the appointed inspection body.

The appointed inspection body is responsible for carrying out the necessary checks of the operations manual to ensure that the required documentation is

complete. The appointed inspection body will also liaise with the controller to decide what individual in-service inspections (e.g. electrical, mechanical) are needed for the amusement device. If the appointed inspection body does not have the necessary skills to carry out all the in-service inspections required then these need to be carried out by specialists in the particular field.

Once all the individual in-service inspections have been completed, the appointed inspection body will give the controller the DOC. Note that it is acceptable for the appointed inspection body to issue the document without the individual inspection reports being in their possession as long as the inspection body has told them that the device has been found to be satisfactory. The required reports should be issued by the inspection body concerned to the appointed inspection body within 28 days.

The controller may operate the device once he has received the DOC. Faxed copies are acceptable for up to 28 days following completion of the work.

The responsibility for the contents of individual inspection reports lies with the inspection body that prepared them. The appointed inspection body is not responsible for the standard of work or competence of other inspection bodies unless sub-contracted by them.

Because controllers manage their thorough examinations in different ways it is possible that individual inspection reports, or pre-use inspection reports with expiry dates, will expire at different times. For these reasons, the expiry date of the DOC will be the expiry date of the individual report, which expires first. When the DOC expires, the appointed inspection body will need to have a copy of the next thorough examination (or other expired) inspection report (or have confirmation from the inspection body involved that the device is fit for further use as far as that inspection is concerned) before another DOC is issued.

If the work is carried out by an inspection body agreed between the controller and appointed inspection body, the latter need not re-visit the device for the purposes of confirmation of the inspection.

## Documentation

To ensure that all amusement devices receive a consistent standard of inspection reporting, a series of forms corresponding to the various inspections included in the scheme have been drawn up; see later for documentation required for coin-operated children's rides.

All forms will require the inspection body to enter their current registration number in a box provided for that purpose. The following forms have been prepared for use:

- Report of design review;
- Report of assessment of conformity to design;
- Report of initial test;
- Thorough examination report (or annual inspection report);
- DOC.

The DOC used by members of the Showmen's Guild of Great Britain will have a tear-off portion that can be displayed in a pay box.

All documentation needs to be kept in the operations manual, which should itself be readily accessible. This should not be taken to mean that it has to be in the pay box or that it needs to be on paper. Computer storage systems may be acceptable for some information, provided that it can be easily accessed and a hard copy produced for inspection if required.

## Registration of inspection bodies

Registration is administered for the trade associations of the JAC by NAFLIC. It is based on the requirements of BS EN 45004 and requires inspection bodies to be both independent of any interested parties and competent for the type of work that they carry out. (See section D of HSG175 for further information). The registration of inspection bodies is a central part of the scheme as it enables the industry to set an appropriate framework of standards. These are laid down in the service quality schedules.

## Registration requirements

The registration procedure requires all inspection bodies to compile a quality file containing details of their qualifications, experience and other

competencies, as required by the service quality schedules. There are currently four schedules corresponding to the types of inspections covered by the scheme. These documents form the framework of standards for inspection bodies.

Once the quality file has been completed, the inspection body signs a declaration stating that the information contained in the file is accurate. Following acceptance of the registration documents the name of the inspection body is added to the register. Inspection bodies need to register on an annual basis and a new registration number is issued accordingly.

Under the terms of the scheme, clients and others, including HSE inspectors, with legitimate interest in the quality file have a right to look at the document provided that at least 24 hours' notice has been given to the inspection body. Further information on the administration of the scheme can be obtained from NAFLIC.

## Coin-operated children's rides

For coin-operated children's rides, a simplified scheme has been developed in accordance with the steps and checks required by HSG175. The main features of the scheme consist of:

- registration of ride inspection bodies;
- requirements for pre-use and in-service annual inspections; and
- the use of a standard DOC form following thorough examination and initial test inspections.

Registered inspection bodies for coin-operated children's rides need to comply with similar, but simplified, registration requirements to other registered inspection bodies. Inspection bodies registered under the main scheme already meet this requirement. The scheme has two separate service quality schedules corresponding to the two inspections required by coin-operated children's rides: the pre-service initial test and the in-service thorough examination.

Inspection bodies are expected to compile a quality file matching the requirements of either, or both, of the service quality schedules, depending on what types of inspection they wish to do, and sign a declaration claiming compliance with the scheme.

Details of registered inspection bodies will be maintained by the British Amusement Catering Trades Association (BACTA), who in turn will pass on the details to NAFLIC. The principal difference from the main scheme is that there is no need for the inspection body to be independent of the operating or ride manufacturing company. This does not mean that the standards for such rides should be lowered, as both inspection bodies and controllers need to follow the guidance in the relevant parts of HSG175.

Controllers need to have the following documentation before they use coin-operated children's rides:

**DOC;**

Report of initial test; and

Report of thorough examination if ride is over one year old.

[Published on the HSE web site 21 September 2000](#)

**Amusement device:**

Term often shortened to **device** that includes:

- rides;
- transportable structures entered by the public, e.g. haunted houses, arcades, tents and booths;
- shooting galleries where hazardous projectiles are fired;
- play equipment.