

A Guide to Organising Events in Middlesbrough



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We want events in Middlesbrough to be enjoyable but also run well and safely. This guide has been developed for two purposes, to help your event run smoothly and to alert you to the existence of the Middlesbrough Independent Safety Advisory Group (SAG). This guide can be used for those organising any type of event (sporting, entertainment, etc) that the public will be attending regardless of whether it is free or people are required to pay a fee. The aim is to assist event organisers by prompting them to think about key issues involved in planning and delivering an event along with sample forms and templates that can easily be adapted to fit different events.

Middlesbrough Council Festival & Events Team is part of the Cultural Services section of the Council. The team will act as the first point of contact to event organisers who are planning/delivering events within Middlesbrough.

The advice in this guide is not comprehensive and is not specific to any particular type of event. It is expected that each event organiser will appropriately plan the event, and prepare appropriate documents such as risk assessments and adapt and customise the templates within this guide so they are relevant to their own event.

A good place to start learning about good practice for planning and delivering a safe event is the Health and Safety Executive (HSE) website – www.hse.gov.uk/event-safety. The HSE have produced some very helpful publications which can be downloaded from this site for free. The main publications that you will need to look at are:

- The Event Safety Guide (or the Purple Guide as it is more commonly known)
- Managing Crowds Safely
- Good Practice Safety Guide – for small events taking place on highways, roads or in public places
- The Guide to Safety at Sports Grounds (or the Green Guide as it is more commonly known)

These guides are a very good starting point but as you get into more planning detail there may be other guides on the HSE website which would be useful to you, so you should refer to their website throughout the event planning process.

The Middlesbrough Independent Safety Advisory Group (SAG) is a multiagency body consisting of representatives of the Council and Emergency Services who will review event plans and supporting documentation **for major and safety critical events that are staged on Council land or the public highway in Middlesbrough**, giving experienced and independent advice on how to make the event safer

The experience of Group members will be shared with the goal of crowd/spectator and overall event safety. The SAG will provide advice and guidance to the Planners and Organisers of relevant events and help them to understand their individual responsibilities and those of other agencies involved.

Getting Started

An important starting point is to be clear on what your event is and to have a focused concept and direction. Every event organiser should ask themselves the following questions:

- **What** is my event and **why** am I holding it?
- Is there a **demand** or an audience for this type of event?
- Who is my audience?
- What is the financial impact of my event? What will it **cost**, realistically? Can I afford it? Is there an opportunity for income generation?
- **When** would I like my event to happen?
- **Where** can my event realistically take place?

WHO DO I NEED TO INFORM THAT I INTEND TO HOLD AN EVENT?

Anyone wishing to hold an event on Middlesbrough Council land or on the public highway in Middlesbrough must contact Middlesbrough Council's Festival & Events Team at least 6 months before the proposed date of your event. In the first instance the Festival & Events Team will ask you to complete the Event Application Form, this will help them to see what advice and support you will need in the future, and what immediate steps you will need to take. It will also help them to see if your event meets any of the Independent Safety Advisory Group (SAG) triggers. Should your event meet the SAG triggers your comprehensive event manual and supporting documentation will need to be submitted to the SAG 3 months before the date of the event, for review and comment. You will find more information on the SAG under the Safety section of this document.

CHOOSING A SUITABLE VENUE AND GETTING THE RIGHT PERMISSIONS

Getting permission to use an indoor venue is usually very simple and can be done by contacting the person in charge of managing the building. Indoor venues are good to use as event sites as they are set up with everything you need to service your event such as toilets, power and water. They are also likely to have all the safety documents you require such as risk assessments, fire safety policies, insurance and qualified first aiders on site. The downside to using indoor venues is that they have a set layout and capacity which may not be suitable for the type of event you are planning.

Some of the things you will need to consider when choosing a suitable venue are:

- Is the venue suitable for the nature of your event? Remember that capacities for an indoor venue will not be the same as an outdoor venue of the same size. The Purple Guide and the Green Guide have guidance on capacities and crowd management depending on the nature of your event. These can be found at www.hse.gov.uk.
- Does your venue have good access and egress?
- Are there suitable transport links to the venue and is there suitable parking in the area?
- Is the venue suitable for people with disabilities?
- Does your venue have existing services, e.g. power, water etc?
- Are there any existing site features that would be beneficial to the event i.e. stage, spectator seating etc?
- Are there any existing site features that would be detrimental to the event i.e. hills, trees, power cables etc?
- Is the venue in a built up residential area where your event could cause an unreasonable nuisance to residents?
- Is your venue covered by the required licences?

If you want to hold your event at an outdoor location you will need to contact the land owner for permission to use the land. Although outdoor space can be an ideal place to hold an event, organisers should remember that the cost to hold an event in an outdoor site can be significantly more than a purpose built indoor venue. In addition it can be very difficult to control entry to the event and depending on what the land is currently used for planning permission may be required to change the use of the land.

Legal Requirements

LICENSING

The Licensing Act 2003 regulates entertainment and the sale or supply of alcohol. Depending on the nature of your event you may need to apply for a Temporary Events Notice or a Premises licence. Activities regulated by the Licensing Act 2003 are as follows:

- The sale of alcohol or supply of alcohol
- The provision of regulated entertainment which includes music and dancing
 - Performances of a play
 - Exhibition of a film
 - Indoor sporting events
 - A boxing or wrestling entertainment
 - Live music performance
 - Playing of recorded music
 - Dance performances
 - Provision of facilities for making music
 - Provision of dancing facilities
 - The supply of late-night refreshment (hot food or drink after 2300 hours)

Under the terms of the Act anyone wishing to offer any of the above activities to members of the general public must first obtain appropriate authorisation from Middlesbrough Council. Usually this will be in the form of a licence but, for occasional activities, a Temporary Events Notice may be used. Licences usually cover the premises where the activities will be offered (called a premises licence) but if alcohol is to be made available a separate licence (called a personal licence) will also be required.

Temporary Events Notice

The following restrictions apply to Temporary Events Notices (TEN):-

- The event must accommodate less than 500 people at any one time (including all those involved in the delivery of the event). If you only have a TEN and your event is more popular than you expected you would have to restrict admission to your event, so there are no more than 500 people present at any one time. Please note, people who deliberately underestimate numbers to avoid licensing restrictions and then realise they can't control the crowd could pose a significant risk to public safety and as such could be subject to legal action.
- The event must not exceed 7 days in duration.
- Only 12 notices for any premises per year.
- A minimum of 24 hours between events.
- Non-personal licence holders may apply for up to five Temporary Event Notices per year.
- Personal licence holders may apply for up to fifty Temporary Event Notices per year.

For more information please see <https://www.gov.uk/temporary-events-notice>

Event Organisers should be aware that applying for a Premises Licence or a Temporary Events Notice have set time requirements, these should be factored into your event planning. A premises licence requires, by law, a minimum of 28 days notice but if the event is being held on Middlesbrough Council land or the public highway **6 months notice must be given** for a Premises Licence or a Temporary Events Notice. If any objections are received to an application it may take a month before a decision is taken as to whether the licence can be granted.

Street Trading Licence

Any traders that attend your event and who will be selling goods (market stalls, catering stalls, etc) may require a street trading licence. Usually it will be the responsibility of the trader to apply for the licence and a fee is also payable.

Food Hygiene & Street Trading

If you are having any form of stalls, traders or catering vans that will be selling hot or cold food or drinks to the public you will need to ensure that these people are offering a safe service to the people attending your event. If your event requires these people to have a Street Trading Licence, food hygiene will be a key element that the Licensing Team look at before they grant the licence. If your event does not require your traders to have a Street Trading Licence you will be responsible for ensuring that you have responsible food traders at your event. It is important to note that even if your traders are offering food for free, as samples for example, they should still adhere to the same food hygiene regulations.

A good starting point for determining if someone is a responsible food trader is by looking at the following areas:

- All food sellers should be registered with their home Local Authority. This means that they have been inspected by their local Environmental Health Team and have been given an approval to trade. Event Organisers should ask for proof of registration and inspection.
- Middlesbrough Council is part of the Food Hygiene Rating Scheme, food sellers that are registered with Middlesbrough Council or any other Tees Valley Local Authority will be able to provide you with their food rating certificate.
- Staff working on the food stall should have some form of food hygiene training, proof of this in the form of training certificates should be provided.
- The seller should be covered by a Public Liability Insurance policy to the value of £5 million, proof of this in the form of an insurance certificate should be provided.
- Gas and electrical equipment should have had regular tests by appropriately trained people, test certificates should be provided. Gas should be stored safely.

Further information can be found at www.middlesbrough.gov.uk/index.aspx?articleid=2314.

Additional Licences

You may need additional licensing if you are playing live or recorded music (Performing Rights Society Licence or Phonographic Performance Licence) or if you are playing movies or movie soundtracks (Cinema or Restricted Films Licence or Video Performance Ltd Licence).

Further information on all the licences detailed above can be found on the Middlesbrough Council website - <http://www.middlesbrough.gov.uk/index.aspx?articleid=4168>.

INSURANCE

As event organisers are legally responsible for their events it is important to have a Public Liability Insurance policy. The amount of cover will depend on the nature and size of your event, the Festival and Events Team can advise on this when you're planning the event. Organisations that have more than 6 employees (paid or voluntary) should also be covered by an Employers Liability Insurance Policy.

Event organisers should also ensure that contractors, performers, traders, and other organisations involved in the event are also covered by Public Liability Insurance and, if necessary, Employers Liability Insurance.

EQUIPMENT & SERVICE REQUIREMENTS

INFRASTRUCTURE

The level of production equipment required for your event will be determined by its size and nature. It is good to have an accurate list of what you will require early to help you determine your required budget. Many production items will be essential to the delivery of your event; therefore you will not be able to compromise on these, so it is good to have a realistic budget from the outset. It is essential that you factor in a contingency to your production budget, as you book acts you could find their technical riders require you to hire additional specialist equipment.

We have produced checklist of items that you may need to procure for your event, though these lists are not comprehensive, and do need to be tailored to your own event, they are a good starting point:

Production Equipment Checklist

- ✓ Staging and structures (disabled platforms, wheelchair ramps, sound towers)
- ✓ Lighting, sound and visual
- ✓ Power (generators) and distribution (including fuel sources and stores, cable covers and ramps)
- ✓ Plumbing
- ✓ Barriers and fencing
- ✓ Accommodation (portacabins, dressing rooms, offices, first aid point, storage etc)
- ✓ Marquees (including ballasts for hard ground)
- ✓ Temporary tracking and ground cover
- ✓ Plant equipment (forklift, cherry picker) and transport (vans, flatbeds)
- ✓ Fire Risk Assessment
- ✓ Fire fighting equipment (suitable and tested)
- ✓ Refuse disposal (bins and skips)
- ✓ Office equipment (computer, printer, telephone, internet, stationary)
- ✓ Seating and furniture (public and production use)
- ✓ Canopies and coverings
- ✓ Site dressing
- ✓ Health & safety signage
- ✓ Information signage

Services Checklist

- ✓ Toilets – the Health and Safety Executive gives advice on the number of toilets that should be available at a music event or an event where food and drink is being served
- ✓ Disabled facilities
- ✓ Refuse collection
- ✓ Medics – the HSE publication 'The Event Safety Guide' helps you calculate the nature and number of medical staff you need.
- ✓ Radios
- ✓ Catering (crew, staff artists)
- ✓ Stewarding
- ✓ Security
- ✓ Information points
- ✓ Lost person points
- ✓ Meeting point
- ✓ Drinking water
- ✓ Changing facilities
- ✓ Telephone lines
- ✓ internet

Key point – when you have determined what production items you require it is important to produce a detailed and reasonable production schedule. Your production schedule will include your rig and de-rig time scales, actions required and responsible team members or contractors. When contracting your contractors you should include a clause that binds them to meeting your production schedule. If one contractor fails to meet your timescales this could affect your site rig and other contractors involved.

TRAFFIC MANAGEMENT

Depending on the location of your event and the volumes of people you are expecting, you will need to make certain traffic management provisions, these could include:

- Designated parking for people coming to your event, this may include a 'park and ride service'
- Traffic marshalling – this may be something that your chosen stewarding company can help you with
- Liaison with public transport providers
- Road closures
- Pedestrian management
- Management of onsite vehicle movement
- Emergency vehicle access
- How you are going to protect pedestrians from vehicle movements

The Festival and Events Team will be able to give advice and guidance on traffic management planning.

For further information on how to apply for a road closure and the costs involved please contact the Traffic Management Team at Middlesbrough Council on 01642 728188 or at trafficmanagement@middlesbrough.gov.uk

FIRE RISK ASSESSMENT AND EMERGENCY EVACUATION

When planning an event consideration needs to be given to how people will leave the premises in an emergency, one of the most common emergencies being the risk from fire. It is essential that this be considered at an early stage, as this will effect the numbers who may be permitted to attend the event and will lead to discussions as to how is to be controlled. The Festival and Events Team will be able to assist you in considering your particular event and how emergency arrangements may affect how you plan to host, publicise, and steward your event.

WASTE MANAGEMENT

Events often generate a lot of waste and litter and therefore waste management should be an important element in your event plan. Not only will you need to order additional bins you will also need to look as having a 'litter picking patrol' to ensure that your event site is kept clean. You will also need to consider how these facilities are going to be serviced once the site is full of people.

Middlesbrough Council can offer a bespoke waste management service for all events for the collection of recyclables and general waste. A member of the Environmental Services Team will work with you to arrange the most appropriate waste management solution, whether it is wheeled bins, or larger waste containers, single or multiple collections, we will meet your needs no matter what they are. Costs vary depending on your individual requirements but there are no hidden extras. All relevant paperwork is provided to ensure compliance with the Waste Regulations 2011.

Note: When an event meets any of the SAG triggers, all the above guidelines are then used as a checklist for your event and it's submitted to the Independent Safety Advisory Group, see page 8.

SAFETY

MIDDLESBROUGH INDEPENDENT SAFETY ADVISORY GROUP (SAG)

If you would like to organise an event within Middlesbrough either on Middlesbrough Council land or on the public highway your event WILL go to the SAG who will assist the Authority in ensuring the event will be run safely.

It is important that you become familiar with the Middlesbrough Independent Safety Advisory Group; its purpose and procedures.

SAG Purpose

It is the policy of Middlesbrough Council to promote the highest possible standards of public safety at all events held on Council land or the public highway, and to encourage the well being of all residents and visitors to such events. To aid this, the Council, working with selected agencies, has established an independent Safety Advisory Group.

The Middlesbrough SAG is co-ordinated by Middlesbrough Council and is made up of representatives of relevant Middlesbrough Council departments, the Emergency Services and other relevant bodies. It meets at regular intervals, or when necessary, to review event applications and advise on public safety. It provides independent advice to Event Organisers where significant safety concerns are identified, but cannot give detailed guidance to event organisers who retain the legal responsibility for ensuring a safe event.

The Safety Advisory Group has no legal powers or responsibilities and is not empowered to approve or prohibit events taking place on Local Authority land or the public highway. This function is delegated within the Council, to a senior manager who will regard the SAG comments when coming to a decision regarding any event.

Organisers of events are under no legal obligation to take the advice of the SAG however failure to do so and an incident occurs which results in legal action being taken, the courts may consider your failure to act on the recommendations of the SAG. The individual organisations forming the SAG may have powers, in an independent capacity outside of the SAG, to require Event Organisers to comply with their legal obligations. Attendance at the SAG is compulsory for event organisers of events taking place on council land or the public highway.

The SAG will advise the event organiser of the outcome of their assessment of the event application; this may be in writing or orally at a dedicated meeting. If any relevant subject has not been considered e.g. fire or health and safety, it will be made clear to the organiser at this time. It is the Event Organiser's responsibility to take any appropriate action following advice from the SAG.

Criteria for an Event to be reviewed by the ISAG

An event will be reviewed by the SAG if it meets a combination of the below criteria:

- The event is to be held on council land
- The event is to be held on the public highway
- The event is to be held using the Open Spaces licence held by Middlesbrough Council

Plus one or more safety critical characteristics such as:

- 500+ people in attendance
- A road closure is required (12 weeks notice required)
- Fireworks will be used
- Alcohol will be served
- Portable staging will be used
- Temporary structure (marquee etc)
- Inflatables

ISAG Procedures

Here is a step-by-step process of how to present your event to the SAG

1. If you would like to organise an event within Middlesbrough, on Middlesbrough Council land or the public highway, you must in the first instance inform the Festival and Events Team of your intentions at least 6 months prior to your event date (this timescale can be relaxed under exceptional circumstances). If you apply for a Temporary Events Notice, a Premise Licence for an event or approach Middlesbrough Council to request use of their land for an event you will be directed to the Festival and Events Team by the departments that manage Licensing and Estates.
2. The Festival and Events Team will then ask you to complete an Event Application Form to see what your intentions for the event are. There is no problem if the information given on this form is your 'early ideas' for an event. However bear in mind that event planning can be a lengthy process, so please ensure you have enough time to fulfil the SAG submission time limits and carry out any consequent remedial work on your plan if its consideration is required.
3. The Festival and Events Team will use the information on the Event Application Form to assess areas where you may need specific advice and guidance and to see if your event hits any of the triggers, which would suggest that your event will need to be considered by the SAG.
4. If you do meet any of the SAG criteria the Festival and Events Team will inform the SAG of your intention to hold an event. The Council's procedure stipulates that at least **3 months** before an event, you must submit the following documents to the Safety Advisory Group:
 - A detailed Event Plan (including stewarding provision, first aid, traffic management etc)
 - Health and Safety Risk Assessment(s)
 - Fire Risk Assessment(s)
 - Emergency Plan
 - Method Statements
 - Training Certificates (first aid, food hygiene etc)
 - Insurance Certificates (Public Liability Insurance etc)
 - Lost and Found Children Policy
 - Medical Plan

This list may alter due to any change in legal requirements.

It is essential that **all** relevant documents are submitted within this timeframe as failure to do so may jeopardise the chances of your event being sanctioned by the Authority. Assistance in ensuring that you have included everything, as well as templates for an Event Plan, Emergency Plan and risk assessments can be obtained by contacting the Middlesbrough Council Festival and Events Team.

5. The SAG will choose a date when they will assess your event, and the SAG support team will communicate this to you. The date when your event is assessed will be up to 3 months before your event is due to take place. This will give you sufficient time to make any improvements to your event planning following the review meeting, before the event takes place. You may be required to attend the SAG meeting to provide further clarification.
6. When the above documents have been submitted the SAG will review them and will provide written feedback. Should improvements to procedures/documents be recommended by the SAG the Festival and Events Team will assist you with this.
7. The written feedback or notes from the meeting will be provided not only to you but also the senior manager within Middlesbrough Council who will have a responsibility to decide on behalf of the Council whether the event will be permitted to go ahead.

WHO DO I NEED TO HELP ME PLAN AND DELIVER MY EVENT?

It is important that you get the right people involved in the planning and delivery of your event. Event planning often involves a wide range of services which each have their own area of specific expertise, and it is almost impossible for one event organiser to have a suitable level of knowledge in every area required to make an event successful, this is why it is important to get experienced professionals involved in your event. People or organisations that may be involved include the following:

Cleveland Police - Cleveland Police are the responsible statutory service for crime and disorder issues within Middlesbrough. You may just need to inform Cleveland Police that your event is taking place; this is usually done through the licensing process or direct contact from the event organiser. Cleveland Police may feel that your event requires a police presence on the day; this will be discussed with you following your contact with the Festival and Events Team.

Cleveland Fire Brigade – You may just need to inform Cleveland Fire Brigade that your event is taking place; this is usually done through the licensing process or direct contact from the event organiser. Cleveland Fire Brigade may feel that your event requires them to have a presence at the event; this will be discussed with you following your contact with the Festival and Events Team.

Medical Professionals – there are a lot of very good providers of medical services available to Event Organisers. When choosing the right company for your event you must ensure that they are registered with the Care Quality Commission (CQC), you can find proof of this by requesting their CQC registration number. Paramedics and doctors should also be registered with the Health Professionals Council. You may also need to inform North East Ambulance Service that your event is taking place and what medical cover you have in place, this will usually be done through the SAG process.

Stewarding Professionals – there are some very good event stewarding companies available that will be able to support you with the delivery of your event, they may also be able to give you support with planning your crowd management plan. When choosing an event stewarding company and planning the location and roles of your event stewards it is important that you have correctly licensed staff for the roles that you are carrying out. Stewarding and security personnel are regulated by the Security Industry Authority (SIA), it is important that you choose a company that has SIA licensed staff; you should not work with unlicensed staff or companies. More information about SIA can be found at www.sia.homeoffice.gov.uk

Contractors – some of the contractors that you may employ to work at your event could include a sound, stage and lighting provider; fencing provider; generator provider; temporary structure (marquees, portacabins, and seating structure) provider; etc. It is important that you investigate the experience of the companies that you are working with, ask about previous events they have worked on and take several references. A responsible contractor will take health and safety seriously and will have company policies and procedures in place to support this. Some may even be members of professional bodies and schemes such as the Contractors Health and Safety Assessment Scheme (CHAS). It is important for you to understand your own health and safety obligations and those of your contractors; the Purple Guide gives further advice about this.

The SAG offers an opportunity to event organisers to have their plans reviewed by experienced independent professionals who are dedicated to ensuring there are popular and successful events in Middlesbrough. It is important that Event Organisers note that the SAG is a positive way to improve their event and it is not there to hinder, prevent or close down events. The final decision whether an event will be permitted to go ahead on Middlesbrough Council land or the public highway will be taken by the senior manager delegated this task.

HOW DO I DELIVER MY EVENT SAFELY?

It is important that when the time of your event build, delivery and de-rig arrives you put in place the safety precautions that you listed in your event plan and risk assessment. You should make constant

efforts to inspect your event site and to keep records of what was in order, what required improvements and what actions were taken to make improvements. To help with this a Safety Inspection Checklist template is available from the Festival and Events Team.

It is also important to follow advice and guidance of the professionals that you have on site. If someone raises an issue take the time during the event to seek advice, discuss solutions and act on suggestions. These discussions should also be recorded in your event log. An event log is a record which should be kept by the event organiser of decisions made and any issues which may occur on site. This log may be required after the event should an incident occur during the event or a medical emergency. You should also ask for regular updates from those working at the event (such as medics and stewards) and record responses on your log. An event log template is available from the Festival and Events Team.

You should also put provisions in place for the safety of lost people at your event (with focus on children and vulnerable adults). Ideally you should have a 'Lost Persons Point' where people can go if they have lost someone in their party or as a safe place where a lost person can be taken until they can be reunited with their party. This area should be staffed by a suitable person (ideally someone with a Disclosure and Barring Service check (this replaced the Criminal Record Bureau check)) who can deal with lost people and their parties calmly and with care, and who can keep an accurate log.

CONTACTS

WHERE DO I TURN FOR HELP?

If you are struggling with any part of your event planning process the Festival and Events Team are always available for help and advice. Remember, no questions are stupid questions; it's always better to seek advice and get something right than to stay quiet and get something wrong.

The HSE website has a wealth of health and safety advice, if there's something that you would like further information on this is a good place to look. www.hse.gov.uk

The Events Industry Forum is a good place to get some extra support and guidance from experienced Event Organisers who may have faced the same problems and frustrations as you in the past. You may find someone on their forum who can help you www.eventsindustryforum.co.uk

Remember presenting your event to the SAG is a two-way process, if you are unsure about something and feel one of their members could give you some professional advice, don't be afraid to ask!

MIDDLESBROUGH COUNCIL CONTACTS

Festival and Events Team

Tel: 01642 729135

Email: events@middlesbrough.gov.uk

Traffic Management Team

Tel: 01642 728188

Email: trafficmanagement@middlesbrough.gov.uk

Licensing Team

Tel: 01642 728011

Email: licensing@middlesbrough.gov.uk

Environmental Services Team

Tel: 01642 726001

Email: envservices@middlesbrough.gov.uk