



Planning an Event?

This could be a charity or village fun day, a sports tournament, or any event that the public will attend.

If the event is going to be held on open spaces owned by the Parish Council then you are going to need permission. This permission must come from the Parish Council.

Clubs that are based on our open spaces at South Way, Toms Lane Bedmond, Langleybury, Manor House and elsewhere in the parish lease their buildings from the Parish Council and hire use of the pitches, they do not own or manage the grounds, the Parish Council does.

A full list of the grounds for which the Parish Council is responsible is listed in appendix 1.

Giving Permission

The Parish Council has a clear responsibility in law to ensure that events held on our grounds are well organised and run safely, we will not give permission for an event to go ahead unless we are satisfied with the organisation. If close to the event date agreed actions have not been completed and the Parish Council believes that safety is compromised, then permission for the event to go ahead will be withdrawn and the Parish Council will not have any responsibility for costs incurred.

This Is Not Difficult!

A lot of event organisers concerns about safety at events comes about from the really serious safety breaches that find their way into the media, thousands of events go ahead every year in perfect safety, organisers and participants have a great time and often significant sums of money are raised for charity

But it takes time to plan a safe event. To organise a village fun day for instance will take at least three or four months planning, with everything in place two or three weeks ahead of the event, to allow time to fix the inevitable last minute problems.

Start with a Plan

- Come up with some date options.
- Decide what events and attractions will be at your event? List them.
- Draw up a rough plan of where the attractions will be located on the grounds. Give consideration to entry and exit points and the flow of visitors around the event.
- Complete the Parish Council Events Application Form.

The location plan is important, if this is a summer event we may have parts of our grounds "out of bounds" due to summer grounds maintenance, this usually is not a problem but may mean some modifications have to be made to the location plan. A sample location plan is included in appendix 2.

In drawing up the location plan think of things like access for the emergency services, if a fire engine or ambulance has to access the event area how is it going to do so?

With this information, contact the Parish Council, we will initially check the dates with you and discuss your draft plans. Documents can be emailed to info@abbotslangley-pc.gov.uk or posted to the Parish Council office, full contact details are on our website.

Planning the Details

There are lots of details to consider if you are going to hold a safe event, some of them are listed below.

- Risk assessments, insurance and competency checks of safety critical activities, such as bouncy castles and other attractions that involve children.
- The Parish Council will refuse, without further discussion, any event that plans to have a bouncy castle (or similar attraction) that has been hired by organisers and run by "mums and dads". This type of attraction can cause catastrophic injuries and must only be run by trained, competent staff.



- Attraction operators. Are they competent, when you ask them for their risk assessments, safety checklists and insurance are these quickly produced and are they well put together? Be wary of operators that cannot easily produce requested paperwork.
- Access to the field by vehicles will be limited at best, not allowed if wet. The Parish Council holds the final decision. Vehicles can cause huge amounts of damage that will be costly to repair. This may cause manual handling issues for some events.
- Organiser's liability and event insurance. Do you need it? Probably yes, unless overarching cover is available from a charity or other organisation.
- Checks on Basic Health and Hygiene certificates for any food vendors?
- Permission for vendors to use the Parish Council's car park that are located at most grounds?
- Car parking for visitors and participants. Is there adequate and safe parking for the number of people expected to attend, without causing any obstructions to the highway? Car parking is not permitted on any Parish Council playing fields, apart from in designated hard standing car parks.
- Emergency response, how will vehicles and services access the site, who will be the nominated marshals, how will they be identified?
- What emergency plans are in place and have marshals and event staff been briefed?
- Who will be responsible for organisation in an emergency and how will they communicate with others? Mobile phones maybe not appropriate, walkie talkies that can communicate with a number of marshals instantly maybe more effective.
- What will the evacuation routes be?
- Will there be emergency first aid cover on site, such as St John's or Red Cross?
- Will there be equipment like generators on site, how are the public kept clear?
- If electrical equipment is being used, is it safe, is there adequate power on site to match demand and are trailing cable hazards eliminated?
- Music, sound systems, acceptable volume levels?
- If clubs located on the grounds are going to be selling alcohol, do they have the appropriate licences in place?
- Event licences applied for and approved? (Three Rivers District Council are the licencing authority, not the Parish Council.)
- Severe weather. Such as thunderstorms, lightning or high winds in the vicinity, what controls will be used to consider if it is safe for organisers, volunteers and guests to stay on site? Who will have responsibility to ensure electrical equipment is isolated in the event of rain?
- Litter and waste. What arrangements are in place to collect and dispose of litter? The grounds must be cleared and "litter picked" after the event.

The Health and Safety Executive

This document is not meant to be exhaustive, it only highlights some of the key things that event organisers need to consider. The HSE has very useful practical and easy to understand information on its website. The Parish Council would expect organisers to have reviewed and taken action on the advice given on the HSE's webpages for:

- Managing an Event
- Getting Started
- Planning for Incidents and Emergencies



Your Event Folder

There is a fair amount of paperwork that you will need to assemble. An event folder containing all of your risk assessments, contractor and attraction operators risk assessments, safety records and insurance should all be in this folder.

A folder makes it so much easier to review how well the event has been planned.

Organised Commercial Fitness Training and "Military Fitness" Groups

This type of high intensity training can cause damage to Parish Council grounds and prior arrangements will have to be made. The planning requirements will be different to those for one-off events but will need to cover similar criteria.

Please contact the Parish Council office if you are planning on arranging training type events on our grounds.

Hire of Grounds Charges

The Parish Council does not currently intend to charge for the use of its grounds for events, but this will be kept under review. Damage deposits may be required for certain types of events.

Organised commercial fitness training and military fitness type events will be subject to a charge.

Deadlines

Organisers of events will be expected to provide the Parish Council with all requested information and final documentation, no later than ten days prior to any event date.

Have a Great and Safe Event

Plan and plan a bit more. Do not leave everything to the last minute.

The Parish Council can offer guidance and will approve your event if it has been properly planned. But the organisation is down to you.

Useful Links

The following websites will provide useful information that will help you planning a safe and successful event.

Health and Safety Executive

<http://www.hse.gov.uk/event-safety/>

The Cabinet Office has published a "Can Do" guide on organising an event.

<http://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events>

The Resource Centre (Community resources)

<http://www.resourcecentre.org.uk/information/event-planning-checklist/>

Tim Perkins

Clerk to the Council
23rd October 2014.



Appendix 1

Parish Council Locations

- Bedmond Playing Fields, Toms Lane, Bedmond, WD5 0RB
- Manor House Playing Fields, Gallows Hill Lane, Abbots Langley, WD5 0DD
- Primrose Hill Playing Fields, Primrose Hill, Kings Langley, WD4 8HY
- Langleybury Playing Fields, Hunton Bridge, WD4 8RJ
- Love Lane Recreation Ground, Abbots Langley, WD5 0QA
- South Way Playing Fields, Abbots Langley, WD5 0JL

Appendix 2

Sample Location Plan



Document Revision History

Date	Version	Revision
08/07/2014	1.0	First draft for Leisure Comm. review.
20/08/2014	1.1	Leisure Comm. review (min. 142). Minor text updates. Document checklist added.
22/10/2014	1.1	Leisure Comm. final review (min 203.)



Event Organiser Details

Name of Organisation: _____

Name of Event organiser: _____

Contact Address (inc. postcode): _____

Daytime telephone no: _____

Evening telephone no: _____

Mobile no: _____

Email: _____

Have you organised an event before: (delete as applicable) Yes / No

If yes, please give details: _____

Event Activities

Name of Event: _____

Event Site: _____

Description of Event Planned: _____

Event days and times including set up and take down times:

Date	Arrive on Site	Event Start	Event Finish	Leave Site

Abbots Langley Parish Council
Community Event Application Form



Approx. number of people expected to attend/participate in your event:

Participants & Organisers:	
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Visitors & Spectators:	
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Contact details on site during event:

Event Organiser - Mobile no: _____

Event Deputy - Mobile no: _____

Type of Event (please tick one box only)

Registered Charity Event £

Non-Registered Charity Event £

Commercial Event £

Not-for-Profit Event £

Name of Charity (if applicable): _____

Charity Registration No: _____

What proportion of income will go to the charity?

Is the event open to the public? Yes / No

In entry by donation? ^[1] Yes / No £ _____

Are you charging an admission fee? ^[1] Yes / No £ _____

Are you selling programmes? ^[1] Yes / No £ _____

^[1] If "Yes" how much?

Is the event sponsored? Yes / No

If "yes" by whom: _____



Event Activities

Activities at Your Event (delete those not applicable)

- | | |
|---------------------------------------|---|
| <i>Sale of alcohol</i> | <i>Fairground rides</i> |
| <i>Live music performance</i> | <i>Children's rides and attractions</i> |
| <i>Facilities for music making</i> | <i>Bouncy castles/inflatables</i> |
| <i>Playing of recorded music</i> | <i>Fireworks, laser or pyrotechnics displays.</i> |
| <i>Facilities for dancing</i> | <i>Model aircraft flying displays.</i> |
| <i>Performance of a dance</i> | |
| <i>Performance of a play</i> | Marching bands |
| <i>Showing of a film</i> | Re-enactment groups |
| <i>Boxing or wrestling</i> | Bonfire |
| <i>Raffle / Lottery</i> | Barbecue |
| <i>Charity collection</i> | Henna Tattoos |
| <i>Late night refreshments</i> | Face Painting |
| <i>Animals (Display + Activities)</i> | Market stalls/merchandising |
| <i>Food and non-alcohol stalls</i> | Sports event |

Any other events or attractions not listed above?

For attractions listed in *red* you may need to apply for a Temporary Events Licence (TENS), or a club licence may need to be extended. Contact Three Rivers District Council Licensing Department for advice on 01923 776611. Stalls selling food will need to comply with Food Hygiene Regulations, further advice is available from Three Rivers District Council Environmental Health Department.

Attractions in *blue* are safety critical. The Parish Council will need sight of all relevant risk assessments, safety certificates for rides and liability insurance. It is unlikely that the Parish Council will give permission for any event that involves fireworks or pyrotechnics, unless they are run by a professional company. Model aircraft flying displays are high risk and unlikely to be approved.

Important

Do not book or commit to any financial expenditure until the Parish Council has given outline approval for your event.

Final approvals will not be confirmed until close to the event date by when you will have been expected to have complied with all of the Parish Councils event organisation requirements.



Event Organiser:

Event Site Plan	£
Event Overall Risk Assessment	£
Event Public Liability Insurance	£
Licences (Temporary Events, Street Collections, Sale of Alcohol, etc.)	£
Safety Briefing for Participants	£
Emergency and First Aid Requirements	£
	£

Event Participants

Food Hygiene Certificates	£
Portable Appliance Testing Certificates (Electrical equipment)	£
Attraction Operators Insurance Certificates	£
Attraction Operators Risk Assessments	£
Attraction Operators Engineering Safety Certificates	£
Fire Safety Risk Assessments (Power generators, BBQs etc.)	£
	£
	£

Important

The above list is not exhaustive and the documentation requirements will vary depending on the type and scope of the event planned.

The Parish Council will make clear at the beginning of the planning process what documentation will be required.