

DUMFRIES AND GALLOWAY

Events Toolkit

2016

Additional Guidance



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1 Health and Safety Management

The detailed section below is aimed primarily at major events which take place in Dumfries and Galloway. Smaller events may find it useful, however you should use your own judgement as to the level of risk management you undertake.

As an Event Organiser, you are responsible for ensuring that overall safety at the event is maintained so that as far as reasonably practicable, people setting up, breaking down and attending the event are not exposed to risks to their health and safety. You must also be aware of your legal responsibilities and it is essential that you liaise with various bodies, i.e. the Council, Emergency Services, insurance, public transport, local organisations and/or residents, etc.

To minimise the potential for compensation claims and higher insurance premiums, you should have undertaken risk assessments and produced an event plan, which should be formally written down, as this information may provide your insurance company with the necessary evidence to prove that you were not negligent, should an issue arise.

At a Glance - Be Sure To:

- Allow adequate time in your planning for considering health and safety arrangements
- Appoint an Event Safety Co-ordinator; this may even be a group of people, if planning a larger event, known as a Safety Advisory Group (SAG)
- Pre-risk assess the suitability of a venue and its access prior to committing to it and carry out further risk assessments during the planning/delivery of your event
- Request and receive any contractors own public liability insurance (PLI) and risk assessments
- Plan your event, incorporating your findings to reduce risks
- Ensure role clarity, expectations and competence of staff, contractors and volunteers to undertake their role safely
- Provide your employees/volunteers/contracted companies and others with the health and safety information you have collated
- Have plans in place to respond effectively to health and safety incidents and other emergencies that might occur at an event.
- Be aware of current legislations



Event plan

Thinking through and writing down all the procedures and arrangements you have put in place for your event is not only a useful exercise for your team, but can assist the appropriate authorities, e.g. emergency services, with their own arrangements should an emergency arise. So, it is important that you draw up an event plan taking into account:

- Site plans
- Brief event summary
- Your health and safety policy, including crowd control, communications, emergency arrangements etc.

On completion send copies of your plan to organisers and relevant parties, or even hold group meetings with the key stakeholders involved in your event to discuss the event plan. A comprehensive event plan will minimise the risk of enforcement action and /or compensation claims for loss or damage, because it will show that you have considered foreseeable risks and have put in place measures to manage the risk.

Think about the client-contractor relationship in this area. Construction, design and maintenance (CDM) regulations were introduced in 2015 and does not only include construction projects, it covers any task in which this client-contractor relationship is formed. This will include many of your events, for example if you hire a contractor to build a stage you then become the client. Think about agreeing terms of work during the initial stages, in line with health and safety. The Health and Safety Executive (HSE) website has guidance on this which can be accessed here: <http://www.hse.gov.uk/pubns/priced/l153.pdf>. Page 15 provides a good explanation towards this relationship.

Risk Assessment

The risk assessment process consists of looking at your event and identifying hazards which may be associated with it. A hazard is something which could foreseeably happen at an event with the potential to cause injury or loss.

For further guidance and general questions regarding risk assessments, follow this link to the Health and Safety Executive (HSE) website's FAQ's on risk assessments <http://www.hse.gov.uk/risk/faq.htm>. You can also see numerous risk assessment examples and guidance on them by using this link <http://www.hse.gov.uk/risk/casestudies/index.htm>.



Pre Event Checklists and Site Inspections

Around 4-6 week before your event takes place you should carry out a pre-event checklist. This checklist includes questions such as 'have you got public liability insurance?', 'where and when is your event taking place?' and the considerations which accompany these questions such as ease of access, weather, noise etc.

Some Management Tips

To help encourage the smooth running of your event, co-operation, co-ordination and communication of all work activities on the site are key. You, as the event organizer, are there to help develop and maintain a safe overall phased programme of work by taking into account contractor risk assessments and communicating this to all relevant parties.

Remember: It is useful to appoint a Health and Safety Co-ordinator. This will also allow you to delegate the Health and Safety responsibilities on the day of your event.

Remember that this does not mean you become responsible for all the individual technical work carried out by third parties, your contractors are still responsible for the health, safety, public liability insurance (PLI) and risk assessments of their own work. Rather that you have appropriate management systems in place for each phase of the event to make sure health and safety risks are controlled.

While the numbers onsite during the public period will be significantly greater, the need for safety management during build up, load-in, breakdown and load-out is just as important. There may be fewer people, but this is likely to be when the highest-risk work activities are carried out.

Monitoring During and After Your Event

Throughout your event checks on your agreed methods for controlling risks should be tested to make sure they are working and being followed. Details of who carries these out, frequencies and by what method should be detailed in your risk assessment.

For small-scale events, a simple checklist is probably enough. For larger events, such as a festival, a number of people may share the monitoring role. Whoever has the role should be familiar with the risk assessment findings and control measures and be able to identify new hazards and assess risks as they arise. Others with managerial responsibilities can also assist in this monitoring role while undertaking their other duties.

The following week, or as soon as possible after the event, there should be a 'Debriefing Meeting' with all concerned; this will give you the chance to discuss the successes and areas in need of improvements of the event and should the event be held again at a future date, any lessons learned can be acted upon. It must not be taken for granted that the risk assessments will still be adequate in future years

For further information and guidance on health and safety in events please feel free to get in touch with our Dumfries and Galloway Council's contact centre. Furthermore, here are some useful links to 'The Eventful Pack' and the 'Events Guidance' section of the HSE website:

http://www.scotborders.gov.uk/downloads/file/3435/the_eventful_pack

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

2 Helpful Contacts

Key Dumfries and Galloway Council Contacts

Contact Centre

For general enquiries and further information, please speak with the Council's Contact Centre
Telephone: 030 33 33 3000
Email: contact@dumgal.gov.uk

Licensing Team

Municipal Chambers
Buccleuch Street, Dumfries, DG1 2AD

Senior Licensing Officer (Development)
Joyce Edward
Telephone: 01387 245922
Email: joyce.edward@dumgal.gov.uk

Senior Licensing Officer (Boards)
Cheryl Syme
Telephone: 01387 245903
Email: cheryl.syme@dumgal.gov.uk

Catering

Patricia Wilson
CafeDGFunctionCatering@dumgal.gov.uk

Road Network Team

Roads Service
Cargen Tower, Garroch Business Centre
Dumfries, DG2 8PN
Telephone: 01387 271100
Email: RoadNetworkTeam@dumgal.gov.uk

External Funding Unit

Municipal Chambers
Buccleuch Street, Dumfries, DG1 2AD
Telephone: 030 33 33 3000
Email: EFU@dumgal.gov.uk

Communications Unit

Telephone: 01387 260331
Email: Communications.Unit@dumgal.gov.uk

Press and Media Contacts

The Galloway Gazette

71 Victoria Street
Newton Stewart, DG8 6NL
Telephone: 01671 402503
Email: editorial@gallowaygazette.com
Website: <http://www.gallowaygazette.co.uk/>

Stranraer and Wigtownshire Free Press

St Andrew Street
Stranraer, Wigtownshire, DG9 7EB
Email: alan.hall@stranraer-freepress.co.uk
Telephone: 01776 702551
Website: <http://www.stranraer-freepress.co.uk/about.aspx>

Nithsdale Times

Sara Bain
Telephone: 01659 50853
Email: nithsdaletimes@btconnect.com

KKS News

Libby Clark
Telephone: 01659 66002
Email: kksnews@hotmail.com

Dumfries and Galloway Standard

1 Park Lane, Dumfries, DG1 2AX
Telephone: 01387 255252
Email: dgstandard@s-un.co.uk
Website: www.dgstandard.co.uk

The Galloway News

1 Park Lane, Dumfries, DG1 2AX
Telephone: 01387 255252
Email: gallowaynews@s-un.co.uk
Website: www.dgstandard.co.uk

Press and Media Contacts

DnG Newspaper Group

Includes Dumfries Courier, Annandale Observer, Annandale Herald and Moffat News
96 High Street, Annan, DG12 6EJ
Telephone: 01461 202078
Email: Newsdesk@dngonline.co.uk
Website: <http://www.dng24.co.uk/>

Eskdale and Liddesdale Advertiser

Commercial House
High Street, Langholm, DG13 0JH
Telephone: 013873 80012/80066
Email: eskdale.news@cumbrian-newspapers.co.uk
Website: <http://www.eladvertiser.co.uk/home>

Glenkens Gazette

Sarah Ade
Telephone: 07727 127997
Email: glenkensgazette@hotmail.com

Local Magazines

Dumfries and Galloway Life

The White House
Dalston Road, Carlisle, Cumbria, CA2 5UA
Telephone: 01228 612333
Email: andrea.thompson@cngroup.co.uk
(commissioning editor)
Website: <http://www.dgblife.co.uk/>

Local Radio

WestSound Radio

Unit 40, The Loreburne Centre
High Street, Dumfries, DG1 2BD
Telephone: 01387 250999
Email: news.westsound@westsound.co.uk

Alive Radio

12 Queensberry Street, Dumfries, DG1 1EX
Telephone: 01387 733322
Email: hello@aliveradio.net
Website: <http://aliveradio.net/contact/>



Appendices

Appendix 1

Event Planner Template

Event Timeline

Stage 1 - Starting Off: Developing the framework (for large scale events this should be at least 9 - 12 months in advance)

	Action required?	By whom?	By when?	Completed
Review dates for event - does your event clash with other significant local, regional or national events?				
Check whether you need to book specialist equipment or facilities				
Ensure your venues are suitable for numbers and activities planned				
Form/reform the organising group				
Prepare the event budget (template available)				
Book Venues				
Consider if you need a dedicated event website or if you can use pages linked to a local community initiative or related project				
Start funding applications/note deadlines				
Stage 1 Notes				

Event Timeline

Stage 2: Developing the detail (1 - 5 months before your event)

	Action required?	By whom?	By when?	Completed
Finalise funding applications and the event budget				
Obtain landowners permissions				
Book any performers and get copies of their insurance and risk assessment details				
Book/pay deposits required for any equipment and services required, such as staging, seating, barriers, PA system etc.				
Apply for any special permissions and licences				
Work out staffing and volunteer requirements/ratios				
Develop the detail of your website (or pages linked to a related site)				
Do you need to book First Aid cover?				
Design and produce marketing leaflets/posters/eflyers				
Inform the relevant authorities about your event				
Obtain your event insurance				
Stage 2 Notes				

Event Timeline

Stage 3 - Final preparations (0-4 weeks to the event)

	Action required?	By whom?	By when?	Completed
Carry out briefing sessions for staff/volunteers				
Confirm all arrangements with suppliers, hirers, performers				
Write press releases and follow up with telephone calls to media contacts				
organise services such as waste management (or have in place litter clean up volunteers)				
Double check the terms of your funding and make sure you can report fully to funders after the event				
Organise good quality photography for your event				
Double check the terms of your funding and make sure you can report fully to funders after the event				
Get members of the planning group to check that all publicity materials are being displayed and talk to community Councils, businesses, schools etc about the event				
Do you need to make catering arrangements for staff/volunteers at your event?				
Stage 3 Notes				

Event Timeline				
Stage 4 - On the Day				
	Action Required?	By whom?	By when?	Completed
Hold a safety briefing with all organisers/volunteers before members of the public start arriving				
Take time before confirming that the event is open - your management systems need to be in place by this point!				
By clear about your communications on the day between organisers				
Have a member of your team free to deal with contingencies or unexpected events				
Ensure all team members have a briefing sheet with event timings and any essential info				
Organise a quiet area where staff and volunteers can relax away from the public				
Stage 4 Notes				

Event Timeline

Stage 5 - After your event

	Action Required?	By whom?	By when?	Completed
Leave the site clean				
Balance the finances				
Obtain and review feedback from the public/relevant authorities/colleagues				
Hold 'wash-up' meeting to go through the event's delivery and lessons learned				
Identify - in a positive fashion - improvements for following years				
Prepare thank you letters				
Prepare reports for funders				
Do post-event press release for relevant media and send with photographs				
Return to Stage 1 if you plan to host the event again!				

Stage 5 notes

Additional Notes/Lessons Learned

Appendix 2

Application to hold a public charitable collection and guidance notes

Dumfries and Galloway Council
CIVIC GOVERNMENT (SCOTLAND) ACT 1982

Application for Permission to Hold a Public Charitable Collection

Each question must be answered

1 Full name and details of applicant who must be the organiser of the collection.

Date of Birth

Place of Birth:

Address of applicant

Business Hours Telephone Number of Applicant

Name of Charity/Organisation

2. Particulars of charitable purposes to which proceeds of collection are to be applied.

(Full particulars should be given and, where possible, the most recent account of any charity which is to benefit should be enclosed).

3. Over which areas of Dumfries and Galloway is it proposed that the collection should take place?

Nithsdale Annandale Wigtown Stewartry

If only collecting in certain areas of Dumfries and Galloway Town

State type of collection:

Street House to House

Please turn over

4. Date when collection is to take place

5. Approximately how many persons is it proposed to authorise to act as collectors:

How will they be identified?

6. Is it proposed that remuneration should be paid out of the proceeds of the collection?

(a) to collectors? (b) to other persons? If so, at what rates?

7. Has the applicant or, to the knowledge of the applicant, anyone associated with the promotion of the collection been refused a licence or order under the Act, or had a licence or order revoked ?

Yes No

If so, give particulars including name of licensing authority and date of refusal of revocation.

8. Has the applicant been convicted of any crime or offence? Yes No

If so, subject to the provisions of the Rehabilitation of Offenders Act 1974, give details.

I declare that the particulars given by me on this form are, to the best of my knowledge and belief, correct.

Signature

Date

Please return this form to:
Chief Executive Service
Dumfries and Galloway Council,
Sun Street, Stranraer, DG9 7JJ.
Tel: 01776 888463
Fax: 01776 704819

Dumfries and Galloway Council
CIVIC GOVERNMENT (SCOTLAND) ACT 1982

Public Charitable Collections (Scotland)
Regulations 1984 and 1988

Notes for the Guidance of Organisers of Public Charitable Collections

N.B. These notes are intended for the guidance of organisers of public charitable collections only, and are in no way intended to be an authoritative statement of the law in relation thereto, this being contained in Section 119 of the Civic Government (Scotland) Act 1982, and the Public Charitable Collections (Scotland) Regulations 1984 and 1988.

Copies of these Regulations may be obtained from HMSO and are available for inspection on request at the Council Offices, Sun Street, Stranraer.

- 1) An application for permission to undertake a charitable collection must be made to the Council, on the form prescribed for that purpose, not later than one month before the date of the collection.

The Duties of an Organiser of a Public Charitable Collection

- 2) On receiving permission to organise a public charitable collection, the Organiser must appoint an independent responsible person or a qualified accountant to act as auditor of the collection.
- 3) The Organiser of a collection may appoint an agent to carry out certain of his functions and in so doing must exercise all due diligence to ensure that any such agent is a fit and proper person to carry out these functions.

The Organiser must also ensure that all collectors or other persons appointed to assist in the collection comply with the obligations imposed upon them by Section 119 of the Civic Government (Scotland) Act 1982, and the Public Charitable Collection (Scotland) Regulations 1984 and 1988.

- 4) The Organiser of a collection or his agent must issue to each collector participating in the collection, a certificate of authority containing the following information:-
 - a) the name and address of the Organiser or his agent and his signature;
 - b) the name and address of the collector to whom the certificate relates and his signature;
 - c) the name of the funds or the organisations which are to benefit from the collection;
 - d) the area in which the collector is authorised to collect;and,
 - e) the period during which the collector is authorised to collect.

- 5)
 - a) If the collection is an envelope collection, the Organiser or his agent must issue a supply of envelopes to each collector and keep a record thereof.
 - b) If the collection is by way of collections boxes, the organiser or his agent must issue a collection box marked with a distinguishing number to each collector and keep a record thereof.
 - c) Organisers must note that a collection box must be a "box or other similar receptacle which is securely closed and sealed so as to prevent it from being opened without the seal being broken and bears prominently displayed thereon, so as to be readily legible by any person whom money is solicited, the name of the funds or organisations which are to benefit from the collection".
- 6) It is the duty of the organiser or his agent to ensure:-
 - (a) that no person under the age of 14 years is permitted to act as a street collector;
 - (b) that no person under the age of 16 years is permitted to act as a collector in a house to house collection;
 - (c) that only fit and proper persons act as collectors; and,
 - (d) that all collectors are aware of their obligations in relation to the carrying out a collection.

The Duties of Collectors

- 1) No person shall act as a collector in a Public Charitable Collection unless he possesses a certificate of authority and displays a badge bearing the name of the funds or organisations which are to benefit from the collection.
- 2) A collector must produce his certificate of authority, on request, to a police constable, to any person from whom he has solicited a contribution or to any other interested person.
- 3) A collector in an envelope collection must not accept any contribution except in a sealed envelope.
- 4) A collector in a box collection must not accept any contribution except by permitting the donor to place it in the collection box.
- 5) A collector must not importune any person to the annoyance of that person or remain in or at the door of any house if requested to leave by any of the occupants thereof.
- 6) On ceasing to act as a collector, or, on demand by the organiser or his agent, a collector must return his certificate of authority and his collection box or envelopes, unopened, to the organiser or his agent .

The Opening of Collection Boxes and Envelopes

- 1) A collection box or sealed envelope shall be opened by the organiser or his agent in the presence of another responsible person, or, if they are delivered unopened to a bank, by an official of that bank;
- 2) The person, (a) opening the envelopes in the case of an envelope collection, shall note the number of envelopes returned by each collector, and the total amount of money in them, and (b) opening the boxes in the case of a box collection, shall note the number on each collection box and in the case of a collection not opened by an employee of a bank, shall record the amount of money in it, and shall convey this information to the organiser of the collection.

Accounts

- 1) Within one month from the last date for which he possessed permission to organise a collection, the organiser of that collection must submit accounts relative thereto to Dumfries and Galloway Council disclosing the following particulars:-
 - a) The amount collected in the collection;
 - b) Any other amount attributable to the collection;
 - c) All expenses incurred in the collection;
 - d) (i) in relation to an envelope collection, a list showing the number of envelopes issued to and returned by each collector, and the total amount in the envelopes; or,
 - (ii) in relation to a box collection, a list showing the distinguishing numbers of each collection box issued and, in the case of a collection not opened by an employee of a bank, by a list of the amounts collected in each collection box issued; and,
 - e) the name of the funds or organisations which have benefited from the collection and the amount which each has been paid from the net proceeds of the collection; together with a statement by the organiser and a report by the auditor in the form shown on the annexed appendix.

These accounts and statement will be made available for inspection by members of the public by the Council during normal office hours for a period of three months from the date of their submission to the Council, and will thereafter be returned to the organiser.
- 2) The organiser must retain all vouchers, receipts and other papers relating to the collection for a period of two years from the date of their submission to the Council and shall be obliged to submit such vouchers, receipts or other papers to the Council together with any further information or explanation required within that period.

Appendix 3

Food Business Operator Form

Dumfries and Galloway Council Licensing of Public Entertainment

(NB. This forms part of the application and is to be completed by **all** Food Business Operators (FBO) and submitted **with** application)

Event Date of Event

Name of Food Business Operator (FBO)

Name of Food Business:

Address of Food Business

Contact telephone number of Food Business Operator

Type of Food Handled/Prepared/Sold

Is the FBO registered with a local authority as a food business? Yes No

Provide name and address of Local Authority

Does the Food Business activity hold a Pass or Improvement Required Certificate issued from their Local Authority, if appropriate? Yes No

If so the copy of the Certificate requires to be provided with this application.

Does the FBO have a documented food safety management system based on HACCP? Yes No

Copies of the documented system must be submitted with this form (Electronic version is acceptable)

Please turn over

Does the FBO have Staff Training records and copies of training certificates? Yes No

(NB: Copies of Certification, if available, must be submitted with this form)

Provide details of sanitising chemicals used, if you are preparing raw and ready to eat food.

Does the chemical meet British Standard 1276 or 13679 Yes No

Evidence of compliance must be available for inspection on day(s) of event e.g. label or in letter from manufacturer.

Is the water to be used, at the event, from a Private Water Supply? Yes No

If yes provide details of the source of the supply and method of treatment

Provide details of Gas Safe Inspection / Pressure Testing / Electrical Testing (if applicable).

Copies of the Certificates of testing must be submitted with this form.

Before signing this document, verify that the content you are signing is correct.

Signed

Date

Position in Food Business

