**ENVIRONMENTAL HEALTH**

**INFORMATION**

 **FOR EVENT ORGANISERS**

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**Food Safety Considerations for event Organisers**

* What level of catering will the vendor(s) be involved in? Are they experienced?
* Is the vendor/caterer/street trader/stall holder part of the FHIS scheme?
* Do they hold a current pass certificate? Or what star rating do they hold for the scores on the doors system. You can check at: http://ratings.food.gov.uk/
* Do they have a current Certificate of compliance (Only applicable if a licenced street traders)?
* Do they have food safety training? Can they provide certification? E.g. REHIS Elementary Food Hygiene or equivalent
* Have they got sufficient staffing for the activity?
* Is the structure of the premises suitable? And secure?
* Do they have a current Food Safety Management System & Monitoring Records? You can find information and documentation at: https://www.foodstandards.gov.scot/business-and-industry/local-authorities-gateway/information-guidance
* Do they have specific records to cover events? **If not please request single event guide.**
* Have they got current safety certificates appropriate to the equipment being used e.g. gas/electrical safety certificates (street traders/mobile caterers)?
* Do they have public/employee liability insurance?
* Have they got a risk assessment?
* For establishments handling food please ensure there is hot/cold running water, soap, paper towels, surface sanitiser, bactericidal detergent for washing equipment/utensils, separation between raw and ready to eat foods at all stages (e.g. storage, handling & preparation).
* Will the event organiser or vendor(s) be suppling hand washing facilities?
* Who will inspect food vendors on the day?

**EVENT DOCUMENTATION CHECKLIST – Food Safety – Ensure you have received the following information**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of****Food Vendor** | **Food vendor** **contact information** | **Type of food handled/****produced** | **Handling RAW & RTE** | **Member of Food Hygiene Information Scheme/ Cert of Compliance** | **Food Hygiene Training Cert** | **HACCP** **Docs** | **Risk****Assessment** | **Gas Safety Cert.** | **Electrical Safety Cert** | **Public Liability Ins** | **All Documentation Valid** |
|  |  |  | **Yes** | **No** | **Yes** | **No** | **Yes** | **No** | **Yes** | **No** | **Yes** | **No** | **Yes** | **No** | **Yes** | **No** | **Yes** | **No** | **Yes** | **No** |
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**Health & Safety Considerations for event Organisers**

* Who is organising the event?
* What is the purpose of the event?
* Where is it being Held?
* When will the event take place?
* How many staff/guests?
* Type of people/groups attending?
* Is the proposed venue suitable?
* Will there be any animal enclosures and/or petting?

**Small Low Risk Events**

* For small events it was agreed that on dealing with event applications the following will be requested:
1. Name & Contact Information for Operator
2. Type of Operation
3. Full list of all rides/Inflatables (if applicable)
4. ADIPS (Amusement Device Inspection Procedures Scheme) Declaration of operational compliance certificate for all fairground rides
5. Annual inspection certificate for any inflatables (ADIPS/PIPPA preferred. 3rd party competent individual will be accepted if they can prove competency) Must have an anemometer to monitor wind speed (if outdoors) and manometer for monitoring pressure.
6. Risk assessment
7. Public liability insurance
8. Employee Liability Insurance (if applicable)
9. Electrical and gas safety certificates, PAT Testing if applicable

All certificates must be valid and if they expire before the next event they must be submitted prior to the event

* **For medium risk events:**

The above information (points 1-9 if applicable)

1. A partial Event Safety Management Plan (ESMP) Or relevant policy/procedure sheets see the example ESMP document for further details
2. The completion of a Site Plan (map or drawing)
3. Pre-event checklist & event site inspections checklists, post event checklist should be completed.
* **For larger or Higher Risk events;** including complex events or music events:
* the above information (points 1-12 if applicable)
* Full Event Safety Management Plan (ESMP)
* comprehensive site plan (map or drawing)
* as well as following the **4-step** plan detailed from page 7 below:

Fife council will complete a risk matrix which will give a score to each event and thus determining the risk rating and the level of documentation required.

**EVENT DOCUMENTATION CHECKLIST – Health & Safety**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of****Operator** | **Operator** **contact information** | **Type of Operation** | **List of Fare Rides or Inflatables** | **Considerations** | **ADIPS or Inspection Certificates** | **Risk Assessment – suitable & sufficient** | **PAT Testing** | **Electrical Safety Cert** | **Public Liability Ins** | **Employee****Liability Ins.** | **All Documentation Valid** |
|  |  | E.g. FunfairInflatablesWater Inflatables |  | E.g. Suitably anchoredConsidered wind speeds | **Yes** | **No** | **Yes** | **No** | **Yes** | **No** | **Yes** | **No** | **Yes** | **No** | **Yes** | **No** | **Yes** | **No** |
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**Four Step Approach to Ensure Your Event is Safe & Legal**

The 4-step approach is intended as a source of reference to help ensure your event runs smoothly, whilst preventing accidents, ill health and loss and meeting legal, licensing and insurance requirements and current best practice in event safety management. However, it must be remembered that events can be extremely diverse and therefore this guidance cannot be considered exhaustive, so please do seek assistance.

It is acknowledged that you or your committee may already undertake many of the tasks and responsibilities outlined in this guidance on an informal basis. However, due to legal and social changes there is now a requirement to formalise and write down how an event is managed.

With the ever-growing claims culture within the UK and the ease in which you can make a claim, i.e. adverts on television stating: ‘Had an accident? Phone this number now!’ it is vital that you have appropriate insurance cover. If an accident happens at your event, it may be you and/or the committee, who could be sued for damages. To minimise the potential for compensation claims and higher insurance premiums, you should have undertaken risk assessments and produced an event plan, as this information may provide the insurance company with the necessary evidence to prove that you were not negligent.

If you are planning a larger public event that, having read this advice, you feel may involve a number of different services/departments within the council make contact at an early a stage in your planning process in order to receive advice and assistance.

We want your event to be SUCCESSFUL, FUN and SAFE for all involved.

**4 – Step Process**

**Step 1 – Legal requirements, essential arrangements and contacts.**

* The aim of any individual and/or committees when organising an event must be to protect the health, safety and welfare of everyone working at, or attending the event. To ensure this, the individual and/or committees must have sufficient skills, knowledge and experience.
* Where events by their very nature are deemed to be high risk and beyond the organisers’ own limitations of expertise, specialist advice/assistance must be sought.
* As an event organiser you must be aware of your legal responsibilities and it is essential that you liaise with various bodies, i.e.
* Council (Environmental Health, Building Control, Licensing, Transportation etc.)
* Police
* Fire and Rescue Service
* Ambulance/First Aid
* Insurance
* Public transport
* Local organisations and / or residents, etc. and this may need to be continued throughout the planning stages and on the day(s) of the event.

**Step 2 – Risk assessment & risk management process**

* The Risk Assessment process consists of looking at what foreseeably could happen at the event which could cause injury or loss of life, damage to environment or property etc.
* And identifying measures to remove or reduce the risk to a suitable level.
* As conditions and requirements change whilst preparing for the event, amendments may be needed, or further risk assessments carried out. Risk Assessments should be carried out by a trained/experienced person.

**Step 3 – Draw up an event plan & useful information**

* Draw up an event plan taking into account the findings of the risk assessment and site plan.
* On completion distribute copies to organisers and relevant parties, e.g. emergency services, first aid provider, etc. This may need to be amended as and where necessary.
* Care must be taken to ensure all arrangements, including contingencies and/or emergency situations are included in 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. (see example event safety management plan template)

**Step 4 – Pre-event checklist & event site inspections**

* Complete the **‘Pre-event check list’**.
* It is suggested that you complete this form anywhere during the period one month to two weeks prior to the event taking place. This would give you sufficient time should further action be required.
* Prior to the event starting and daily thereafter (for more than one-day events) the event location will require a walk round and completion of the ‘**Event inspection sheet’**.
* Any problems found will then require addressing immediately.
* It is advisable that additional walk rounds should be undertaken throughout the day to confirm all is well or to identify issues requiring immediate attention.
* At the end of the event a **‘Post event checklist’** should be compiled based upon the pre-event and event inspection records and actions taken. This Post Event list should be recorded and used to refine the plans for subsequent events.

**Pre – Event Check List**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Yes** | **No** | **Completed By Whom** | **Completed When** |
| **Have you got public liability insurance?** Have you considered insurance cover for the event?Is insurance cover adequate/appropriate for size/scale of event? Have all contractors, stall holders and performers got their own public liability insurance?  |  |  |  |  |
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| **Are you employing people?** – if yes Have you considered: Employer’s liability insurance. Health and Safety at Work etc. Act 1974 (see step 1 legal requirements, essential arrangements and contacts |  |  |  |  |
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| **Where is the event taking place?** Have you considered: The response / reaction of the local community (noise/ traffic/ People) The ease of access to the event venue ( public and emergency Vehicles) Car parking requirements. ( numbers, space, signage, stewards) Existing hazards in the area. (overhead power lines, underground Cables / pipes  |  |  |  |  |
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| **When is the event taking place?** Have you considered: Time of year ( weather conditions, darkness, holidays) Time of day, day of week, week end. Other events taking place (clash of times / overcrowding venues)  |  |  |  |  |
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| **Who is likely to attend the event?** Have you considered: Likely groups of people attending. ( adults / children organised groups / teams, disabled persons) Their expectations and needs ( Accessible facilities, viewing areas Access and egress for all)  |  |  |  |  |
|  |  |  |  |
| **What type of event is it?**  Have you considered: Types of activity and specialist equipment (bouncy castles, vehicles Tents / marquees etc. Specialist equipment require RA & inspection cert.) Licensing requirements. (Alcohol / gambling raffle etc.) Specific hazards (animals, BBQ’s- fire, food sales) Size of event ( anticipated number of people attending)  |  |  |  |  |
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| **Have you made emergency/contingency arrangements?** Have you considered: Fire prevention and firefighting First aid provision (E.g. Red cross / St Andrews ambulance service) Police Coast guard. Emergency vehicle access / egress during event. Emergency evacuation of the event.  |  |  |  |  |
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| **Have you organised welfare arrangements? (See food safety section)** Have you considered: Number of toilets required. (see calculation table p16) Are existing toilets suitable and adequate? Do you need to provide WCs?Provision of drinking water and hand washing facilities. Provision for baby changing facilities. Identification of suitable chemical toilet disposal point. (if required) Provision for lost children / property /animals. Sanitary Bin provision. | **Yes** | **No** | **Completed By Whom** | **Completed When** |
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| **Are you providing food? (see food safety section)** Have you considered: Using licensed caterers registered with local authority. Checking caterers’ food hygiene certification. Location of catering premises / stalls (regarding fire risks, hygiene And infection control, hazards from queuing impact on emergency routes) Contacting environmental health for advice  |  |  |  |  |
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| **Have you organised stewarding of the event?** Have you considered: Competence of stewards (are they SIA trained) Specific training of stewards for emergency situations fire, first aid, Public disorder) Organising event briefing (delegating tasks to individuals) Methods of communication between organisers and stewards. (radios/ phones, public address system) Provision of identifiable personal protective equipment. (Hi-Viz clothing / footwear ID badges) Provision of essential equipment. (Site plans, areas of responsibility Torch, radio essential contact numbers etc.)  |  |  |  |  |
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| **Traffic and vehicle organisation planning.** Have you considered: Segregation of traffic from pedestrians. (Separation of vehicle Entrance / exit from pedestrian entrance / exit.) Planned layout of car parking arrangements (supervised car parking by stewards). Provision of prominent signage directing vehicles and pedestrians. (establish one-way systems to avoid confrontation) Essential permission gained for road closures / obstructions to public highway.Have you considered Emergency vehicle access to the site & surrounding area.**Have you organised the post event clear up?** Have you considered: Waste disposal / litter collection. (May be required during event too) Special waste requirements (Chemical toilet waste disposal, glass Recycling, animal wastes, nappy / clinical waste and sharps) Removal of stalls, marquees / other temporary structures. (traffic and organisation of contractors planning required)  |  |  |  |  |
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| **Yes** | **No** | **Completed By Whom** | **Completed When** |
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| **Does the event involve performers (including craft activities)?** Have you considered: Verifying their insurance cover, and their risk assessments.  |  |  |  |  |
| **What utilities and facilities are being used?** Have you considered: Risks posed by overhead cables. (electric and communication) Risks posed by underground services (cables, water pipes, gas, sewerage / drainage pipes- site survey needed) The safety of portable gas cylinder use. (Change over safety and Gas cylinder storage) The safety of portable electrical equipment. (PAT testing and Residual Current Detector circuit breaker use, trip safety of trailing Cables use of low voltage where ever possible) Generators ( refuelling safety and security fencing around them)  |  |  |  |  |
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| **Have you produced a contingency plan?** Have you considered: What actions to take in extreme weather conditions. (Use of specialist matting to cover muddy walkways, additional shelter provided, no use of inflatable structures in high winds, etc.) Cancellation plan. How to advise of cancellation to visitors, and participants etc., refund policy (?) Option to use alternative venue. (move event indoors) Arrangements if performers / stall holders etc. fail to turn up. (back Up plan of alternative artists or extending existing performers time)  |  |  |  |  |
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| **Is use of public transport required?** Have you considered: Liaising with local bus / taxi companies. (Can they add extra Services?)  |  |  |  |  |
| **Other considerations.**  |
| ***This list is not exhaustive and other event related activities may need to be added to this list.***  |

**Event Inspection Sheet.**

**A walk through safety inspection should be carried out immediately prior to the start of an event, during the event and also at the start of each subsequent day of an event.**

*This list is not exhaustive and other event related activities may need to be added to this list.*

**If the answer is ‘no’ to any of these questions then immediate action must be taken to resolve the matter.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Areas Inspected** | **Yes** | **No** | **Comments** |
| **Access and Egress** |
| Are all entrances and exits clear? |  |  |  |
| Are Stewards/ staff in place? |  |  |  |
| Can Emergency vehicles gain unrestricted access/ egress? |  |  |  |
| Are pedestrians segregated from vehicles? |  |  |  |
| Are security precautions in place? |  |  |  |
| Is the signage adequate / appropriate? |  |  |  |
| Are car parking arrangements in place? |  |  |  |
| **Site condition** |  |  |  |
| Is the site free from tripping hazards? (Cables, potholes, guy ropes etc.) |  |  |  |
| Are permanent fixtures in good condition? (seats, fencing, gates, barriers) |  |  |  |
| Has the area been made safe for use? (vegetation cut back, litter cleaned up, animal faeces removed, slopes fenced off) |  |  |  |
| With current weather conditions are all measures in place suitable and sufficient? (Additional hazards from wind, rain, sun, snow / ice, mud.)  |  |  |  |
| **Activities / Attractions/ Structures.** |  |  |  |
| Are all structures been completed and secured? (inspected by a competent person) |  |  |  |
| Have all activities / attractions supplied relevant Documentation? ( insurance, risk assessments) |  |  |  |
| Are all potentially hazardous activities suitably secured from the public? (event arena, fuels, Generators, animals etc.) |  |  |  |
| Are all cables, ropes, buntings etc. routed to Prevent trip and entanglement hazards?) |  |  |  |
| **Event provision.** |  |  |  |
| Is fire prevention and firefighting equipment in place? (Such as fire extinguishers, access to Hydrants, fire blankets etc.) |  |  |  |
| Is lighting suitable and sufficient? (existing or temporary lighting / emergency lighting) |  |  |  |
| Has all electrical equipment in use been tested and certified safe? (PAT testing, RCD breakers) |  |  |  |
| Have sufficient toilet facilities been provided? (Fixed and temporary units, accessible units) |  |  |  |
| Are first aid facilities in place? ( First aiders /Ambulance cover) |  |  |  |
| Is the event control centre in place with a satisfactory communication system? ( 2 way radios, mobile phones, public address system) |  |  |  |
| Are there an adequate number of waste bins? (are bins emptied frequently, large enough) |  |  |  |
| **Other hazards identified. (please list)**  |  |  |  |
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| --- | --- | --- |
| **Name of Person/s Inspecting Site** | **Signature** | **Date** |
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**Post Inspection Sheet**

Have we cleaned and checked the site?

A walk through safety inspection should be carried out after the event. This list is not necessarily exhaustive and other risks may also be present.

**If the answer to any of the questions below is ‘NO’, immediate action must be taken.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Site Conditions** | **Yes** | **No** | **Comments** |
| **Access and Egress** |
| Is the event site clear of all structures, vehicles, stands, barriers etc.? |  |  |  |
| Have all temporary signs, advertisements been removed (i.e. from the event site, buildings, roads) |  |  |  |
| Is the event site clear of all waste material? (E.g. litter, packaging, etc.) |  |  |  |
| Has the event site been left in a good condition? (i.e. as it was prior to the event taking place) |  |  |  |
| Have the temporary car parks been cleared and left in a good condition? |  |  |  |
| Has all documentation been collected?  |  |  |  |
| Have any permanent fixtures on the event site been left in a good condition? (E.g. seats, fencing, fire extinguishers, etc.) |  |  |  |

**If you answered No to any of the questions, please complete the Additional Comments**

**section overleaf**

**Step 4: Checklists**

**Post Inspection Sheet**

Have we cleaned and checked the site? (Continued)

**Additional Comment**

Insert……

**First Name Surname**

**Date Time**

**Welfare Arrangements**

Toilets, baby changing facilities, both with wheelchair access, fresh water supply and chemical disposal points will need to be considered at outdoor events. When assessing the number of sanitary conveniences required, the size of the event, its locations, numbers expected, and food and / or drink availability will have to be taken into consideration.

Even if your site has permanent facilities, they may not be able to accommodate the number of people expected at your event. Remember that facilities will need to be checked, cleaned and supplies replenished as the event goes on - make sure someone is allocated this job. A suitable number of accessible toilets will also need to be provided in convenient locations. Baby nappy changing facilities may also need to be made available.

If the event is of a long duration, you may also need to consider facilities such as fresh water supply, temporary showers, chemical toilet disposal, etc. Hire companies will provide further advice on requirements for your audience.

The following table may be used this information is available in the purple guide:

|  |  |  |
| --- | --- | --- |
|  | **Female Toilets** | **Male Toilets** |
| For events with a gate time of less than 6-hours duration opening | 1 per 100 | 1 per 500,plus 1 urinal per 150 |
| For events with a gate opening time of 6 hours or more, but with little or no alcohol or food served | 1 per 85 | 1 per 425,plus 1 urinal per 125 |
| For events with a gate opening time of 6 hours or more, with alcohol and food served in quantity | 1 per 75 | 1 per 400,plus 1 urinal per 100 |
| For campsites at major events, swapping the emphasis from urinal to WCs for males | 1 per 75 | 1 per 150,plus 1 urinal per 250 |
| **One hand washing facility per five toilets, including adequate supply of soap, and hand-drying facilities.** |

[The HSE](http://www.hse.gov.uk/event-safety/) has a dedicated section on their website to help event organisers run events safely. This is a world class resource with step-by-step guides, downloadable documents like the purple and green guides and links through to relevant external bodies and organisations.

[The Purple Guide](http://www.thepurpleguide.co.uk/) is an event safety guide which has been written by The Events Industry Forum in consultation with the events industry. Its aim is to help those event organisers who manage health and safety, particularly at large-scale music and similar events.

[The Green Guide](http://www.safetyatsportsgrounds.org.uk/publications/green-guide) is specific to safety at sporting events and managing crowds safely.  It also provides information on ground management, technical specialists and all relevant authorities.

[Event Management Guide](http://www.eventscotland.org/development/our-key-publications/event-management-a-practical-guide/) - Event Scotland have a guide to event management which has been published to provide a resource of general advice and support material for event managers.

**Environmental Health**

Web Link: <https://bit.ly/2rsAuIe>

Tel: 01592 583228

Email: Food Advice: Food.Advice@fife.gov.uk

Health & Safety advice: HS.advice@fife.gov.uk