



GUIDE TO PLANNING A SAFE EVENT IN THE BOROUGH OF SWINDON



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INTRODUCTION

YOUR RESPONSIBILITIES AS AN EVENT ORGANISER

You are responsible for informing the council of your event plans, applying for permissions and licenses, providing assurances that your event will be safe and that you have planned for all eventualities.

You may be asked to attend an **ESAG (Event Safety Advisory Group)** meeting to give a detailed account of your event and its management.

As the event organiser it is important that you understand that you have legal responsibilities in relation to health and safety, this responsibility includes minimising impact on nearby residents and compliance with the Environmental Protection Act 1990 for statutory nuisance. It is very important that you understand the legislation you are working to.

GETTING STARTED AND PRE-PLANNING

Careful planning is essential to delivering a successful event. Allow as much time as possible to plan and organise your event. See timetable guideline (section 3).

Organising an event is complex and can require multiple partners working together to create a detailed plan, i.e. if road closures are needed you would need to work with the council's highways department and submit a road closure application (details in section 5).

What is the event?	<ul style="list-style-type: none">· Event type and content.· Audience capacity.· Audience age range.· Duration of event.
Where is the event?	<ul style="list-style-type: none">· Check Venue has capacity and services required.· Understand the likely impact on local community/residents.· Consider infrastructure required, appropriate signage, welfare and accessibility, transport needs of attendees.· Check transport and general access to the site.· Identify if the event will require any road closures.
When is the event?	<ul style="list-style-type: none">· Choose your date.· Consider permissions: legislation, regulations for site, licences, traffic, food, music, marketing, advertising and Health & Safety.
Who are your Audience?	<ul style="list-style-type: none">· Identify the target audience and the event marketing plan.· Communicate with local residents on event.· Contact sponsors
How to get started	<ul style="list-style-type: none">· Book Venue.· Form your team – be clear on staff, roles, contractors, volunteers.· Budget – income, expenditure, contingency.· Start to produce the Event Management Plan.· Notify ESAG – Event Safety Advisory Group and South Western Ambulance Service (SWAST).· Apply for Road closure(s) (if required).· Apply for Licences (if required).

TIMETABLE GUIDELINE

Time	Task
At least 12 months ahead	<ul style="list-style-type: none"> • Check Suitable location and book venue. • Identify audience demographic and numbers attending. • Confirm impacts of the proposed event, such as road works, other conflicting events. • Prepare draft of supporting documents for your Event Management Plan.
At least 6-12 months ahead	<ul style="list-style-type: none"> • Update Event Management Plan (EMP) • Apply for relevant licenses and permissions to comply with regulations. • Live performances/Sale of alcohol - Temporary Event Notice or Premises License. • Road Closures - Permission to close a road. • Notify ESAG (Events Safety Advisory Group). esag@swindon.gov.uk • Confirm artists, activities, stall holders, infrastructure and welfare contractors. • Prepare and finalise marketing and communications.
At least 2-6 months ahead	<ul style="list-style-type: none"> • Organise insurance cover for the event and all staff. • Complete Risk Assessments. • Confirm staffing, volunteers, First Aid provider and contractors. • Distribute publicity. • Update EMP (see item 7) and send to esag@swindon.gov.uk • Inform SWAST of your event: www.swast.nhs.uk/notify-us-of-your-event
At least 1 month ahead	<ul style="list-style-type: none"> • Check on all key items: major hires, entertainers, volunteers and stalls etc. • Review site hire terms to ensure plans adhere to hire agreement and ensure fees are paid.
The event day	<ul style="list-style-type: none"> • Ensure all staff are briefed before the start time. • Keep your staff updated of any issues that may occur.
1 month post event	<ul style="list-style-type: none"> • Conduct your Event evaluation • Debrief the Event Safety Advisory Group if relevant. • Follow up any complaints. • Get planning for next year!

LEGAL REQUIREMENTS AND PERMISSIONS

Swindon Borough Council has responsibilities for enforcement in a number of areas including licensing, food safety, health and safety, road safety and statutory nuisance. It is the event organiser's responsibility to ensure that health and safety legislation is adhered to at all levels. Other agencies making up the ESAG also have enforcement responsibilities. There is a lot of government legislation and guidance which applies to events. These should be researched and expert advice sought where appropriate.

You should also be aware of the new law (The Terrorism Protection of Premises Bill) expected to come into force to ensure there is better preparedness for and protection from terrorist attacks (Martyn's Law). You are advised to ensure you are appraised of this and that appropriate training is given to any stewards and security staff attending your event.

Event organisers may require licences from Swindon Borough Council. Depending on the nature, size and scale of your event, you may need to obtain your own Premises Licence or Temporary Event Notice (TEN), adequate time must be allowed for your application and a TEN is restricted to a total event capacity of 499.

The Licensing Act 2003 makes it necessary to licence all events incorporating Regulated Entertainment or other licensable activities, including those on public open spaces. Please see the government's guidance on the licensing of entertainment [here](#).

If you are in any doubt contact the Licensing team: licensing@swindon.gov.uk to see if a licence is necessary as licensing laws are subject to change.



LICENSABLE ACTIVITIES INCLUDE:

The sale of alcohol for consumption on or off of the premises.

Provision of late night refreshment (hot food or drink to the public between 11pm and 5am).

The Provision of Regulated Entertainment, which includes: performance of a play, performance or dance / live music or recorded music (and similar) / exhibition of a film / boxing or wrestling.

Market and Street Trading consent – If you want to sell or offer for sale any article on the street, road, footway or any other area to which the public has access to without payment you may require a street trading consent.

Requirements	Minimum deadline for submitting application
Premises licence	<ul style="list-style-type: none">12 weeks prior to event Apply for an alcohol and entertainment premises licence
Temporary Event Notice (TEN)	<ul style="list-style-type: none">10 working days prior to event Apply for a temporary event licence
Personal Licence	<ul style="list-style-type: none">By application (relevant if selling Alcohol) Apply for an alcohol and entertainment personal licence
Market and Street Trading consent	<ul style="list-style-type: none">Dependant on event Apply for street trading consent
Charity collections	<ul style="list-style-type: none">Apply for a street collection licence

RELEVANT ACTS:

- Licensing Act 2003 ([legislation.gov.uk](https://www.legislation.gov.uk))
- Local Government (Miscellaneous Provisions) Act 1982 ([legislation.gov.uk](https://www.legislation.gov.uk))
- Police, Factories, & c. (Miscellaneous Provisions) Act 1916 ([legislation.gov.uk](https://www.legislation.gov.uk))



ANIMAL ACTIVITIES:

If you are displaying or exhibiting Animals this may require a licence or a licence number should be provided: [Apply for a licence to keep or train animals for exhibition | Animal licensing | Swindon Borough Council](#).

If you are providing pony rides or horse rides this would require the Hiring out Horses licence or a licence no. should be provided: [Apply for a licence to hire out horses | Animal licensing | Swindon Borough Council](#).

FOOD STALLS / SERVING FOOD:

It is important to be aware of food safety and hygiene requirements for any food provided. Swindon Borough Council expects any food business providing food for an event to hold a food hygiene rating of 4+ stars. The food registration details of the food outlet will need to be submitted to the council.

See [How to safely host a street party](#) for some practical tips and advice on best practices, so that everyone can trust the food they're eating.

You should also note that some stalls and markets may require a street trading consent. [Apply for street trading consent | Swindon Borough Council](#).

If you are preparing food at home the Foods Standards Agency website provides some advice.

MUSIC LICENCE:

You will need to contact PRS Music Licence and PPL to obtain the necessary permission to play music. They will issue a Music Licence. This is required separate to your Premises / TENS licence as PRS / PPL cover the licensing of the authorship and artistic rights.

[What is TheMusicLicence – PPL PRS](#).

ROAD CLOSURES:

Temporary traffic regulation order (TTRO) is made by the council when there is a need to temporarily close or restrict a highway. [Apply for a temporary traffic regulation order or restriction notice | Swindon Borough Council](#).

Road Closure (TRO)	Minor roads – 12 weeks prior to event – Major roads / multiple road closures contact streetworks@swindon.gov.uk – 12 months prior to event
Street Parties	• 12 weeks prior to event Apply for permission to hold a street party or event Swindon Borough Council

HEALTH AND SAFETY:

Health and Safety legislation applies to all events. It is your responsibility to ensure that health and safety legislation is adhered to. As an event organiser, you will always have a duty of care to people working at or visiting your event and safety must always be the paramount consideration before, during and after your event, whatever the size. You will need to ensure that you have developed processes for managing health and safety. We expect organisers to have a competent, named person who is responsible for safety at every event. Large events require a dedicated safety officer.

We would expect events to follow best practice from [The Purple Guide](#) or for smaller events advice from the [Health and Safety Executive](#). Event Organisers must conform to current guidance and legislation – see section 9.

RISK ASSESSMENTS:

Risk Assessments form a vital part of your event management plan (EMP). Employers and event organisers have a legal responsibility to carry out a risk assessments, removing or minimizing risk to participants and the public should be your number one priority. An explanation is required of the control measures in place to reduce or eliminate such risks. The risk assessment should identify potential hazards and any risks associated with them, both during set-up / set-down and during the event. For each hazard identified, you must show what you intend to do to remove, minimize or control the risk from the hazard. You should conduct and continually update a risk assessment for all activities or tasks involved in organising the event.

[Risk assessment: Template and examples – HSE](#)

A fire risk assessment is also required for all events, either in buildings or the open air. Fire safety in the workplace: [Fire risk assessments – \(www.gov.uk\)](#)

PUBLIC LIABILITY INSURANCE:

It is your responsibility to ensure that you have taken all necessary steps to protect yourself and employees from any liability. You should provide either:

A copy of your insurance certificate showing the policy number, dates valid and amounts covered by your policy or a letter from your insurer providing the same information.

Please note that public liability insurance and employer's liability insurance are not the same thing.

MEDICAL PROVISION:

An appropriate level of first aid, paramedical and medical facilities should be provided at your event after consultation with the Ambulance service and relevant voluntary groups. Ensure that the medical services provider has a 'duty order' detailing the operation of services for the event and a Contingency Plan for Major Incidents. These plans may require validation and approval by SWAST.

Notify the South West Ambulance service of your event:

www.swast.nhs.uk/p/notify-us-of-your-event

Designated first aiders should not 'double hat' roles – for example, a first aider's only role should solely be first aid, they should not also take on other roles i.e. stewarding. This does not stop others from being first aid trained.

Emergency medical provision for the event should not rely upon the emergency services and advice can be sought from South Western Ambulance Service Foundation Trust. Consideration must also be given to the impact of the event on the local NHS Ambulance Service provision to the local community e.g. road closures.

STEWARDS / SECURITY STAFF:

Adequately briefed stewards may be needed at your event. It is not the role of the police to provide stewarding at events or to provide training. It is essential that stewards and organisers are able to communicate effectively with each other and the public. In many circumstances stewards and security guards are required to be licensed by the SIA (Security Industry Authority) by law. Organisers will need to ensure that all stewards and guards are appropriately trained and licensed for the roles that they will be carrying out.

[Security Industry Authority – \(www.gov.uk\)](http://www.gov.uk)



EVENT MANAGEMENT PLAN

The Event Management Plan (EMP) provides guidance and is an important reference document for all principal staff and advisors working on the event. It is a working document and will need to be updated, amended throughout the pre-planning stages.

It should describe key plans and all operational aspects of the event as well as providing a practical operational guide.

Your documentation must clearly show, with evidence, that the safety measures stated can be delivered, maintained and enforced throughout the event.

You will need the following information to complete your EMP:

Event details	Security/stewarding	Licensing
Key contacts	Emergency procedures	Insurance
Staffing	First aid/medical cover	Food provision
Programme schedule	Animals at events	Site considerations
Health and safety	Communications	Environmental considerations
Risk assessments	Lost children	Risk assessments

You can use the template below or your own but it must include all the information listed above as a minimum.

EMP template: [Event management plan | Swindon Borough Council](#)
 Please send your EMP at least 2months before your event to: ESAG@swindon.gov.uk



OUTDOOR VENUE'S:

For events on land owned by Swindon Borough Council you are advised to use the table below for contact details. There may be additional requirements as part of the terms and conditions of using the land. As a minimum though an event management plan will need to be completed and your event will be notified to the ESAG.

Location	Event Enquiries/Coordination	On-Site Event Management	Contacts
Lydiard Park	· Al Boitz – Park Events Officer Lydiard Park	· Al Boitz – Park Events Officer Lydiard Park	· LydiardEvents@swindon.gov.uk · ABoitz@swindon.gov.uk · 07500 226 836
Coate Water	· Al Boitz – Park Events Officer Lydiard Park		· LydiardEvents@swindon.gov.uk · ABoitz@swindon.gov.uk · 07500 226 836
		· Ross Sheppard – Head Ranger Country Parks	· swindonrangers@swindon.gov.uk · RSheppard@swindon.gov.uk · 07748 014 649
Stanton Park	· Al Boitz – Park Events Officer Lydiard Park		· LydiardEvents@swindon.gov.uk · ABoitz@swindon.gov.uk · 07500 226 836
		· Ross Sheppard – Head Ranger Country Parks	· swindonrangers@swindon.gov.uk · RSheppard@swindon.gov.uk · 07748 014 649
Barbury Castle	· Al Boitz – Park Events Officer Lydiard Park		· LydiardEvents@swindon.gov.uk · ABoitz@swindon.gov.uk · 07500 226 836
		· Ross Sheppard – Head Ranger Country Parks	· swindonrangers@swindon.gov.uk · RSheppard@swindon.gov.uk · 07748 014 649
GWR Park	· South Swindon Parish Council	· South Swindon Parish Council	· admin@southswindon-pc.gov.uk · 01793 317 410
Queens Park	· South Swindon Parish Council	· South Swindon Parish Council	· admin@southswindon-pc.gov.uk · 01793 317 410
Town Gardens	· South Swindon Parish Council	· South Swindon Parish Council	· admin@southswindon-pc.gov.uk · 01793 317 410

Location	Event Enquiries/Coordination	On-Site Event Management	Contacts
Lawns Park	· South Swindon Parish Council		· admin@southswindon-pc.gov.uk · 01793 317 410
		· Ross Sheppard – Head Ranger Country Parks	· swindonrangers@swindon.gov.uk · RSheppard@swindon.gov.uk · 07748 014 649
Shaw Forest Park	· Ross Sheppard – Head Ranger Country Parks	· Ross Sheppard – Head Ranger Country Parks	· swindonrangers@swindon.gov.uk · RSheppard@swindon.gov.uk · 07748 014 649
Polo Ground	· Al Boitz – Park Events Officer Lydiard Park		· LydiardEvents@swindon.gov.uk · ABoitz@swindon.gov.uk · 07500 226 836
		· Ross Sheppard – Head Ranger Country Parks	· swindonrangers@swindon.gov.uk · RSheppard@swindon.gov.uk · 07748 014 649
Seven Fields	· Central Swindon North Parish Council	· Central Swindon North Parish Council	· admin@centralswindonnorth-pc.gov.uk · 01793 466 499
Westcott recreation Ground	· Al Boitz – Park Events Officer Lydiard Park		· LydiardEvents@swindon.gov.uk · ABoitz@swindon.gov.uk · 07500 226 836
		· Ross Sheppard – Head Ranger Country Parks	· swindonrangers@swindon.gov.uk · RSheppard@swindon.gov.uk · 07748 014 649
Buckhurst Field	· South Swindon Parish Council	· South Swindon Parish Council	· admin@southswindon-pc.gov.uk · 01793 317 410

SWINDON BOROUGH COUNCIL CONTACTS:

Department	Item	Email / Website
Communications	· Hanging a banner	· Apply for permission to hang a banner to publicise an event Swindon Borough Council
Event Safety Advisory Group (ESAG)	· Notify and send EMP to ESAG	· esag@swindon.gov.uk · Event notification form Swindon Borough Council · Event management plan Swindon Borough Council
Food Hygiene	· Food Safety at Events	· fhealth@safety@swindon.gov.uk
Health and Safety	· Health and Safety	· handsafetyteam@swindon.gov.uk
Licensing	· TENS Licence	· licensing@swindon.gov.uk · Apply for a temporary event licence Swindon Borough Council
Licensing	· Personal licence is required to sell alcohol	· licensing@swindon.gov.uk
Licensing	· Premises Licence	· licensing@swindon.gov.uk · Apply for an alcohol and entertainment premises licence Swindon Borough Council
Licensing	· Animal Activities	· Apply for a licence to keep or train animals for exhibition Animal licensing Swindon Borough Council
Licensing	· Charity Collections	· licensing@swindon.gov.uk · Apply for a street collection licence Swindon Borough Council
Licensing	· Sell any article in a street	· licensing@swindon.gov.uk · Apply for street trading consent Swindon Borough Council
Mayor	· Booking requests	· Mayor of Swindon Swindon Borough Council
Noise at events	· Noise monitoring/complaints	· Report noise disturbance Report noise disturbance Swindon Borough Council
Parks and Open Space	· Booking parks and open spaces	· See page 6
Road Closures	· Guide to Road Closures	· streetworks@swindon.gov.uk · Apply for permission to hold a street party or event Swindon Borough Council · Apply for a temporary traffic regulation order or restriction notice Swindon Borough Council
Volunteers	· Befriending, volunteering and employment	· Volunteering opportunities in Swindon Swindon Borough Council

STAKEHOLDER CONTACTS:

Location	Email / Website
Civil Protection & Emergency Planning	· emergencyplanning@swindon.gov.uk
Dorset & Wilts Fire Service	· businessfiresafety@dwfire.org.uk
Food & Safety at Work	· fhealth@safety@swindon.gov.uk
Health & Safety Team	· HandSafetyTeam@swindon.gov.uk
Licensing Team	· Licensing@swindon.gov.uk
Noise and Environmental	· housingep@swindon.gov.uk
Civil Protection Unit	· emergencyplanning@swindon.gov.uk
SIA	· Contact Us Form
Streetworks	· Streetworks@swindon.gov.uk
South Western Ambulance Service (SWAST)	· Epr.wiltshire@swast.nhs.uk
Swindon Borough Council - Events	· aboitz@swindon.gov.uk
Swindon Travel Choices	· swindontravelchoices@swindon.gov.uk
Wilts Police – Traffic Management	· bob.eccleston@wiltshire.police.uk
Wilts Police - Licensing	· John.Barker1@wiltshire.police.uk
Wilts Police – Operational Planning and Support	· Richard.Day@wiltshire.police.uk

GUIDANCE AND LEGISLATION:

Location	Email / Website
The Purple Guide	· The Purple Guide
Accidents/Incidents	· RIDDOR 2013
Alcohol sales	· Licensing Act 2003
Animal Activities	· Animal Licensing
Bouncy Castles/Inflatables	· PIPA - The safety certificate for Inflatable play equipment · HSE Information on Inflatables
Charity Collections	· Police, Factories, & c. (Miscellaneous Provisions) Act 1916
COSHH	· Control of Substances Hazardous to Health Regulations
Crowd Management	· Crowd Management Guidance · Security Industry Authority (SIA) Licensed Security Personnel · Safety Signs and Signals Regulations 1996
Counter Terrorism	· Getting training and advice on counter-terrorism - (www.gov.uk)
Electrics	· Electricity Safety at Events
Emergency Planning	· Planning for Major Accidents
Fairgrounds	· Fairgrounds
Food Safety	· Food safety Food Standards Agency · How to safely host a street party Food Standards Agency
Fire Safety	· Event Safety Guidance - NFCC · Fire safety in the workplace: Fire risk assessments - (www.gov.uk) · Fire Precautions Act 1971 · Handling of Flammable Liquids
Fireworks	· Safety of Laser lighting displays · HSE Explosives - Organising firework displays
Gas	· Approved Code of Practice and Guidance - Gas Safety (installation and use) Regulations 1998
Government – Event guide	· Organising a voluntary event: a 'can do' guide - (www.gov.uk)
Health and Safety	· Health and Safety at Work Act 1974 · Management of Health and Safety at Work Regulations 1999
Horses	· Horse riding license
Risk Assessments	· Risk assessment: Template and examples - HSE · Fire safety in the workplace: Fire risk assessments - (www.gov.uk)
Music (Live/Recorded)	· Licensing Act 2003
Music PRS/PPL	· Get a licence to play live or recorded music - (www.gov.uk)
Staff Protection	· The Work at Height Regulations 2005 · Falls from Height - an event organisers responsibility · Lifting operations and lifting equipment Regulations LOLER
Street Trading	· Local Government (Miscellaneous Provisions) Act 1982
Structures	· Temporary Structures
Transport and Vehicles	· Traffic and Transport Management
Venue and Site Design	· Venue and Site Design
Welfare	· General Welfare at Events · First Aid at Work · Work related violence

EVENT SAFETY CHECKLIST:

You may find this checklist a useful aide memoire

No.	Item	Yes/No
1	· Have the following key personnel been identified? Event organiser, safety manager, chief steward, stewards	
2	· Do you need any special permissions? e.g. Temporary Road Closure, licences etc	
3	· Is the site suitable for your event?	
4	· Have you notified ESAG and SWAST of your event?	
5	· Have you carried out a risk assessment to make sure you have all the necessary health and safety measures in place?	
6	· Have you provided necessary information e.g. maps, site plans, details of gas, electricity, water supply and an outline programme of events?	
7	· Do you know how many people you are expecting?	
8	· Do you know where the entrances and exits on your site are and are the entrances and exits controlled, stewarded, suitable for pushchairs, wheelchairs and appropriately signed?	
9	· Do you have trained, briefed and clearly identifiable stewards?	
10	· Have you set up a reliable system of communication between key people?	
11	· Do you have an emergency plan and are emergency procedures in place and have these been agreed with the emergency services and can emergency vehicles get on and off the site easily?	
12	· Do you have effective fire control measures in place?	
13	· Do you have adequate first aid facilities?	
14	· Do you need any other special arrangements? e.g. for disabled access, lost children, lost property, drinking water, toilets, noise control, car parking	

