

Denbighshire's Event Toolkit

Denbighshire Events Toolkit

Contents

Events guide	4
Events checklist	4
Event safety	5
Safety advisory groups (SAGs)	5
Pre-planning, the where, when, who, what? checklist	6
Code of Practice	7
Welfare arrangements	7
Timescale	7
12 Months prior to event:	7
9 Months prior to event:	7
6 Months prior to event:	8
2 Months prior to event:	8
1 Month prior to event:	8
After the event:	8
1 Week after event:	8
Special permissions	9
Temporary Events License:	9
Full Premises License:	9
Events taking place on DCC owned land or property:	9
Insurance	10
Event plan	10
Organising the event	11
Set up an event committee	11
Advice from the emergency services and other stakeholders	11
Site plan	11
Emergency plan & risk assessments	12
Temporary structures	12
Catering	12
Child protection and duty of care	13
Stewards, staff & volunteers	13
Crowd control	13
Numbers attending	13
Inclusive access	14
Ensuring your event is bilingual	14
Security	15
Police	15
Transportation	15
Contractors	15
Facilities and utilities	16

Denbighshire Events Toolkit

Contingency plans	16
Clearing up	16
Performers	17
Promotion of events	17
Events on highways	17
Traffic management plan:	18
On-site traffic	19
Off-site traffic	19
Traffic management signs on the highway	19
Directional signs for the event	20
Final checks!	21
Routes	21
Inspections	21
Siting	21
Signage at the event	21
Vehicles	21
Structures	21
Barriers	21
Stewards	22
Public information	22
Briefing	22
After the event	22
Site condition	22
Accidents	22
Debrief & Event Analysis	23
Contact Details for County Councillors, and local City, Town and Community Councillors	23

Denbighshire Events Toolkit

Events guide

Events are an important component of the cultural, social and economic life in Denbighshire and are valued as such by residents, businesses and visitors alike. Events can be an easy way to communicate with many people at once. But for them to be a success, you need to ensure they have been thoroughly planned to the last detail, are safe and well marketed. The following guidance sets out some of the things that you need to consider.

Additional guidance will be required for specialist and larger scale events. Complete the online Events Notification Form if you are planning on holding an event in the county.

Go to Denbighshire County Council web page [holding an event in Denbighshire](#)

There are many national associations that may also be able to offer advice on specific types of event.

Events checklist

Make sure you have done the following:

- undertaken a Risk Assessment of your event
- considered welfare facilities, e.g. toilets, wash basins, drinking water
- designated First Aiders
- got a detailed site plan of your event
- acquired Public Liability Insurance for your event
- given details of any hot or cold food or drink supplied to the event
- established your target audience
- got SIA licenses and DBS checks for any stewards / volunteers / staff at the event
- considered the Welsh Language
- thought about Electrical systems you may use
- planned how to recycle or remove litter from your event
- checked if your event will be held on public or private land

Denbighshire Events Toolkit

- contacted your local County Councillors and City, Town and Community Councillors to inform them of your event

Event safety

First things, first – think about safety! Event-goers, employees, volunteer helpers, contractors and anyone involved in the event need to enjoy the day without the risk to their health, safety and welfare.

Be sure to carry out a detailed risk assessment – all events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.

The HSE have a specific website for [Event Safety Advice](#)

Safety advisory groups (SAGs)

Where a large gathering of people take place, there is potential for dangerous situations to occur or public safety issues to arise. In most areas, SAGs are in place consisting of members from the Local Authority, Highways and Emergency Services. The SAG provides a forum to enable event organisers to present their event plans and receive guidance to ensure there is a cohesive approach to safety at the proposed event.

Events come to the attention of the SAG through a number of routes such as the police, local authority or the event organiser. In areas where a SAG is not in existence it is recommended that the organiser arranges a multi-agency meeting so that all interested agencies can be notified of the event and discuss any issues they may have directly with the event organisers.

It is important to remember that the event organiser is responsible for the safe running of the event. It is not the role of the SAG to plan the event, write management plans or to produce risk assessments (other than in relation to their own organisations). The purpose of the SAG and its members is to review event management plans and to offer safety guidance. All comments and observations made by the SAG are always advisory.

Denbighshire Events Toolkit

Pre-planning, the where, when, who, what? checklist

Where is the event going to be? Have you found a suitable venue and do you have permission to use it?

The community in which your event will take place will be affected. You need to think about what impact your event will have on the community and how easy will it be for people to get there? Increased visitor numbers in an area will impact on infrastructure, the local economy and the 'normal' way of life. Consider the type of land and if livestock may have previously used the land before your event. Also, are there suitable car parking requirements?

Consider when the event will take place including the time of year and day of the week – also try to ensure that your event doesn't clash with any other major events in the area.

Who is the event aimed at – young children, teenagers, older people and/or people with disabilities?

What type of activities will there be? Do they pose any potential hazards? Will any specialist equipment be used at the event? Do the event organisers have the relevant licenses to use the equipment? Will the natural environment be affected by the physical activity of your event?

Types of events are quantified by the number of people attending; the table below gives you an indication of the classification for an event taking place in Denbighshire:

Type of event	Number of attendees
Major	Over 5000
Significant	1000 to 5000
Minor	500 to 1000
Small community	Under 500

Denbighshire Events Toolkit

Code of Practice

For larger events, you will need to comply with guidance, particularly the Code of Practice for Outdoor Events published by the [National Outdoor Events Association](#). Other recommended reading is [The HSE Guide to Safety at Events](#).

Welfare arrangements

How many attendees do you expect and how long your event will last from this you can gauge your sanitary and first aid requirements. More advice is given in the Code of Practice for Outdoor Events.

Timescale

Give yourself as much time as possible to organise the event. Specialist advice and permission may be required and this could take time.

Planning events requires careful thought about timing. We would recommend that you consider the following event plan:

12 Months prior to event:

- Identify a date and venue
- Hold your first meeting, decide who wants to be involved
- Schedule regular meetings
- Decide objectives for the event
- Decide on resources you need, particularly finance
- Complete the Council's notification form and then deal directly with the appropriate DCC officer

9 Months prior to event:

- Inform emergency service providers about the event. If a Safety Advisor Group (SAG) needs to be set up under the advice of the Council, do this now

Denbighshire Events Toolkit

- If you haven't already done so, book the date and location for the event
- Take out adequate insurance
- Apply for relevant licenses
- Design promotional material
- Ensure all health and safety issues are being addressed
- Liaise directly with appropriate DCC officers

6 Months prior to event:

- Book entertainment, catering, equipment and so on
- Undertake site visits to check preparation plans

2 Months prior to event:

- Chase any permissions/licenses required
- Confirm all bookings in writing
- Commence distribution of marketing material
- Issue press releases

1 Month prior to event:

- Schedule pre-event press releases
- Carry out event and supporting team briefs

After the event:

- After the event ensure the event site is cleared and waste is disposed of responsibly

1 Week after event:

- Send post-event press releases

Denbighshire Events Toolkit

Special permissions

A Premises Licence or Temporary Event Notice is likely to be needed if the event includes the sale of alcohol or entertainment consisting of music, singing, dancing, plays, films and some sports like boxing and wrestling. There may be a fee depending on the size and location of the event. The types of licenses that your event may need include:

Temporary Events License:

Submit a Temporary Events licence if you are expecting no more than 499 persons at any one time and the event doesn't last more than 7 days. This is ideal for community events. Alcohol and entertainment and late night refreshment is covered by the same authorisation. You need to submit the notice at least 10 working days before the event takes place. Cost is £21

Full Premises License:

For events that are bigger than 500 people or last longer than 7 Days, it will be necessary to obtain a full premises licence. You will need to apply at least 2 months in advance of the event for this type of license. Fees vary according to the scale of the event.

For further information, speak to the local licensing officer on 01824 706342.

Ensure you are meeting the Performing Rights Society (PRS) regulations in relation to using live or recorded music at your event. Further details can be found at the [performing rights society website](#).

Also remember to keep tabs on noise levels during the event.

Events taking place on DCC owned land or property:

Public indemnity insurance is required for a minimum of £5million to hold events. It is a requirement for all lettings we undertake, whether it's a planned picnic or major event.

You would also need to provide the full registered address of the group.

Denbighshire Events Toolkit

Based on a charity/community event, there would be a charge of up to £50 for the agreement for the day to cover basic administration.

Commercial events would see up to £150 for the licence drafting and a daily charge for use of the land, for further information regarding charges please contact the number below.

For further information, please contact Valuations and Estates property.services@denbighshire.gov.uk or alternatively 01824 706814.

Insurance

All events require public liability insurance. All contractors and performers will also need their own public liability insurance cover with a £5 million Limit of Indemnity. Other insurances may also be required. Quotations should be obtained from your insurance provider. NB – when events are held on Denbighshire County Council's premises and/or land, you are not covered by the Council's insurance. It is your responsibility to ensure you have appropriate insurance cover.

Event plan

Your event plan should also consider how you will promote and market your event.

Think about:

- who you are trying to target
- what messages do you want to reach them
- when do you want them to get the message
- where they will find about your event
- how will you get information about your event to your audience (communication & media channels)

Think about opportunities including press (print and online), advertising, websites, printed materials, social media, digital and so on.

Denbighshire Events Toolkit

Organising the event

Set up an event committee

Give each committee member a responsibility based on their suitability.

Make sure you:

- Identify roles and responsibilities correctly and clearly with appropriate skills
- Assign one person to be the main point of contact
- Identify tasks for volunteers

Advice from the emergency services and other stakeholders

Get advice from the local police, fire service, ambulance and first aid providers as well as your local community council.

Contact details of your County Councillor, and local City, Town and Community Councillor can be found in Section 6.

Site plan

Plan the layout of the site for the event including where everything will go, the entrance and exit points, circulation routes, vehicle access and emergency evacuation paths.

Always identify enough space for concessions, toilets, first aid, entertainers and seating, adequate parking or links to public transport and that there is all the necessary access to utilities. Your site plan should include:

- Emergency exits and all other exits and entrances
- Emergency access routes
- Stages and performance areas
- Electrical generators
- Toilets
- Disabled parking and disabled toilets
- Parking areas

Denbighshire Events Toolkit

- Catering facilities
- Firefighting equipment
- First Aid areas
- Seating areas
- Danger zones such as water, stairs, steep drops, uneven surfaces, road ways and so on

Emergency plan & risk assessments

Make sure you have a plan in place in case there's an emergency incident. Obviously the detail of the plan will depend on the size and nature of the event.

Your risk assessment should include:

- An identification of potential hazards
- The risk level – high, medium or low
- A description of how the risk level will be minimised

Temporary structures

Staging, tents, marquees, stalls etc. are just some of the temporary structures that you might need for your event. Source someone suitably qualified to safely erect them and the location of any such structures should be identified on the site plan. Temporary structures should only be obtained from experienced suppliers.

Catering

If you need a caterer, take sensible steps to ensure they are reputable – ensure they are registered by a local authority and check their hygiene rating by visiting [ratings food website](#)

Any food business applying to attend an event, MUST achieve a food hygiene rating of 3 or above to trade. Caterers must legally display their rating during the duration of the

Denbighshire Events Toolkit

event. Further guidance can be obtained from the council's Food Enforcement Team on 01824 706305.

Layout wise, make sure the caterers are sensibly positioned away from children's activity areas and near to water supplies and that adequate space is left between catering facilities to prevent any risk of fire spread.

Child protection and duty of care

If your event involves children's activities, it is a good idea, and in some circumstances a legal requirement, to have a child protection policy.

Stewards, staff & volunteers

Stewards at larger events must be fully briefed on all aspects of the event including crowd control and emergency arrangements. Give them written instructions, site plans and checklists. All stewards should be properly trained and competent as they will need to be on the lookout for hazards during the event.

You should always ensure you have enough suitably qualified staff or volunteers to supervise the number and ages of children participating. All staff that have contact with children should undergo a Disclosure and Barring Service (DBS) check. Also, act with extreme caution when using photos of children. Always seek permission from parents, guardians or teachers if photographing children.

Crowd control

The type of event and the numbers attending will determine the measures needed. Think about the number, type and positioning of barriers and the provision of a public address system.

Numbers attending

The maximum number of people the event can safely hold must be established. The numbers of people attending may have to be counted to prevent overcrowding.

Denbighshire Events Toolkit

Inclusive access

Inclusive access ensures that everyone can get to, into and around developments, and take part in activities and services provided. Ensure events are accessible to all people. Inclusive access is the end result of inclusive design combined with management, operation and maintenance; and positive well-trained staff. The facilities at the venue will determine who will be able to participate, also how specific needs are addressed for example.

- Access to public transport and car parking provision
- Approach to, into and around a building
- Provision of interpretation and translation services e.g., British Sign Language
- Information in alternative formats and languages
- Recognition of cultural and religious needs
- Crèche facilities etc.

The introduction of Part 3 of the Disability Discrimination Act on 1 October 2004 imposed a legal requirement on service providers to make reasonable adjustments to the physical features of their premises to overcome physical barriers to access. The Equality Act 2010 ensures disabled people and other protected groups are covered. It is not about waiting for someone to be excluded, it is an anticipatory and on-going duty.

Further information can be found on the [equality human rights website](#)

Ensuring your event is bilingual

Preparing bilingual materials, such as signs, promotional material, can broaden your event's appeal and strengthen its public's bilingual image. It's best practice to treat the Welsh and English language equally when organising and delivering an event.

Further information can be found on the [Welsh Language Commissioner's website](#)

Denbighshire Events Toolkit

Security

Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for security property overnight. Cash collection should be planned to ensure this is kept to a minimum at collection points and that regular collections are made to a security area.

Police

The role of the police at pre planned events is limited to their core responsibilities. However, as part of the event planning process the police will review event and traffic management plans through the Safety Advisory Group, if this group is needed to be set up and provide advice and guidance where required. They cannot provide resources to implement traffic management plans in respect of pre-planned events. Organisers are required to ensure their plans are robust and able to be implemented by suitably accredited stewards. Private marshalling and stewarding has become a recognised way in which pre planned events are supported. However, it has to be recognised that it is unlawful for stewards and marshals to direct traffic on the public highway.

Organisers should notify the police of their event at an early stage of the planning process.

If you have an event that you feel the police should know about you should send it to their dedicated mailbox for event planning:

ossplanning@nthwales.pnn.police.uk

Transportation

Keep local rail and bus companies informed about your event – they will need to know if existing services will be adequate and if any diversions or road closures are intended.

Contractors

Vet your contractors! Where possible, obtain and follow up personal references, ask for a copy of their safety policy and risk assessments, for peace of mind that they will perform

Denbighshire Events Toolkit

the task safely. Always ask to see their public liability insurance certificate which should provide a limit of indemnity of at least £5 million.

Facilities and utilities

- Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe.
- Any hired equipment should come with a certificate of electrical safety and if events are taking place outside, residual current circuit breakers should be used and if possible, the power supply stepped down to 110 volts.
- Potential hazards due to extreme weather should not be overlooked at outside events.
- Portable gas supplies for cooking should be kept to a minimum in designated areas away from the general public. The same should apply to any fuel supplies items such as portable generators etc.
- Generators should be suitably fenced or have barriers to prevent public access from public areas.
- All these arrangements should be clearly shown on the site plan

Contingency plans

Some things are out of your control – like the weather or an attraction not turning up. Do you have a Plan B, an alternative venue, someone else who can stand in at short notice? Always expect the unexpected and be prepared!

Clearing up

Make sure you have plans in place for waste disposal and clearing rubbish during and after the event. If the event creates refuse, then adequate provision must be made to collect it and to dispose of it via an appropriately licensed waste disposal company. Rubbish from events cannot be taken to household waste recycling centres.

After the event ensure the event site is cleared and waste is disposed of responsibly.

Denbighshire Events Toolkit

Performers

All performers should have their own insurances and risk assessments (please ensure you get copies). If you are using amateur performers, discuss your detailed requirements with them and ensure they will comply with your health and safety rules and event plan. Where appropriate, carry out relevant Disclosure and Barring Service (DBS) checks by using the [Home office website](#).

Promotion of events

Crucial to the success of an event is that it is promoted and advertised well using a variety of means and the Council is keen to support event organisers in ensuring that this is done effectively.

Ensure your local County Councillors, and City, Town and Community Councillors are aware of your event happening in their area. Contact details can be found at the end of the event notification form.

Event organisers should think carefully about how best to promote their event and there are a number of things to consider, particularly in relation to the physical siting of banners and signs.

You can display adverts relating to local events without the need for specific consent but this subject to certain conditions. The Council's Supplementary Planning Guidance note in relation to Advertisements provides advice on where [signs and banners](#) can be displayed and sets out the various standard conditions.

Please check with the relevant DCC Officers listed on the event notification reply email regarding signage.

Events on highways

It is important that these events take place in a safe manner and cause minimal disruption on the highway. All events on our highways require a minimum of 3 months' notice to ensure nothing could affect your event taking place.

Denbighshire Events Toolkit

General information, questions to think about:

If you are planning to hold the event on the public highway have you eliminated all off-street locations first? Do you need to close any part of the Public Highway (Road, Street, Verge, Footway, Pavement, Public Footpath or Bridleway) or need to change a one way street to improve traffic safety? An event organiser is not permitted to close any part of a public highway without lawful authority.

The type of event will also affect the type of licences and Temporary Traffic Orders that may be required. Denbighshire County Council as the highway authority is responsible for introducing temporary traffic orders and road closures.

To hold an event on the Public Highway requires an event organiser to have public liability insurance for a minimum of £5,000,000 and must be valid for the date of the event. A copy must be submitted with evidence showing the insurance covers all activities related to the event at all locations on the highways and also Council owned land/property.

Traffic management plan:

It is important that the Council and emergency services be involved at the earliest opportunity.

Event organisers must consider the traffic management and road safety implications of an event at an early stage. If the traffic management implications have not been addressed or the event poses potentially serious disruption and road concerns, then the event may not be allowed to proceed. A traffic management plan must be completed and submitted with your application form and must not include the use of police resources in order to control and direct traffic.

Think about:

- How the traffic will be organised on the public highway and where the access and exit routes for visitors and the emergency services will be.
- How will you deal with breakdowns or collisions on these routes?

Denbighshire Events Toolkit

- Your plan must include a full risk assessment which clearly identifies and carefully examines all risks to the travelling public, participants and employees attending the event.
- The nature, location and environment of the event also need to be considered

On-site traffic

Contractors and/or performers vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. It may be necessary to only permit vehicle access at certain times and not during the event itself.

Separate entrances should be provided for vehicles and pedestrians with specific arrangements for emergency vehicle access.

Where are people going to park? Car parking facilities are required at most events and these will have to be stewarded.

Off-site traffic

Traffic control both inside and outside the site should be discussed with the police to avoid potentially serious accidents.

Adequate signs and directions should be provided in prominent positions on the approaches to the entrance.

If road closures, signs on the highway, traffic diversions and/or cones are required, then an application must be made for a traffic regulation order and/or approval from the highway authority. For highways please contact 01824706965 or 01824706979

Traffic management signs on the highway

For all signs which the event organiser intends to place on the highway, DCC require details and plans, clearly showing which signs are to be erected, where each sign is to be positioned and how they will be placed (on a frame or fixed to street furniture), this is called a sign schedule.

Denbighshire Events Toolkit

All signs are to be clean, legible and constructed of a suitable material, to British Standards, with printed lettering and fit for purpose, Welsh should appear above English. Damaged, defaced or hand written signs are not permitted. The cost of the signs is the responsibility of the event organiser.

The signing contractor must be accredited to place signs on the highway and only the accredited person may do this. The list below is not exhaustive, as any other accredited person may erect the signs once the sign schedule has been approved by Streetworks.

Contractor

- JT&M Signs: 01745 590056
- AA Signs: 0800 731 7003
- Amberon: 0845 371 5050
- A Plant Lux Traffic Contro: 0370 050 0797

Directional signs for the event

If signs are considered necessary to direct traffic to the event, the following criteria will be used to determine whether the signs will be permitted on the highway:

- Signs will only be considered if it forms part of the traffic management plan.
- The signing should only be used to guide traffic intent on finding the event and therefore would normally only be erected in the vicinity of the location in question.
- Signs will not be approved if they are intended purely as advertisements in order to attract and encourage trade.
- The signs shall not normally be erected more than 48 hours before the event and removed not more than 24 hours after the event. Earlier erection of the signs may be agreed if it can be shown that it would be beneficial to other road users.

Denbighshire Events Toolkit

Final checks!

Routes

Ensure clear access, exit routes and adequate circulation within the site, especially emergency routes.

Inspections

A walk through inspection of the site should be carried out before, during and after the event to identify any potential hazards and that communications are working.

Siting

Make sure that all facilities and attractions are correctly sited as per your site plan.

Signage at the event

Ensure adequate signage is displayed where necessary including emergency exits, first aid points, information and lost children points, toilets and drinking water.

Vehicles

All contractors, performers and exhibitor's vehicles have been removed from the site or parking in the designated area before the public arrives.

Structures

Ensure all staging, seating, marquees and lighting structures have been erected safely and that certification has been obtained from the relevant contractors as record of this. Check all lighting is working including emergency lighting.

Barriers

Barriers and other protection against hazards need to be securely in place and there should be no risk of anyone falling from staging or other facilities.

Denbighshire Events Toolkit

Stewards

Make sure that all staff have arrived and are in their correct location. Ensure all stewards are wearing the correct clothing for easy identification.

Public information

Make sure the public address system is working and can be heard in all areas and do you have an agreed protocol in place for emergency announcements?

Briefing

Check that all stewards and volunteers have been fully briefed and understand their responsibilities.

After the event

Site condition

After the event ensure the event site is cleared and waste is disposed of responsibly.

Carry out another inspection to make sure nothing has been left on the site that's hazardous to future users and identify any damage which may have been caused.

If any structures are left overnight, ensure they are left in a safe condition and protected from vandalism.

Accidents

Hopefully there won't be any but if an accident has occurred, collect the names and addresses of witnesses and photographs and put together a report. Also fill in an accident form and send a copy to the landowner and also advise your own insurance company.

Denbighshire Events Toolkit

Debrief & Event Analysis

Review your event and consider how you can make it even better next time round!

Undertake an economic impact assessment of your event. For further information, please contact the tourism team.

Contact Details for County Councillors, and local City, Town and Community Councillors

Please find a link to the [County Councillors contact details here](#) and the [local city, town and community councillors here](#).