



*SAFETY AND WELFARE  
AT EVENTS IN  
CAERPHILLY COUNTY BOROUGH*

# CAERPHILLY COUNTY BOROUGH COUNCIL'S EVENT SAFETY ADVISORY GROUP

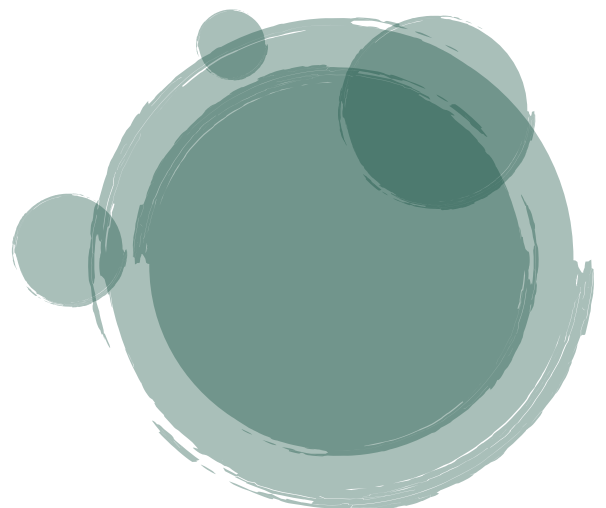
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## EVENTS NOTIFICATION FORM

Date of event: .....

Name of event: .....

Venue: .....



# **PLEASE COMPLETE THIS FORM IN BLOCK CAPITAL LETTERS**

**IF ANY SECTION OF THE FORM IS NOT  
RELEVANT TO YOUR EVENT, PLEASE WRITE  
N/A AND GO TO THE NEXT SECTION. WE  
MAY HOWEVER ASK FOR FURTHER DETAILS  
AT A LATER STAGE.**

**PLEASE SEND ALL SUPPORTING  
DOCUMENTATION AT LEAST 8 WEEKS PRIOR  
TO THE EVENT SO THAT WE CAN CONSIDER  
AND SUPPORT THE EVENT**



## Organiser Details

Name of organisation:

Name of event organiser:

Contact address:

Email:

Contact Number:

Contact Number day of event:

Please give details of any previous experience the organiser has in running such an event :

## Event Overview

Name of Event:

Event Type  
(e.g. Circus, Agricultural Show, Fun Day):

Event Location:

Event Date:

Is the event being held on council land? Yes:  No:

Is the event being held on private land? Yes:  No:

Do you have the land owner/councils permission? Yes:  No:

Please provide landowners name and contact details

Brief Outline / Description of event:

## Event Details

Event Start Time:

Event Finish Time:

Date and time arriving on site:

Date and time of departure from site:

Anticipated number of people attending per day:

Maximum number of people expected on site at any one time:

Will there be an entrance fee? Yes:  No:

Will your event involve any display of Fireworks Yes:  No:

**If Yes, Please provide more information including the class of fireworks being used and who will be overseeing the display:**

**Will any of the following take place at the event?**

Sale of alcohol	<input type="checkbox"/>
Late night refreshments (hot food and/or hot drinks between 11pm and 5am)	<input type="checkbox"/>
Performance of dance	<input type="checkbox"/>
Live music	<input type="checkbox"/>
Recorded music	<input type="checkbox"/>
Films	<input type="checkbox"/>
Plays	<input type="checkbox"/>
Indoor sporting events	<input type="checkbox"/>
Boxing or Wrestling	<input type="checkbox"/>
The sale of goods or services	<input type="checkbox"/>
Inflatables (such as bouncy castles)	<input type="checkbox"/>
Fair rides / children's rides	<input type="checkbox"/>
Zorbing	<input type="checkbox"/>
Bungee jumping	<input type="checkbox"/>
Outdoor sporting events	<input type="checkbox"/>
Flying model aircraft / drones	<input type="checkbox"/>
Animals (including reptiles)	<input type="checkbox"/>
Beauty treatments / regulated treatments (such as acupuncture, tattooing etc.)	<input type="checkbox"/>
Charitable collection boxes	<input type="checkbox"/>
Other (Please provide details below)	<input type="checkbox"/>

**Please provide details of the entertainment to be held and the type of items you intend to sell at the event:**

Does the event have a history of problems of being unsupported by the ESAG?

Yes:  No:

If Yes, please provide details:

Has the event previously prompted enforcement action?

Yes:  No:

If Yes, please provide details:

## Risk Assessment

An assessment of the hazards and associated risks for all aspects of the event must be undertaken and recorded where necessary. A copy of the specific risk assessment for the event is mandatory.

Please forward by post to Environmental Health, Caerphilly County Borough Council, Penallta House, Tredomen Park, Ystrad Mynach, CF82 7PG or by email to [EHAdmin@caerphilly.gov.uk](mailto:EHAdmin@caerphilly.gov.uk)

Please send at least 8 weeks prior to the event so that we can consider and support the event.

## Catering Arrangements

Will there be catering at the event?

Yes:  No:

**Will hot or cold food or drink be supplied as part of your event?**

Hot Food

Hot Drinks

Cold Food

Cold Drinks


Hot food will be available from:

Hours:  Minutes:

Hot food will be available until:

Hours:  Minutes:

Will any of the food be 'on sale' during the event?

Yes:  No:

All food and drink traders must be registered with their home (local) authority under the requirements of the food hygiene regulations and may require Street Trading Consent.

[www.caerphilly.gov.uk/Business/Licences-and-permits/Road-and-highway-licences/Street-trading-consent](http://www.caerphilly.gov.uk/Business/Licences-and-permits/Road-and-highway-licences/Street-trading-consent). Please provide details about each trader below and indicate if traders have access to a potable water supply (clean, uncontaminated and suitable for drinking) to facilitate hand washing, washing of equipment and food preparation.

Name of trader	Contact details	Local authority	Food Hygiene Rating Score	Potable water supply?



## Waste Management

Please provide details of waste management including litter bins, waste bins, collection arrangements and details of the collection company:

## Public Liability Insurance

**Public Liability Insurance is mandatory for events held on the public highway or Caerphilly County Borough Council land and is strongly recommended for all events.**

Have you arranged Public Liability Insurance?

Yes:  No:

Please forward by post to Environmental Health, Caerphilly County Borough Council, Penallta House, Tredomen Park, Ystrad Mynach, CF82 7PG or by email to [EHAdmin@caerphilly.gov.uk](mailto:EHAdmin@caerphilly.gov.uk)

## Stewards

Will you be using stewards?

Yes:  No:

**If yes, how will any emergencies be communicated to stewards?**

Will you be using a security company?

Yes:  No:

**If yes, please provide contact details:**

Name:  
Address:

Telephone Number:

Contact Name:

If there a stewarding plan outlining training, identification, siting, numbers and communication? (Plan should include positions and numbers of stewards e.g. Pit area (if stage), entrance / exit, vehicle parking areas, patrols etc.)

Please forward by post to Environmental Health, Caerphilly County Borough Council, Penallta House, Tredomen Park, Ystrad Mynach, CF82 7PG or by email to [EHAdmin@caerphilly.gov.uk](mailto:EHAdmin@caerphilly.gov.uk)

## Communications

Will radios be used?

Yes:  No:

**If no, how will contact be maintained on site between organiser(s) and the stewards?**

## Temporary Structures

Will temporary structures be erected such as stages, dance platforms or marquees?

Yes:  No:

**If yes, please provide details of the type, size, capacity and means of ensuring stability**

Type	Capacity	What will it be used for?	Supplier / Designer / Installer	Method of securing

Please forward detailed structural drawings from Supply / Building Company where appropriate by post to Environmental Health, Caerphilly County Borough Council, Penallta House, Tredomen Park, Ystrad Mynach, CF82 7PG or by email to [EHAdmin@caerphilly.gov.uk](mailto:EHAdmin@caerphilly.gov.uk)

## Welfare Facilities

### Toilet Facilities

Will toilets be provided?

Yes:  No:

**If yes, please indicate numbers of male toilet facilities:**

Number of WC's

Number of urinals

Number of hand wash basins


**If yes, please indicate numbers of female toilet facilities:**

Number of WC's

Number of urinals

Number of hand wash basins


**If yes, please indicate numbers of toilet facilities:**

Number of WC's

Number of urinals

Number of hand wash basins


### Drinking Water

**Will drinking water be provided?**

Bottled water

Mains water

Private water supply

No drinking water will be provided


## Electrical Systems

Will temporary electrical systems be used?

Yes:  No:

**If yes, the electrical system for the event must be installed by a competent person. Provide details below of the person installing the system and how the electrical system is protected and made safe**

Will emergency lighting be provided?

Yes:  No:

Will generators and / or transformers be used?

Yes:  No:

Will RCD's be used?

Yes:  No:

## Special Effects

Will any special effects be used such as lasers, strobe lighting, smoke etc.?

Yes:  No:

### Which of the following will be used?

Lasers

Strobe lighting

Ultraviolet light

Pyrotechnics

Smoke

Fog Machines

Other


### Please give details of the company providing this equipment

Please forward the risk assessment undertaken by the company by post to Environmental Health, Caerphilly County Borough Council, Penallta House, Tredomen Park, Ystrad Mynach, CF82 7PG or by email to [EHAdmin@caerphilly.gov.uk](mailto:EHAdmin@caerphilly.gov.uk)

## Child Safety Policy

Do you have a child policy in place?

Yes:

No:

Please forward by post to Environmental Health, Caerphilly County Borough Council, Penallta House, Tredomen Park, Ystrad Mynach, CF82 7PG or by email to [EHAdmin@caerphilly.gov.uk](mailto:EHAdmin@caerphilly.gov.uk)

Do you have persons who have had a Disclosure and Barring Service check (DBS)?

Yes:

No:

Do you have a post allocated for lost children?

Yes:

No:

Do you have a PA announcement system at the event?

Yes:

No:

### Disclosure and Barring Service (DBS)

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged to become the Disclosure and Barring Service (DBS).

CRB checks are now called DBS checks and act to reduce the risk of abuse by ensuring that those who are unsuitable are not able to work with children and vulnerable adults. If you or your staff will be in direct contact with children or vulnerable adults at your event we recommend that you complete a disclosure application form available from:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

## First Aid

Please provide details of the arrangements for the following including the name of the organisation(s) providing these facilities.

### First aiders

### First aid post

### Ambulances

### Paramedics

Please forward first aid certificates by post to Environmental Health, Caerphilly County Borough Council, Penallta House, Tredomen Park, Ystrad Mynach, CF82 7PG or by email to [EHAdmin@caerphilly.gov.uk](mailto:EHAdmin@caerphilly.gov.uk)



## Fire Safety

Have you prepared a fire risk assessment for the event if relevant?

Yes:

No:

Please forward first aid certificates by post to Environmental Health, Caerphilly County Borough Council, Penallta House, Tredomen Park, Ystrad Mynach, CF82 7PG or by email to

[EHAdmin@caerphilly.gov.uk](mailto:EHAdmin@caerphilly.gov.uk)

Further information on fire safety is available at:

<http://www.communities.gov.uk/publications/fire/firesafetyassessment>

<http://www.communities.gov.uk/documents/fire/pdf/158379.pdf>

<http://www.southwales-fire.gov.uk>

## Highways

Is the event held on a public highway?

Yes:  No:

**Streets involved:**

Will you require a local embargo to ensure that works are not carried out on the highway during the event?

Yes:  No:

Will the highway need to be temporarily closed?

Yes:  No:

Will the footway need to be temporarily closed?

Yes:  No:

Will your event have an impact on the normal flow of traffic?

Yes:  No:

Download a road closure request form and procedure (PDF) at:

<https://www.caerphilly.gov.uk/CaerphillyDocs/Roads-and-pavements/Road Closure Consent and Procedure.aspx>

If your event will have an impact on traffic flow please provide a traffic management plan (diagram / map) indicating position of traffic signs, barriers, marshals, etc. by post to Environmental Health, Caerphilly County Borough Council, Penallta House, Tredomen Park, Ystrad Mynach, CF82 7PG or by email to [EHAdmin@caerphilly.gov.uk](mailto:EHAdmin@caerphilly.gov.uk)

**Please give details of any car parking arrangements and the estimated number of vehicles attending the event each day:**

## Emergency Planning

As event organisers you will have the prime responsibility for the safe operation of the event. In the worst case scenario the event organiser may be required to manage an emergency incident until relieved by the emergency authorities who will have primary over the incident management once on site. Therefore, you may be required to have in place effective arrangements in the event of a major emergency incident occurring.

Ideally an Emergency Plan should:

- Outline the response by the event organiser to a declared major emergency incident
- Outline the communications procedures between the event organiser, key personnel and the responding agencies
- Explain the alerting procedures should a major emergency occur
- Identify the communications systems to be used during the event, and
- Identify the emergency roles and responsibilities of key personnel.

Has an emergency plan been produced?

Yes:  No:

Please forward by post to Environmental Health, Caerphilly County Borough Council, Penallta House, Tredomen Park, Ystrad Mynach, CF82 7PG or by email to [EHAdmin@caerphilly.gov.uk](mailto:EHAdmin@caerphilly.gov.uk)

### Does your event emergency plan include arrangements for:

Identification of key decision making personnel

Stopping the event

Identification of emergency routes

Holding areas: performers / audience

Coded 'stand down' and 'alert' messages

Script of public address announcements

Rendezvous points for emergency services

Ambulance loading points and triage area

Secure traffic routes to hospitals

Identify communication links with emergency services during the event (for larger events)

None of the above


## Venue and Site Design

**A site plan, depending on the type of event and / or route is mandatory**

**Contents of site plan should include (where applicable):**

- Entry and exit points
- Stage
- Perimeter fencing
- Mixing and delay towers
- Seating arrangements
- Sanitary accommodation
- Stairways and ramps
- Lost property
- Slopes
- Meeting points
- Disabled viewing areas
- Lost children
- First Aid
- Public telephones
- Location of stewards
- Emergency access / egress routes
- Animal pens / enclosures
- LPG / Fuel Storage
- Car parks
- Waste storage
- Potable drinking water stand pipes
- Water bodies, e.g. Lakes, ponds, rivers, moats
- Fairground attractions
- Food halls / mobiles
- Generator locations
- Refrigerated vehicle park
- Video screens
- Control Centre

Please forward your site plan by post to Environmental Health, Caerphilly County Borough Council, Penallta House, Tredomen Park, Ystrad Mynach, CF82 7PG or by email to [EHAdmin@caerphilly.gov.uk](mailto:EHAdmin@caerphilly.gov.uk)

## Other information and supporting documentation

Please provide any other information you feel is relevant to this application

## Supporting documentation

Please ensure that you have included all relevant documents as part of this application.

If not attached with this application, they must be posted or emailed at least 8 weeks before the event in order for the group to consider and support the event. When attaching any documentation please include **Event Name** and **Event Date**.

Environmental Health  
Caerphilly County Borough Council  
Penallta House  
Tredomen Park  
Ystrad Mynach  
Hengoed  
CF82 7PG  
Email: [EHAdmin@caerphilly.gov.uk](mailto:EHAdmin@caerphilly.gov.uk)

## Check list

### Required documents (where relevant)

Risk Assessment

Fire Safety Risk Assessment

Public Liability Insurance

Site Plan

Emergency Plan


### Other documents you may need to provide

List of food and drink traders and contact details

Stewarding Plan

Traffic Management Plan

Route (run / walk / cycle / parade)

Technical drawings of temporary structures

First Aid Certificates

Event Insurance (Mandatory for some events)


## Further Information

You may wish to discuss your proposals with the appropriate services as part of your planning process:

- Welsh Ambulance Service NHS Trust 01633 626262
- South Wales Fire and Rescue Service 01443 232500
- Gwent Police Traffic Management 01633 642276
- Gwent Police Force Planning Team 01663 645747
- CCBC Licensing 01443 811331
- CCBC Health and Safety (Private events) 01443 811304
- CCBC Food Safety 01443 811304
- CCBC Environmental Protection Team 01443 815588
- CCBC Building Control 01443 866779
- CCBC Highways 01443 866545
- CCBC Emergency Planning and Resilience Team 01443 811363 / 364
- CCBC Parks 01443 811454
- CCBC Tourism 01443 866228

**THANK YOU FOR COMPLETING THIS FORM. IF WE REQUIRE ANY FURTHER INFORMATION, A MEMBER OF THE EVENT SAFETY ADVISORY GROUP WILL CONTACT YOU.**

