

PUBLIC EVENTS PLANNING GUIDANCE FOR EVENT ORGANISERS

Are you planning a public event?

The Caerphilly County Borough Council Event Safety Advisory Group (ESAG) has been set up in order to help people plan and organise successful, safe events for the public within Caerphilly.

Who can help me and provide advice?

Caerphilly County Borough Council co-operate with Police, Fire & Rescue, Ambulance and other relevant groups to offer advice and provide assistance to anyone planning an event.

The Event Safety Advisory Group can offer guidance on:

1. How you get started
2. What you need to do
3. Who to contact for specialist guidance

The main information they need from you is:

- What type of event are you planning
- Where it will take place
- When it will take place, date and time.
- Who will be attending
- What numbers will be attending
- Is the proposed site the appropriate size for your attendance numbers
- Other information may also be requested, depending on the type of event you are planning

The earlier you can provide this information the better placed the ESAG will be to help you.

Some Issues you need to consider that may apply:

- Operational Plan which will include Site Plan and Risk Assessment
- Emergency Plan, Health & Safety, Legislation & Litigation
- Road Closures, Signage, Special Effects, etc.
- Fire Safety, Stewarding, Medical Provision, W.C. provision
- Disabled Access, Temporary Structures
- Emergency Vehicle Access, Car Parking
- Sound / PA Systems, Food and Drink

- Waste Disposal
- Public Liability Insurance
- You may require a premises licence or a Temporary Event Notice
- Others as necessary (depending on type of event)

Who is represented on the Event Safety Advisory Group?

- Caerphilly County Borough Council (all relevant Departments)
- Heddlu Gwent Police
- South Wales Fire Service and Rescue Service
- Welsh Ambulance Service Trust (WAST)
- Other organisations as required

What is the purpose of the Event Safety Advisory Group?

To offer guidance to Event Organisers as early as possible on best practice to ensure the event is safe and meets all legislative, legal and operational requirements.

To enable Event Organisers to meet their responsibilities, there is no charge for this guidance at the planning stage. However, some services levy charges for attendance at the actual event.

When does the Safety Advisory Group hold meetings?

Meetings are held on a regular basis, but special meetings may be held to discuss large events.

How much notice does the Event Safety Advisory Group need?

The more notice we receive, the more time organisers have to plan effectively, especially if the event is large scale or requires licences and/or road closures.

It normally takes 6 months to organise a small event and up to 12 months for a larger event.

A more detailed pack of guidance is available from the Environmental Health Team at the following address-

Environmental Health Department

Caerphilly County Borough Council

Penallta House

Tredomen

Ystrad Mynach

CF82 7PG

Email: **ehadmin@caerphilly.gov.uk**

Tel: **01495 235278**

Organisers may also wish to obtain a subscription to 'The Purple Guide to health, safety and welfare at Music and Other Events'

Information on how to access the above guide is available online at:

www.thepurpleguide.co.uk

The Health and Safety Executive also provide information and guidance on running events safely and this is available online at:

www.hse.gov.uk/event-safety

Other useful sites

CCBC website: www.caerphilly.gov.uk/

DBS checks/info: www.gov.uk/government/organisations/disclosure-and-barring-service