



## **Organising Events Information Sheet**

### **Other Controls**

Any event covered by a premises licence or a temporary event notice (TEN) will also be subject to the statutory powers of other enforcement agencies, for example the Police's power under Part 8 of the 2003 Act to close down premises on the grounds of disorder or noise disturbance or Environmental Health's power to serve a noise abatement notice requiring the cessation of certain activities. It does not remove any other statutory consents that may be needed, e.g., planning permission, or the need to comply with any other laws or byelaws, which may prohibit or regulate the intended event.

The event is still covered by other controls such as Food Safety and Health and Safety at Work legislation, Fire Safety or noise pollution controls, under-age sales of alcohol, price-marking of food and drink, measures of alcoholic drinks and smoking issues, and an organiser must make sure that any other legal controls are complied with.

It is important to allow as much time as possible to plan an event properly and to ensure that any relevant authorities are consulted from the outset. The aim of this leaflet is to give examples of the areas you may need to consider and to provide contact information so that if required you can access more detailed advice. Please note that not all measures listed may be applicable and their complexity should be proportionate to the size and nature of the event.

For practical assistance, advice and guidance, event organisers are advised to contact Caerphilly County Borough Council's Event Safety Advisory Group (ESAG), to ensure an event is safe and meets all legislative, legal and operational requirements. Wherever possible this should be done well in advance of the proposed event. For further information, please visit the Council's website at [www.caerphilly.gov.uk/Things-To-Do/Events/Planning-an-event](http://www.caerphilly.gov.uk/Things-To-Do/Events/Planning-an-event).

### **Police**

Organisers should consider the following issues, to avoid the event having a detrimental effect on the local community:

1. Have you consulted with the Community and considered the implications of the event on local residents and businesses?
2. As an organiser you are responsible for the safety of the event. Have you sought Insurance cover for the event and are you aware of your responsibilities and liabilities as outlined in the government safety guides?

3. Is your event properly supervised by correctly licensed or qualified persons wearing appropriate clothing and supplied with equipment to enable them to carry out their functions?
4. Who will prevent unwanted guests including drunk and disorderly persons entering your event? Is there enough staff adequately trained to deal with any drunk and disorderly behaviour at the event?
5. What communication system have you considered for contacting staff and the emergency services should you require assistance?
6. Is your event likely to have an effect on vehicular or pedestrian traffic? How will persons attend the event, where will they park?
7. Do you require any road closures, as these must be notified to the Local Authority Traffic Management Department well in advance of the event? You must also ensure that your plans give all the emergency services proper access to the site throughout the course of the event?
8. Please ensure that you contact Gwent Police Licensing as far in advance as possible of the event, as the statutory 10 working days under the Licensing Act 2003 may not leave enough time for other policing issues to be dealt with in time for the event?

If you have any queries in respect of the above please contact Heddlu Gwent Police, 'C' Division Headquarters, Blackwood Road, Pontllanfraith, Blackwood, NP12 2XA Tel. No. 01443 865515/865522, for further advice.

### **Traffic Management**

Any events proposed on the highway, such as street parties, will need consent from the Council as the Traffic Authority. The Council can consider requests for special events on the highway and make orders to impose temporary restrictions or prohibitions on traffic. For further information and to obtain an application form, please visit the Council's website at [www.caerphilly.gov.uk/Things-To-Do/Events/Planning-an-event](http://www.caerphilly.gov.uk/Things-To-Do/Events/Planning-an-event)

### **Fire**

Organisers need to ensure that a Fire Risk Assessment is carried out prior to an event taking place. The Fire Risk Assessment should include issues relating to fire fighting equipment, means of escape, capacity figures, stewarding, signs and notices and evacuation policy. The applicant should also take into account the nature of the event and the suitability of the site/premises to hold such an event. There are guidance documents available, such as the Event Safety Guide, for advice on this matter.

Applicants need to be aware that if the Temporary Event Notice applied for relates to a premises which already has a premises licence, the applicant should ensure that, although the maximum number of persons attending at any one time can be up to 499 persons, there may be lower existing capacity figures for the premises which must not be exceeded at any time.

If you require any further advice relating to fire safety, please contact South Wales Fire Service on 01443 232000.

## **Health & Safety**

Food Safety and Health & Safety legislation must also be complied with to ensure the health, safety and welfare of any employees, volunteers, helpers, contractors, participants, and members of the public.

Please note that the complexity of the following measures will be proportionate to the size and nature of the event. Should you have any queries regarding them, please contact the Food/Health and Safety Section of the Directorate of the Environment on 01495 235340.

Organisers need to have regard to the following: -

### Location

- Suitability – existing hazards e.g. water, overhead power-lines, access for emergency vehicles, car-parking arrangements.

### Season/Time

- Extreme weather precautions, provision of lighting for evening events.

### Size of event

- The maximum number of people the venue can hold safely must be established and if necessary the persons attending may need to be counted in to prevent overcrowding. The type of event and the numbers attending will determine crowd control measures.

### Event plan

- This should contain details of all the health and safety arrangements:
  - i. Identification of the Event manager and responsibilities for other committee members e.g. liaising with relevant authorities, vetting of contractors policies and supervision of stewards.
  - ii. Risk assessments should identify all hazards associated with the event and control measures implemented proportionate to the risk so far as reasonably practicable. Risk assessments should be obtained from contractors involved in the event for their activities.
  - iii. An emergency plan should be drawn up outlining the measures to be taken in the event of a major incident. The complexity would depend on the size of the event. The local authority's Environmental Health Department, Emergency Planning, the local police, fire service, health services may assist in this.

### Site plan

- The plan should identify the location of all proposed attractions and facilities e.g. toilet facilities, food vendors, temporary structures, first aid points, entrance/exit points, circulation routes, vehicle access and emergency evacuation paths. Copies of site plans should be made available for the relevant authorities.

### Stewards

- Stewards should be properly trained and briefed on all aspects of the event including crowd control and emergency arrangements. Stewards should be easily identified by members of the public and others and be provided with personal protective clothing such as hats, boots, gloves

fluorescent jackets and torches if necessary. A means of communication should be provided so that stewards can communicate with each other or event managers.

#### Temporary Structures

- Staging, tents, marquees or stalls may be required. This equipment should be supplied and erected by a competent person. Safety checks must be undertaken throughout the event particularly in extreme weather conditions.

#### Segregation

- Barriers may be required to segregate pedestrians from any dangerous activities or unavoidable vehicular activity.

#### Vehicular movement

- Vehicular activities on site should be prohibited for the duration of the event. Separate entrances should be provided for vehicles and pedestrians. Provision should be made for stewarded car parking. Access routes for emergency vehicles should be maintained during the event. Traffic control measures off site e.g. road closures, diversions, signage should be discussed with the local police and the highways section of the local authority.

#### Activities

- Will specialist equipment be used? e.g. fair rides, bouncy castles bungee jumps/trampolines. Certificates of thorough examination, testing and erection of such equipment should be available from the hire company.

#### Welfare arrangements

- Welfare and first aid requirements should be based on the number of persons attending the event and its duration. Both temporary and permanent toilets should be checked and maintained during the event. Provision should also be made for drinking water, baby changing, lost children, missing persons or lost property.

#### Insurance

- All events require an adequate sum of public liability cover. Contractors and performers will require their own public liability cover, a copy of which should be obtained for the event file.

#### Catering

- Details of food vendors on site must be made available to the local Environmental Health department at the earliest opportunity to ensure that they are registered and subject to routine food hygiene inspections. Caterer's certificates in food hygiene training should be requested for the event file. The vendors should be sensibly positioned near water supplies with enough space between them to prevent a risk of fire spread.

#### Waste Disposal

- Suitable arrangements should be made for waste disposal and rubbish clearance both during and after the event. Procedures for disposing of discarded hypodermic needles should be drawn up.

#### Accidents

- Should an accident occur, the names and addresses of witnesses should be obtained, photographs of the site/equipment taken and a

report completed by the event manager. A copy of the accident report should be sent to the council and the insurance company.

#### Utilities

- Where electricity, gas or water is to be used, arrangements must be made to ensure the facilities are safe. All portable electrical appliances including extension leads etc. should be tested for electrical safety and a record kept for the event file. A certificate of electrical safety should be provided with any hired equipment.

Residual current devices should be used particularly in outdoor events and portable transformers where possible to step the power down to 110 volts. Measures should be taken to eliminate trailing electrical cables. Generators should be suitably fenced to prevent public access. Portable gas cylinders should be kept to a minimum and in designated areas away from public access. Utilities should be marked on the site plan.

### **Planning**

The temporary use of land may require planning permission from the council, depending on the duration and nature of that use, and the existing use of the land. For instance, an annual fund raising fete or car boot sale at a school, rugby club or church would not require planning permission, but if the car boot sale were to be held on a more regular basis permission would be needed. Each case will have to be considered separately so if you require any advice please contact the Planning Division on (01495) 235198, or by e-mail at [planning@caerphilly.gov.uk](mailto:planning@caerphilly.gov.uk). Alternatively you can visit the Planning Division at the Council Offices, Pontllanfraith, where a duty officer is available between 9.00 am and 12.30 pm weekdays.

### **Environmental Health**

Temporary entertainment events still need to comply with the legislation that protects nearby residents from noise nuisance. Although restricted by the number of events that can be held in any one year, the type of event could still be such that creates a major disturbance at residential properties. The Environmental Health section of the Public Protection Division have powers under the Environmental Protection Act 1990 to serve notice, seize noise making equipment and put a stop to events that are causing unreasonable disturbance.

If you are planning to host an event and have a temporary event notice, the following measures can assist in keeping entertainment noise to a reasonable level

- Concluding live/recorded music at reasonable times
- Keep doors and windows closed on the building facades adjacent to neighboring properties
- Keep musical events inside the building where possible
- Install mechanical ventilation

- Use a noise limiter on disco and other amplified music equipment
- Don't place speakers against party walls
- Regularly patrol around the perimeter of the building during the event
- Keep to the agreed times of the TEN

Further information/advice can be obtained from the Pollution Control Section on 01495 235213.

### **Trading Standards**

Under the Licensing Act of 2003, there are high penalties for selling alcohol to a person under 18 years of age. It is important that you and your staff read and understand the advice given below. Should you require any further information or guidance, contact details are provided at the end of the leaflet.

#### **What does the law say about the sale/supply of alcohol to young people?**

1. It is an offence for anyone to supply alcohol to a person under the age of 18. (The person actually serving the alcohol commits an offence but the person "in charge", usually the owner, also commits an offence).
2. A person in charge of the premises where a sale has been made to a person under the age of 18 can be held responsible if he knowingly lets the sale go ahead.
3. A person who buys or attempts to buy alcohol on behalf of a person under the age of 18 commits an offence.

#### **Who enforces the law?**

The Trading Standards Service of Caerphilly County Borough Council works together with Heddlu Gwent Police to enforce the law on sales of alcohol to young people.

#### **Who can be held responsible for an underage sale?**

The holder of a temporary event notice as well as premises or personal licence holders have responsibility for sales of alcohol. This means that they, as well as the person who has actually made an illegal sale can be liable.

#### **What are the penalties for breaking the law?**

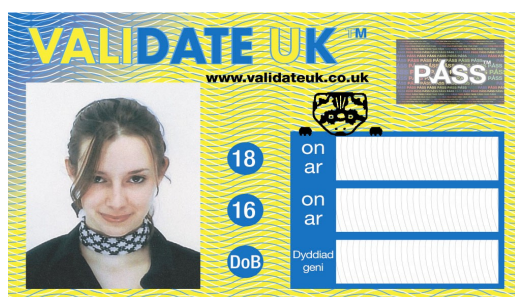
If a member of staff makes an illegal sale of alcohol, they could be issued with an £90 Penalty Notice for Disorder (on the spot fine). Licence holders, or the holder of a temporary event notice (TEN) as appropriate, could face prosecution and if found guilty, a fine of up to £5,000.

#### **How can I be sure of a purchaser's age?**

It can be very difficult to assess a person's age from their appearance. This is why you should always ask for proof of age if there is any doubt over the age of the purchaser.

Many large stores now operate a 'Think 21' policy, whereby anyone appearing under the age of 21 is asked to prove their age.

Acceptable forms of proof would be a passport, photo-driving licence, or a proof of age card bearing the PASS hologram, for example a Validate card or Citizencard. The PASS logo means that the card belongs to a scheme that has been accredited to the national Proof of Age Standards Scheme. The PASS logo is illustrated in the specimen 'Validate' card below.



*Whichever form of proof of age is offered to you, it is essential that you take the time to read it carefully, ensuring that the photograph is in fact of the holder, and that the person is at least 18 years of age.*

Note that a seller is unlikely to have any defence if they did not ask for proof of age.

***If any doubt remains about someone's age, the sale MUST be refused.***

### **Won't customers get annoyed if I refuse to serve them?**

Always remember that you are not obliged to sell anything to anyone if you do not wish to. If you are unsure of a person's age, politely decline the sale, and explain that the law prevents you from selling alcohol to anyone under the age of 18.

### **What can I do to prevent the law being broken?**

The law provides a defence if the licensee / TEN holder can show that they exercised all due diligence to prevent underage sales. What can reasonably be expected depends upon the size of the business, but essential elements of a good system would be: -

- Staff training
- Warning notices
- Point of sale reminders

- Records of occasions when sales have been refused – the ‘Refusals Register’
- Monitoring and control by management or the owner of the business

### **Weights and Measures**

The Weights and Measures Act makes it a requirement for most alcohol to be sold by measure: -

- **Beer, lager and cider** (except when mixed with other drinks) can only be sold draught in quantities of 1/3 pint, 1/2 pint, 2/3 pint, or multiples of 1/2 pint. If you use glasses, every glass must be stamped with either the ‘Crown mark and number’ or the new ‘CE and M marking.’ If you use a measuring instrument or meter then glasses do not need to be stamped but the meters must be, the customer must be able to see the glass being filled and you must not fill the glass before it has been ordered. Stamped plastic or polycarbonate containers are available if the use of glass containers is not permitted at the event.
- Draught beer, lager and cider can be sold by the jug provided the stated quantity is in multiples of 1/2 pint (e.g. two pint or four pint) and either the jug is stamped or the liquid is measured by a meter in front of the consumer at the time of sale.
- **Gin, rum, whisky and vodka**, unless they are sold in cocktails of three or more drinks, may only be sold in 25ml, 35ml or multiples of these quantities. If you use 35ml measures for single shots, you cannot use 50ml for doubles. The correct double should be 2 x 25ml. A notice, which is easy to read, must make it clear which quantity applies. The same quantity must apply in all the bars of a premise.
- Whatever you use to measure gin, rum, whisky or vodka (e.g. spirit measuring instruments commonly called ‘Optics’ or thimbles), these must be stamped. Bottle top pourers are not usually stamped and they should only be used by pouring them into a stamped thimble measure before putting the drink into a glass for the consumer.
- **Wine** (except fortified wines) must be sold either by the bottle, by the glass in 125ml, 175ml or multiples of these quantities and by the carafe in 250ml, 500ml, 750ml or one-litre quantities. Wine in quantities less than 75ml are exempt from this requirement. This allows ‘tasters’ of wine to be sold as samples to prospective customers. Fortified wines must be sold by the glass in quantities of 50ml or 70ml. These quantities must be made clear to consumers on a notice and anything you use to measure out wine (e.g. carafes, glasses or Optics) must be stamped.

### **Information to be provided to consumers: prices and descriptions**



Consumers need to be able to make an informed decision about making a purchase of food and/or drinks. **The Consumer Protection from Unfair Trading Practices Regulations 2008** make it a requirement to not trade unfairly which includes not leaving out important information that may affect a customer's choice of purchase. In order for them to make this choice they must have access to the following information **before** they make the purchase:

1. **Main characteristics of the product** - for drink this will be a description of what it is and may include its brand name. For food this will be the name of the food and should include sufficient description of the item, or dish, for a consumer to make an informed choice. As a rule of thumb only describe the food on menus chalkboards or flyers with the name under which you purchased it. So if you purchased Economy Burgers do not sell them as Beef Burger, sell them as Economy Burger. Further advice is available from your local Trading Standards / Food Standards service on request.
2. **Price** - including VAT and any additional service or other charge that has not been included.
3. **Quantity** - size of drinks or specific portion sizes of foods (where appropriate).
4. **Your trading name and details of ownership** - plus the address of the premises (unless this is obvious from the situation. This would include the need for such details displayed in your temporary bar).

How or where you display the information, required above, is not prescribed, but it should be **clear and easily readable** by the average consumer. When the information is provided, it is important to enable a consumer to make an informed decision before they are committed to a purchase.

To fail to show all or part of the information necessary, or to provide misleading information, may be regarded as an unfair trading practice and constitute an offence.

### **Allergen Information**

The EU Food Information for Consumers Regulation places a legal responsibility on food business operators to provide correct allergen information about the ingredients that are in the food made or served to customers. The EU law has listed 14 allergens that need to be identified if they are used as ingredients in a dish.

There are a number of ways in which allergen information can be provided to customers, depending on how the food is sold. You will need to choose the method, which is best for your business and the type of food you serve. If the allergen information is not provided upfront in writing, then you must signpost customers to where it can be obtained, either in written or oral formats.

Further information can be obtained from the Food Standards Agency and/or by visiting their website at [food.gov.uk](http://food.gov.uk)

## **Where can I get more information?**

If you have any queries on the above or would like any further information, please contact the Trading Standards Service of Caerphilly County Borough Council on 01495 235291.

## **Protection of Children from Harm**

Any organisation contributing to an event to which children will be invited or attend, should have a Child Protection Policy. Event organisers have a duty to share any concerns that they have for children and that they can contact the Contact and Referral Team of the Council's Social Services Department on 0808 100 1727 (office hours) or on DT (out of hours) 0800 324 4432 for further advice/discussion. Those organising the event should nominate a person as a point of contact for child protection concerns.

For advice about how to develop a Child Protection Policy and Child Protection Training, please contact a Child Protection Co-ordinator on 01443 864550 or the Safeguarding Children Board Co-ordinator on 01443 864798 or the South East Wales Emergency Duty Team (Out of Hours) on 08003244432