

# Wonersh Parish Council - Events Guidance Notes

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## 1. Introduction

This guidance pack has been designed to provide information to organisations wishing to arrange an event in Blackheath, Shamley Green or Wonersh.

It gives general advice that should be used when arranging any type of event. However, this guidance cannot be considered exhaustive and it is likely that additional guidance will be required for specialist events and larger scale activities.

It is important to plan ahead and agree the programme of activities well in advance of the event date.

## 2. Application

You will need permission from the Parish Council to hold an event on any land owned or leased the Council.

Please complete the Outdoor Event Application Form and e-mail it to [clerk@wonershparish.org](mailto:clerk@wonershparish.org), in order to request such permission.

Once we have received your event request, we will advise you of the following documents which will be required. When we receive all the necessary documents, we will confirm whether the event can go ahead.

It is recommended that you apply at least three months in advance to ensure the event is properly planned and that licenses and road closures notices (if necessary) are obtained.

## 3. Risk Assessment

Event organisers have a legal responsibility to ensure the Health, Safety and Welfare of any employees, volunteer helpers or contractors involved in arranging the event and of the public and participants attending, so far as is reasonably practicable.

This responsibility can be met by carrying out and formally recording, a detailed risk assessment. A simple guidance note and an example form are provided with this pack. Completed forms should be retained for future reference and submitted to the Parish Council Clerk

Where the event consists of more than one attraction (e.g. a summer fete) a written risk assessment will be required for each activity.

**All events must comply with Health and Safety Law and you must take all necessary precautions to ensure the event takes place safely.**

Any contractors or third parties involved in the event should also carry out their own risk assessments and these are to be submitted with the application.

## 4. Event Management Plan

Event organisers are required to produce a clear overall plan for the proposed event which should include:

- the lay out of the event

- the designated entrances and exit points for the public
- Vehicular access for emergency vehicles and emergency evacuation routes
- Provision of Stewards/Marshalls
- On Site Communications
- Fire Safety Arrangements
- First Aid provision
- Emergency/Contingency Arrangements
- Health & Safety Plan

## 5. Traffic Management Plan

All functions that require a road closure or diversion will need a Road Closure order either from Surrey County Council Highways or Waverley Borough Council.

Waverley Borough Council requires a minimum of 4 weeks notice in order to consider and process either a Thronging Order or a temporary road closure.

For short duration orders a minimum of 6 months is required so as to accommodate the necessary statutory processes. You should therefore contact the council as soon as possible in the planning of your event so as to avoid disappointment and aborted planning.

## 6. Signage

If your event involves road closures there will be a legal requirement to display advanced notice signs on the roads affected. It will be the responsibility of the event organiser to arrange for the notification signage to be put up along the route of the road closure and also pay for any charges associated with this. The signs must comply with the requirements set out in the Traffic Signs Regulation and General Directions 2002 (amended 2011) and must be signed off by Surrey County Council prior to deployment. You will also be responsible for the removal of these signs.

## 7. General

Safety is your responsibility and as an event organiser you have a duty of care for the people who will work at and attend your event

### Accidents

If a reportable accident occurs, the names and addresses of witnesses should be obtained, ideally photographs taken, and a report made by the organisers. An accident form should be completed and one copy sent to the landowner. For more serious accidents the procedure required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (R.I.D.D.O.R.) will need to be followed, and the HSE Incident Contact Centre (ICC) informed. You will also need to advise your own insurance company.

It is the applicant's responsibility that the event is lawful under The Town and Country Planning Act 1990. Legislation regarding temporary buildings and uses and whether they are permitted development is found under The Town and Country (General Permitted Development) Order 2015 (as amended) Schedule 2, Part 4.

### Bouncy Castles and Other Inflatable's

All bouncy castles and other inflatables must comply with the Health and Safety Executive Pipa Regulations and Guidance on 'Inflatable Play Equipment' such as castles, slides and domes.

<http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm>

You must ensure that the Annual Inspection Certificate is available.

## **Fun Fairs**

Where an event involves fun fair rides then the event organiser must notify the Council at least two months before the event as specific documentation must be completed and returned.

The additional documentation for a Fun Fair includes: -

- Agreement
- Third Party Public Liability Insurance Cover of a minimum value of £10 million per ride
- ADIPS forms for all rides
- Risk Assessment

## **Fireworks**

On the grounds of public safety, bonfire and firework displays on public land are restricted to professional operators and recognised bonfire and firework societies. Your attention is drawn to the CBI-EIG publication "Working Together on firework displays" which can be downloaded from the EIG website: <http://www.eig2.org.uk/wp-content/uploads/WTOFD-Blue-Guide.pdf>

## **Food and Beverages**

Food hygiene legislation applies to any activity that involves the provision of food including beverages. All traders selling food should be registered as a food business with the local authority where they are based and comply with the necessary Food Hygiene Regulations. You must provide details of all food/beverage stalls attending your event to the Environmental Health Team at Waverley Borough Council on 01483 523393 or by email to:

[environmentalhealth@waverley.gov.uk](mailto:environmentalhealth@waverley.gov.uk)

## **Food Safety Management System**

Businesses preparing or serving high risk foods must have in place a Documented Food Safety Management System including up to date record keeping relating to the food business. Further information can be obtained from the Food Standards Agency website [www.food.gov.uk](http://www.food.gov.uk) or by contacting Environmental Health on 01483 523393.

## **Noise**

Prior to your event taking place you must provide details of any potential noise associated with your event; this may include entertainment noise, fireworks, generators etc.

Events requiring a licence may be subject to specific noise conditions –You must ensure that you are operating within any licensing restrictions.

## **Litter and Waste**

You must have adequate arrangements to dispose of litter and other waste generated at the event.

## **Public Conveniences**

Ensure there are adequate toilets and hand washing facilities available for the number of people expected to attend the event.

## **9. Licences**

You must ensure that you are operating within any licensing restrictions. Advice on licensing legislation can be found on Waverley Borough Council website; <https://www.waverley.gov.uk/Services/Business-and-licensing/Licences-and-registrations> or contact the Licensing Department at [licensing@waverley.gov.uk](mailto:licensing@waverley.gov.uk)

## 10. Insurance

You will need to arrange public liability insurance for your event. The policy cover must be for a minimum indemnity sum of £5 million per incident. Please ensure your insurers are fully aware of all the activities taking place and that all your exhibitors, sub-contractors and caterers etc. all have their own insurance. Evidence of this may be requested before, at or after the event.

## 12. Contact Addresses

Wonersh Parish Council	<a href="mailto:clerk@wonershparish.org">clerk@wonershparish.org</a>
Surrey County Council Highways -	<a href="mailto:events@surreycc.gov.uk">events@surreycc.gov.uk</a>
Surrey Police -	<a href="mailto:operationalplanning@surrey.pnn.police.uk">operationalplanning@surrey.pnn.police.uk</a>
Waverley Borough Council Environmental Health -	<a href="mailto:EnvironmentalHealth@waverley.gov.uk">EnvironmentalHealth@waverley.gov.uk</a>
Waverley Borough Council Licensing -	<a href="mailto:licensing@waverley.gov.uk">licensing@waverley.gov.uk</a>