



# Health and Safety

## Organising Public Events

### Minimum Standard

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<b>Approver</b>	ELT Operating Committee
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## 1 Aims and Principles

The aim of this Minimum Standard is to provide information to assist departments in the planning and management of public events.

This information contained in this document should be referred to when planning any event, whether a public entertainment permit issued by the Bailiff is required or not.

Departments responsible for organising and managing public events must develop their own procedures which detail the specific arrangements to be implemented. The procedures must meet the standards set out in this document or be of an equivalent or higher standard.

## 2 Application

This Minimum Standard is intended to cover all public events held by Government of Jersey departments or on their premises. However, it is recognised that events can have varying risk levels, some of which can be low due to the nature of the event.

Whilst higher risk, large-scale public events will attract the full requirements of this Minimum Standard, low risk events, such as school productions, will not require extensive written arrangements to be in place. However, the health and safety of those at the event still need to be considered and a risk assessment should be prepared as a minimum.

The basic premise of this Minimum Standard is that all events attended by the public should be considered and that any documentation prepared for such events should be proportionate to the level of risk involved.

## 3 Legislation and Guidance

### a) Applicable Legislation

Health and Safety at Work (Jersey) Law, 1989

### b) Guidance

Public Events: Health and safety guidance (HSI website)

Health and Safety Guidance for Organisers of Public Events (HSI leaflet)

[Permission to hold a public event \(public entertainment permit\)](#)

[Public Health Considerations for all Events \(scroll for PDFs\)](#)

[Guidance on Running Events Safely \(UK HSE\)](#)

[Managing Crowds Safely \(UK HSE\)](#)

[Event Safety – Planning for incidents and emergencies \(UK HSE\)](#)

[The Purple Guide to Health Safety and Welfare and Outdoor Events \(subscription required\)](#)

[Guide to Safety at Sports Grounds – Green Guide \(purchase required\)](#)

## **4 Definitions**

### **Public Event**

An event which is open to and may be attended by members of the public.

### **Event Organiser**

The organisation which has overall responsibility for the planning and management of the event. This could be the Government of Jersey or a third-party organisation which is using Government of Jersey's premises as the venue for the event.

## **5 Who this Minimum Standard Applies to**

- All Government of Jersey (GoJ) and States' employees
- Voluntary staff or those on honorary contracts where there is no implied contract of employment

## **6 Links to other GoJ Policies, Minimum Standards and Guidance**

### **a) Policies**

Government of Jersey - Health and Safety Policy

### **b) GoJ Minimum Standards**

Risk Assessment  
Liquefied Petroleum Gas  
Electricity  
First Aid  
Lone Working  
Violence and Aggression  
Working at Height  
Incident Reporting and Investigation

### c) Other Internal Guidance

Further guidance may be available from other departments and contact should be made with your department Health and Safety Manager/Adviser “Professional” for assistance with preparing departmental procedures.

## 7 Roles and Responsibilities

The department’s arrangements for planning and managing public events must clearly set out the roles and responsibilities of all those individuals involved and must be kept up to date.

Reference should be made to the Government of Jersey - Health and Safety Policy for general responsibilities.

## 7 Events Organised by a Government of Jersey Department

Where public events take place which are organised by a Government of Jersey department, the department responsible will assume all responsibilities for the event and should ensure the following:

- Permission from the Bailiff is obtained where required (Ref: Section 9)
- Adequate employer liability and public liability insurance is held
- An event risk assessment is produced (Ref: Section 10)
- An event plan is produced, including emergency planning (Ref: Sections 11 and 14)
- Third parties providing services are vetted (Ref: Section 12)
- The event is actively managed from set up to dismantling (Ref: Section 13)
- A debrief/evaluation takes place after the event (Ref: Section 15)

If the event is being held on premises owned by a third party, then the department responsible for the event will provide that party with all relevant information relating to the event.

## 8 Events Organised by Third Parties and Held at Government of Jersey Premises

Where public events take place at Government of Jersey premises but are organised by a third party, both parties have responsibility to ensure the event takes place safely.

The department responsible for the premises should ensure the following:

- The premises are suitable for the type of event being proposed
- The proposed number of attendees does not exceed that permitted for the venue for fire safety purposes
- The organiser is provided with information about the venue to enable them to properly plan the event e.g. capacity, fire evacuation arrangements, firefighting measures available etc.
- The event risk assessment and event plan are assessed to check that what is being proposed is compatible with the premises
- Checks are in place to ensure the event organiser is adhering to the standards set out in the event plan.

The event organiser should provide the department responsible for the premises with the following:

- Evidence that permission from the Bailiff has been obtained where required
- A copy of the event risk assessment (Ref: Section 10)
- A copy of the event plan (Ref: Section 11)

The responsibilities of both parties in relation to the event should be formally documented e.g. a Service Level Agreement to ensure that each party is clear on which party will be responsible for which elements of the event. This would be a critical document in the event of an incident occurring.

## **9 Public Entertainment Permit**

Public entertainment in Jersey is permitted by the Bailiff under common Law powers.

Venues which offer regular entertainment will usually hold an annual permit.

Where one-off events are planned, indoor or outdoor, the organising department should check whether a public entertainment permit is required.

When applying for permission, an event plan will need to be submitted (see Section 11).

Any applications made are reviewed by the Bailiff's Panel which consists of the following representatives:

- States of Jersey Police
- Jersey Fire and Rescue Service
- Ambulance Service
- Health and Safety Inspectorate
- Environmental and Consumer Protection

The panel must be satisfied, from the documentation submitted, that all requirements have been

met in order for a recommendation to be made to the Bailiff that a permit be issued.

Further details of permits and how to apply are available at [Permission to hold a public event \(public entertainment permit\)](#).

## 10 Event Risk Assessment

When planning any public event, a suitable and sufficient risk assessment should be carried out. This should identify the hazards associated with all activities, including the setting up and dismantling of any items and should be proportionate to the size of the event and the risks associated with it.

Depending on the type of event, items which may need to be considered include, but are not limited to:

- Characteristics of the demographic attending and any special considerations
- Traffic management in the area and parking arrangements
- Management of pedestrian access/egress
- Security including bag searches
- Site security e.g. perimeter fencing etc.
- Electricity supply
- Water supply
- Ground conditions
- Slips and trips
- Weather
- Temporary structures e.g. viewing stands, marquees etc. including confirmation of fire retardance where applicable
- Activities involved (separate risk assessment may be required from third parties involved)
- Assessing competency of third parties involved e.g. marquee erectors, entertainment providers, food and drink concessions etc.
- Food safety arrangements
- Noise levels – occupational exposure and nuisance levels
- Management of waste
- Welfare/toilet arrangements
- First aid provision
- Fire risk management
- Emergency arrangements including access/egress for emergency services
- Other events adjacent to or in close proximity

Further information on risk assessment is available in the GoJ Minimum Standard – Risk Assessment.

## 11 Event Plan

Following completion of the risk assessment, an event plan should be prepared. Employees and stakeholders, which could include emergency services, should be involved with this process to help with the identification of suitable control measures to manage the risks.

This document should detail the overall arrangements for how the event will be managed at all stages, from setting up through to the dismantling of the event infrastructure and clean up.

The level of detail contained in the event plan should be proportionate to the size of the event and the risks associated with it.

The event plan will typically contain the following information although this is not a definitive list and depending on the nature of the event, not all items listed will be applicable:

- Key details of the event : where, when, what, detailed timings etc.
- Person(s) in charge and other key contacts
- Licences and permissions required/obtained e.g. Bailiff's Permission, liquor licence
- Site map and event layout
- Event risk assessment (Ref: Section 10)
- Emergency plan
- Method of communication between staff
- Access arrangements to and from the event
- Electricity supply and management
- Welfare arrangements
- Waste collection and disposal arrangements
- Disabled facilities and access
- Noise levels and control
- Traffic control
- Crowd control
- First aid arrangements
- Site security details
- Information about any temporary structures, equipment, and attractions

- Details of food and beverage services (all food providers to have an Eat Safe rating of 3 or above)
- Number of staff and their responsibilities

## 12 Services Provided by Third Parties

Where any services are provided by third parties, the department organising the event must ensure that there are suitable arrangements in place to assess the competency of those organisations and the suitability of the arrangements they intend to put in place.

As a minimum, the company should provide the department with a risk assessment for their activities and evidence of suitable insurance cover. Depending on the service being provided, further information, such as training certificates may be required.

Any information provided by outside organisations must be evaluated by the department responsible for the event. To assist them with the preparation of this information, the department with overall responsibility for the event and/or the premises should provide relevant information, including emergency procedures during all stages of the event.

Typical services provided by third parties include:

- Erection of temporary structures
- Provision of security
- Food and drink concessions
- Installation of electrical or lighting services
- Etc.

## 13 Managing the Event

During the setting up of the event, the department responsible must ensure that the event plan is being adhered to and that third parties involved with the event are meeting the requirements of their health and safety documentation such as risk assessments, safe systems of work and permits to work (if relevant).

Prior to the event commencing, checks should be made by the department responsible for the event that all required arrangements are in place e.g. suitable site security, first aid provision, emergency escape routes and assembly points are safe for use and free from obstructions, etc.

The department must ensure that the entire event is monitored to make sure that the necessary



controls remain in place and that the event plan is being followed.

## 14 Emergency Planning

Part of the planning for the event must include consideration being given to the possibility of an emergency arising, including the requirement to evacuate the premises.

This should be properly planned and documented and should form part of the event plan.

Further information on planning for emergencies is available at [Event Safety – Planning for incidents and emergencies \(UK HSE\)](#).

## 15 Evaluation of the Event

After any event involving the public, it is recommended that a debrief take place with the staff involved to discuss what went well and what may need to be improved upon the next time. It may also be helpful for contractors and the emergency services to be involved or at least be given the opportunity to provide feedback. The extent of their involvement will depend on the nature of the event and how it went.

Examples of issues that should be addressed include:

- Who attended the event? Were the anticipated audience numbers and profile what you expected? If not, did this create any complications to the manner in which you had planned the event?
- Were there any hazards which were not identified and if so, how were they dealt with?
- Which arrangements worked well, which didn't and why?

Successful events should be celebrated and any incidents or issues arising should be viewed as learning events for improvement of future events.

The discussions and conclusions from the debriefing session should be documented and should be retained with the event plan for future reference.

Where necessary, the Bailiff's Panel may also conduct a debrief with the emergency services following an event., which may be with or without the event organiser present.

## **16 Information, Instruction and Training**

Any GoJ employees involved with public events should receive adequate information, instruction and training to enable them to carry out their role effectively.