

Health and Safety Guidance

FOR ORGANISERS
OF PUBLIC EVENTS



Introduction

The guidance is intended for those organising public events for which a public entertainment permit issued by the Bailiff is required and it summarises the action to be taken to reduce the risks to the general public and others. It may also contain useful information for organisers of events which fall outside the remit of the permit. If you are unsure whether your event requires an entertainment permit you should approach the Bailiff's Office for advice.

Health and safety legislation

If any person involved with the event is at work, the Health and Safety at Work (Jersey) Law, 1989, which sets out general duties of all those involved with work activities, will apply. In addition, there may also be other legislation dealing with specific issues, i.e. electricity, which will apply. A list of current health and safety legislation is available on the website www.gov.je/hsi.

Even if there is no work activity involved with the event, proper consideration to health and safety will help contribute to its success.

Organisation

It is the responsibility of the event organiser to ensure that health and safety issues are properly managed for all aspects of the event, including setting up the event, the event itself and clearing up after the event has taken place. It is possible for the actual tasks involved to be delegated to others, but the overall responsibility for planning and managing the event rests with the event organiser who is named on the entertainment permit.

The precise arrangements for addressing health and safety will vary depending on the size and nature of the event, however the main principles will remain the same. It is important to ensure, preferably in a written document, that the following main points are addressed:

- The overall responsibility for the event is acknowledged,
- The individuals or organisations who are in control of certain aspects of the event are named with their area of control clearly identified (an organisation chart may be of assistance),
- The manner in which health and safety risks associated with the event are addressed (commonly referred to as the "event risk assessment").

The event risk assessment

The purpose of a risk assessment is to identify hazards which could cause harm, assess the risks which may arise from those hazards and decide on suitable measures to eliminate, or control, the risks. This will help ensure you have adequate health and safety measures in place. This approach might appear novel to those involved but, in reality, we all carry out risk assessments to a variable extent everyday, for example, when crossing a road.





In order to ensure that a structured approach is taken to identifying risks associated with an event and to enable all involved to be aware of the measures that are being taken, it is advised that a written risk assessment should be prepared for all events. For larger events, and for some smaller events where there are significant hazards, a written assessment will be required as part of the information requested by the Bailiff's Panel.

It is recommended that the approach to carrying out the risk assessment follows the 5 Steps approach:

Step 1	Identify the hazards associated with activities contributing to the event, where the activities are carried out and how the activities are to be undertaken
Step 2	Identify those people who may be harmed and how
Step 3	Identify existing precautions, e.g. venue design, operational procedures or existing 'safe systems of work'
Step 4	Evaluate the risks
Step 5	Decide what further actions may be required, e.g. improvement in venue design, safe systems of work, etc.

Additional guidance on risk assessments may be obtained by referring to the website www.gov.je/hsi, Guidance on Risk Assessment, produced by the Health and Safety Inspectorate.

Some key issues which need to be considered

Site conditions
Fire safety
First Aid
Emergency planning
Communication
Crowd management
Vehicle movements
Children
Livestock

Electrical installations and lighting
Use of gas cylinders
Stability of temporary structures
Sound: Noise and vibration
Fairground rides
Firework displays
Sporting and similar activities
Waste management
Welfare arrangements



These are just some examples of the issues which may be associated with your event; it is not intended to be an exhaustive list. The arrangements and circumstances for each event will need to be considered in order to identify the risk areas relating to your specific event.

Remember that you need to consider risks arising from setting up for the event, the event itself and the clearing up of the event and not just the event itself.

Insurance

If the event involves any work activity, you should check that all employers have insurance to satisfy the requirements of the Employers' Liability (Compulsory Insurance)(Jersey) Law, 1973.

You should also arrange for public liability insurance cover for the event.

Accidents

You should keep a record of any accident or dangerous occurrence that does occur. This will not only be useful for investigation and insurance purposes but can also be considered as part of the evaluation of the event.

Evaluation of the event

After the event it is important that you review the manner in which health and safety was managed and take forward any lessons that have been learnt.

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?

It is recommended that you keep a record of this evaluation for future use.

Further information

Further advice or information on the matters that should be addressed is available from the Health and Safety Inspectorate, Maritime House, La Route du Port Elizabeth, St. Helier, Jersey, JE2 3NW.

Telephone: 01534 447300 Email: hsi@gov.je Website: www.gov.je/hsi





Example of arrangements to be taken for a small garden fete

The types of event that are subject to a Bailiff's permit vary considerably, including events such as small garden fetes and larger events such as the Battle of Flowers. Irrespective of the size of the event the approach to be taken to managing health and safety issues is identical, however, the risks associated with the event will differ according to the type of activities involved.

It may be thought that the risks associated with a smaller event are lower, however, this is not the case; it very much depends on the nature of the event and the type of activities that are provided.

The following steps illustrate the application of the recommended approach for an imaginary situation, that of holding a small garden fete.

Organisation

An individual or group should be put in charge of planning the management of health and safety for the event. They will need to communicate with all those involved - stall holders, operators of attractions and exhibitors in order that they can then consider the hazards, risks and precautions required for the whole of the event and individual attractions and activities.

You will need to build up good communication links and records of contact names. Start an event diary and clarify with everybody how you are intending to keep people informed and how they can contact you.

Contact the Bailiff's Office for advice on whether your event requires a Bailiff's permit. You may also need to contact other authorities including the Parish. You should contact the authorities as soon as you consider holding an event, and at least 3 months prior to the date proposed, 6 months for new or larger events.

If this is the first occasion that you have been involved in managing the health and safety for this event, review the experiences of previous events and where possible contact other organisations who have held similar events in order to learn from their experiences.

Make sure you are adequately insured for the event and ask to see insurance documents from any concessionaires taking part.





Examples of issues to consider

The Venue

Make sure the site is big enough for all the planned activities. Check for obvious hazards such as slopes or steep changes in ground levels, unfenced holes or ponds, any tripping hazards etc.

Plan the layout of the event

Prepare a plan showing the layout for the event, including the exit routes. Remember to consider spacing and layout of attractions.

Car parking

If you intend to provide car parking, you may need to arrange designated marshals to guide the cars. Provide them with high visibility vests so that they can be easily seen. Vehicles need to be routed away from pedestrians where possible.

Erection of stalls and tables

Stalls and tables should be in good condition and erected on firm ground. Make sure they can support weights placed on them.

Movement of goods and material

Storage and movement of goods needs to be considered. Make arrangements for moving any heavy items.

Stall holders

Ensure that the stall holders are aware of health and safety precautions. Make sure they are instructed in the operation of any equipment they will be using.

Cables and wiring for electrical equipment, lighting and PA systems

Make sure that cables are routed safely away from public areas or if this is not possible, covered or similarly appropriately protected. Ensure that a competent person has installed and tested any electrical equipment.

Marquees

Marquees must only be erected by competent persons.

Exit routes must be clearly identified and kept clear of obstructions.

Safety Barriers

You should consider whether you need to provide suitable barriers around attractions, displays and equipment. Examples may include: around BBQs, stages and platforms etc.

Fire Safety

You should consider such issues as: means of escape in case of fire, fire risks such as cooking facilities and storage of gas cylinders, fire fighting equipment and use of materials which burn easily.

Bouncy castles or similar

Obtain safety certification for the equipment from the suppliers. Arrange for the equipment to be supervised by one or more competent persons at all times. Consider erecting signs indicating age or height restrictions that apply to the equipment - the suppliers may be able to provide this to you. Further information is given by the Health and Safety Executive. www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm.

Other attractions

Check that health and safety issues have been considered for all other attractions. If the equipment is operated by a concessionaire, ask to see the risk assessment for the equipment.

Food hygiene and mobile vendors

You need to store and serve food properly. Some foods need to be kept refrigerated or stored separately from other food types. Serving utensils and appropriate hygiene clothing should also be used, e.g. plastic gloves, aprons and hats. Ensure that the toilet and washing facilities are located away from food stalls. Businesses that sell food direct to the public should have a Jersey Eat Safe star rating. More information is available www.gov.je/environment/environmentalhealth/.

First aid

You should consider the arrangements for providing first aid. The types of injuries and illnesses likely to occur at a fete are heart attacks, sunstroke (on a hot summer day), and minor injuries such as cuts and bruises.

Ask people involved with the fete if they are qualified first aiders. If not, contact other organisations such as St John Ambulance, who may be able to assist.

Insurance

As organisers you could be held legally liable for the costs or damages of any injuries and other mishaps which may occur during the event. Appropriate public liability insurance should therefore be arranged.

Accidents

If an accident does occur, you need to record the details of the accident. This will be useful to assist in your review of the event and to notify your insurers.

Evaluation

After the event you need to evaluate the success of the event and take forward any lessons that have been learnt. This evaluation should take place as soon as possible after the event.

Record the outcome of the evaluation so that it can be referred to for future events.





Further Advice and Guidance

Health and Safety Inspectorate (HSI)

Maritime House
La Route du Port Elizabeth
St. Helier
Jersey
JE2 3NW

Telephone: 01534 447300
Email: hsi@gov.je
Website: www.gov.je/hsi

Guidance on risk assessment (HSI)

Health and safety in the workplace: a general guide (HSI)

Health and Safety Executive (HSE)

The HSE provides information and guidance on all aspects of work-related health and safety.

Website: www.hse.gov.uk and www.books.hse.gov.uk

Fairgrounds and Amusement Parks: Guidance on safe practice (HSE)

Organising firework displays (HSE)

Managing crowds safely: A guide for organisers at events and venues (HSG154)

The event safety guide: A guide to health, safety and welfare at music and similar events (HSG 196)

The Bailiff's Office

Bailiff's Chambers
Royal Court House
Royal Square
St. Helier
Jersey JE1 1BA

Telephone: 441100

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States of Jersey

Health & Safety Inspectorate

