

# **Protocol for Darlington Public Events Safety Advisory Group**

## **1.0 Introduction**

This document provides details of the constitution and Terms of Reference together with a summary of the roles of the members of the Public Events Safety Advisory Group.

The group operates in an advisory capacity to event organisers intending to hold events in the Borough of Darlington.

Examples of Public Events considered by the group include: Open air concerts and music festivals; Trade shows; Sporting events; Historic re-enactments; Horse/dog/ pet/ agricultural shows; Car/ caravan shows; Firework displays; Street parties; Processions; Marches; Community carnivals/events; Fairs/fetes; Large scale religious events.

Generally, only those public events that meet the criteria set out in Appendix One of this document will be assessed by PESAG. Events that do not meet those criteria will have access to the self-help information provided by PESAG and available through Darlington Borough Council's web site.

## **2.0 Aim and objectives**

The aim of the Group is to work in partnership to promote reasonably practical standards of public safety and the well-being of the public at all public events in the Borough of Darlington.

The objectives of the Group are to:

- Promote high levels of safety and welfare at events by giving advice;
- Promote good practice in safety and welfare planning for events; and
- Ensure events cause minimal adverse impact.

## **3.0 Terms of reference**

- To advise the partner organisations in relation to their duty of care regarding sport grounds/public events that do not require to be certified/ licensed.
- To provide a forum within which the Local Authority and other agencies may develop a co-ordinated approach to proposals for public events spectator safety.
- To receive any relevant reports in relation to matters found during inspections by Group members.
- To discuss any significant incident or "near miss" to ascertain if there any enforcement actions or recommendations to pursue.
- To consider the advice published in available guidance documents
- The Public Events Safety Advisory Group is not empowered to make any decisions on behalf of the partner organisations. It operates only in an advisory capacity.

- The core members of the Public Events Safety Advisory Group must declare any material conflict of interest in relation to any item put before the Group, prior to any discussion on that matter. If the interest could be considered prejudicial, then that member/service must withdraw and be replaced by an appropriate party agreed with the Group.

#### **4.0 Membership of the Public Events Safety Advisory Group**

##### **Core Membership –**

- Chair
- Environmental Health – Darlington BC
- Building Control - Darlington BC
- Licensing - Darlington BC
- Highways - Darlington BC
- Police – Durham Constabulary
- Fire - County Durham & Darlington Fire & Rescue Service
- Ambulance - North East Ambulance Service
- NHS England Cumbria and the North East

##### **Invited Representation**

The following are considered as persons/bodies that may be invited to a Public Events Safety Advisory Group meeting to make a presentation or offer advice to the Group –

- Event organiser – this may also include License Holder or Safety Officer
- Legal Services representative from the Council
- Administrative Service – Democratic Services from the Council
- Any other relevant Local Authority service representation
- First aid provider
- Security provider
- Civil Contingency Unit

This list will not exclude invitation to such specialists, as the Chair feels appropriate to fully consider any issues.

#### **5.0 Administration of the Group**

Chair: Darlington Borough Council's Principal Environmental Health Officer (Commercial) (or nominee).

Secretariat: Environmental Health Section provides the administrative support to the Group.

## **6.0 Frequency of meetings**

The Public Events Safety Advisory Group shall meet As often as is necessary to assess applications submitted to it.

The Public Events Safety Advisory Group may request an inspection of a public event as determined by the Chair of the Group in consultation with the event management. Such members as the Group considers appropriate can attend the inspection. Formal minutes of the inspection will be circulated to all members.

## **7.0 Form of Minutes**

Each meeting of the Public Events Safety Advisory Group will be prearranged to an agenda published in advance of the meeting with minutes recorded. The minutes of the meetings will be circulated to the core members and other representatives attending.

## **8.0 Roles and responsibilities of core members**

### **8.1 Chairperson**

To chair the meeting of the group and arrange for the distribution of the agenda and minutes for meetings. The chair will be the Environmental Health representative.

### **8.2 Environmental Health**

The Service will be represented by the Manager or his/her appointed deputy who will attend meetings of the Public Events Safety Advisory Group.

To act in a coordinating role to the Public Events Safety Advisory Group on all matters relating to spectator and public safety and liaise with Group members in the production of any items or reports to be placed on the agenda for the meetings.

Provide advice and assistance as required and ensure compliance with food safety legislation.

Where the Council is the enforcement authority for health and safety provide advice and assistance as required and ensure compliance.

Provide advice to minimize risk of nuisance from an event. Control noise levels at any event to prevent the occurrence of a statutory noise nuisance.

### **8.3 Licensing**

The Service will be represented by the Manager or his/her appointed deputy.

Provide advice and assistance as required on licensing legislation and on the production of the operating schedule to address the concerns of responsible authorities.

Determine whether an event requires licensing and process applications for licenses in accordance with statutory requirements.

Co-ordinate consultations/meetings with relevant agencies/event organisers for licensed events.

Ensure compliance with licence conditions, through pre and during performance inspections of event.

Ensure compliance with legislation relating to street trading during events in conjunction with the Police

### **8.4 Building Control**

The Service will be represented by the manager or his/her appointed deputy who will attend meetings of the Public Events Safety Advisory Group and advise on:

All technical/legal aspects of legislation within the remit of the Service as they relate to public events. In particular examine details of any proposed temporary stands and stages and other temporary structures and comment upon compliance with relevant legislation/guidance.

### **8.5 Highways / Traffic Manager**

The Service will be represented by the Manager or his/her appointed deputy who will attend meetings of the Public Events Safety Advisory Group.

Liaison with statutory authorities and other organisations, giving advice on and, as necessary, arranging for:

- (i) The maintenance of clear and safe routes for emergency vehicles and traffic of all categories including pedestrians;
- (ii) Any road closure or other temporary traffic management measures which may be necessary;
- (iii) Liaison with the statutory undertakers;

The Traffic Manager will also be a member of the team. This is a statutory post as required under the Traffic Management Act 2004 and within the authority it is the duty of that person to deliver a co-ordinated, planned and effective response to the network management duty across the whole organisation, and to ensure that agreed actions are implemented.

## **8.6 Emergency Services**

Each Service will be represented by a person of sufficient seniority or his/her appointed deputy who will attend all meetings of the Public Events Safety Advisory Group and advise on -

All technical/legal aspects of legislation within the remit of the Service as they relate to public events.

Matters relating to, or any breaches of, the License Conditions

### **8.6.1 Durham Constabulary**

Providing advice and taking action relating to the prevention and detection of crime.

Providing advice and taking action relating to the prevention of/or stopping of breaches of the peace.

Public safety and crowd management matters referred to in the “The Event Safety Guide”, “A Guide to Health Safety and Welfare at Music or Similar Events” and other relevant publications.

Enforcement of traffic regulations within the legal powers provided by statute, i.e. a road closure order (Town Police Clauses Act 1847) or a traffic regulation order (Road Traffic Regulation Act 1984).

Activation of a contingency plan where there is an immediate threat to life and co-ordination of resultant emergency service activities.

Special note: Police resources will not be routinely deployed to tasks which the risk assessment suggests are necessary but for which there are no legal responsibilities or legal powers.

### **8.6.2 Ambulance Services NHS Trust**

While on site to co-ordinate all ambulance service resources, Doctors and First Aid agency volunteers within the event.

To ensure that the event cover is all within the event safety guidelines and major incident site evacuation plan.

### **8.6.3 Durham and Darlington Fire and Rescue authority**

Providing advice on fire safety and the Regulatory Reform (Fire Safety) Order 2005

### **8.6.4 NHS England Cumbria and the North East**

To seek assurance that the event, where necessary, has a robust medical plan which has been assured by an appropriate authority (most likely the North East Ambulance Service)

To obtain an understanding of the potential impact the event may have on the wider health and social care providers to enable them advance notification to inform any additional planning they consider may be necessary to manage the potential impact of the event.

## **9.0 General**

If at any time a representative of any of the members of the Group witnesses/ observes a matter that is the responsibility of another member then they shall inform the responsible member immediately working in accordance with the Joint Enforcement Protocol.

## **Appendix One**

### **All Events**

1. PESAG will NOT consider event plans for every event. One or more triggers will warrant PESAG's active involvement. The triggers are:
  - A minimum audience attendance of 500 at any one time, or
  - A load-bearing stage or other load-bearing temporary structure, or a marquee, tented structure, tent or similar structure, that is not provided and erected by a company, or persons competent to erect such a structure and provide guidance to the event organiser on the safe use/operation of a marquee, tented structure or other structure into which people will enter or be in close proximity to
  - Activity on the highway, such as a cycle tour or road run, street party, or
  - Pyrotechnics, or
  - Displays involving moving vehicles, machines or animals with spectators viewing the movement of such.
2. Notification of events will still be encouraged from all event planners to enable partners to have an understanding of any cumulative or conflicting issues, such as highway congestion, but where an above trigger is not met there will be no assessment of the event and the organiser will be invited to make use of the self-help tools that will be available (event plan template, guidance on specific issues such as inflatables etc)

### **Events on Council Land**

1. Triggers will be as above
2. Licensing conditions may need to be varied as they currently state that PESAG support MUST be obtained for events on Council land

### **Events Organised By Darlington Borough Council**

The Council itself organises numerous events.

1. Triggers will be as above
2. Health and safety assessment of event plans will not be included as part of the PESAG work undertaken by Environmental Health as Environmental Health are not the enforcing authority. These documents will be viewed (as opposed to being examined in detail) by Building Control, to gain an understanding of the level of risk interpretation and assessment of the event organiser, as it is the responsibility of the event organiser, and the land owner / occupier, to ensure that suitable and sufficient health and safety assessments and control measures are undertaken by a competent person.

3. For repeat events (such as Darlington By The Sea or the Tea Dance) where there is very little change (i.e. events where no new additional “trigger” items, as noted previously, are introduced into the event) there will be no assessment by PESAG, there will simply be notification to it.

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