

Hire of Parks & Open Spaces - Guidance Document

Cultural Services

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Version Control

Version	Description of version	Effective Date

Approvals

Approved by	Date

Associated Documentation

Description of Documentation

Introduction

This guidance document has been designed to provide information to individuals and organisations wishing to arrange an event at a council managed open space i.e. parks, common land, The Delph in Swadlincote. The associated booking form can be used for all events regardless of size; however some parts may not be relevant for smaller events.

The guide gives general advice that should be used when arranging any type of event. However, it must be remembered that events can be extremely diverse, ranging from a simple event to a large outdoor carnival and therefore this guidance cannot be considered exhaustive. It is likely that additional guidance will be required for specialist events and larger scale activities.

Major events will require additional information and you should first contact the council to arrange a meeting before making your application. This must be a minimum of six months prior to your proposed event date.

There are many national associations and clubs who may be able to offer advice on specific types of events. However, when planning and organising an event it is always useful to check the website of the Health & Safety Executive for the most up-to-date advice and guidance (www.hse.gov.uk). Event guidance can also be found at: www.derbyshireprepared.org.uk/get-involved/hosting-public-event/

Application

You will need to complete and return to the Cultural Services team a Hire of Open Spaces for Events Booking Form. This will need to be completed so we can assess your application.

Please be aware that the council can offer you some basic advice when you make your application. If you are not sure how to complete the form we would recommend that you make an appointment with us to go through it with you.

The application form only gives basic information and we may require further detail depending on the type and scale of the activity, such as:

- Evidence of management experience and competencies.
- Details of electrical, structural and site safety personnel who will be signing safety certification for the site and structures.
- Evidence that resources are, or will be, in place to service the health and safety infrastructure.
- Site plans.
- A detailed event management plan containing:
 - Event outline (foreword/introduction), crowd profile, history etc.
 - Aims and objectives.
 - Event management structure, including command and control structure.
 - Crowd management (stewarding, tickets, no alcohol etc.)
 - Emergency procedures, include preservation of evidence, activation.
 - Evacuation procedures – activation and decision process.
 - Traffic management – on and off site, including emergency access.
 - Firework management.
 - Severe weather and event cancellation
 - First aid – both public and staff (including performers).
 - Fire precautions.
 - Communications
 - Media.
 - Waste management.
 - Noise management plan.
 - Lost children policy.

Open space hire fees & charges

Pricing will depend on the activity undertaken. The prices are set annually at committee and are reviewed every year.

Current fees and charges can be found on the District Council's website.

If events require Council staff to be present or work outside of normal working patterns (e.g. to open or lock a park outside of normal hours) then extra fees may be levied.

There is currently no charge for a voluntary/charity organisation to hire The Delph area in Swadlincote although a deposit may be required dependant on the type of activity undertaken. If a deposit is required you will be informed at the earliest opportunity. Commercial enterprises wishing to hire The Delph area will be quoted a price upon application. They may also be required to pay a deposit dependant on the type of activity undertaken.

Bond and deposit payments are detailed within our schedule of fees and charges that apply for parks and open spaces. The District Council however reserves the right to adjust the amount of deposit required dependent upon the type of event/activity taking place.

Money will be deducted from the deposit for reinstatement of any damage caused to the open space. Only essential event vehicles are allowed on to Council managed open spaces and only with prior consent.

If keys are required a further deposit may be necessary.

Risk assessment

Please remember that organisers of events have a legal responsibility to ensure the health, safety and welfare of any employees, volunteer helpers or contractors involved in arranging the event and to the public and participants attending. This should be ensured by carrying out a detailed risk assessment, in which all hazards associated with the event should be identified, the level of risk assessed and appropriate action taken to reduce these risks to an acceptable level.

All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.

A formal record should be kept of the risk assessments. A simple guidance note and an example form is available separate from this document. A copy of the completed forms should be retained by the organiser for future reference.

Where the event consists of more than one attraction e.g. a summer fete, a written risk assessment may be required for each activity. In these circumstances, the risk assessment form can be photocopied.

Any contractors involved in the event should also carry out risk assessments. Where relevant, you should obtain copies of these.

More advice on risk assessments including sensible risk assessments can be obtained from www.hse.gov.uk/risk or HSE infoline 0845 345 0055.

Conditions of hire

How to protect our open spaces

When vehicles are allowed on site for set up, 5mph speed restrictions should be observed.

All vehicles not required to stay on the open space after set up must be removed prior to the start of the event.

Vehicles must not park on shrub bed areas and the edges of shrub beds should be protected from damage.

There must be a designated site manager at all times who will be responsible for controlling the site, any activity and vehicle movement.

The hirer must arrange for all waste to be cleared from the site. Arrangements can be made separately with the Council's Waste and Cleansing Team for this to be dealt with or you can appoint your own contractor.

Any incident must be reported immediately to the Cultural Services Manager at South Derbyshire District Council.

Gates to sites must never be left open and unattended.

Site information

Each site is different and they all have their own merits for holding events. To help you decide which site might be best for your event, please see the list below.

The Delph, Swadlincote Town Centre

Ideal for activities such as arts performances, charity fundraising, school showcases, commercial promotion.

A pop-up power supply is available for use at your event. Commercial activities wished to be undertaken on this site may require a Street Trading Permit. Please contact our Licensing Section for further guidance. Only vehicles integral to your event may be left on The Delph and permits will be required. Also weight and size restrictions must be observed by any vehicle entering onto The Delph area. Please contact us for further details.

Maurice Lea Memorial Park, Church Gresley (subject to The Commons Act)

Ideal for activities such as sports activities (not football tournaments), fetes, bandstand performances.

The bandstand has its own power supply.

Gresley Common, Church Gresley (subject to The Commons Act)

Ideal for activities such as fairgrounds, circuses.

Gresley Common can also be used in conjunction with the hire of Maurice Lea Park or Woodhouse Recreation Ground to act as a car park for events taking place there.

Eureka Park, Swadlincote

Ideal for activities such as sports activities (not football tournaments), school sports days, fetes, music performances.

Eureka Park also has an uncovered performance area with independent power supply following the recent completion of Heritage Lottery funded works.

Newhall Park, Newhall

Ideal for activities such as sports activities (not football tournaments), community fetes, school sports days, fairgrounds.

Woodhouse Recreation Ground (Ski Slope), Swadlincote

Ideal for activities such as football tournaments, sports activities, cycle cross events.

Oversetts Road Recreation Ground, Newhall

Is currently undergoing redevelopment and therefore is not available at present.

Chestnut Avenue Recreation Ground, Midway

Ideal for activities such as sports activities (not football tournaments), community fetes, school sports days.

Station Street Recreation Ground, Castle Gresley

Ideal for activities such as sports activities.

For any event including the sale of alcohol a licence will be required. Please see the section on Special Permissions and Licences on pages 6 and 7 for further details

Should you have another site in mind for your event or should you wish to check whether your chosen site is suitable for the type of event you wish to hold, please contact us for further guidance.

Alternative sites within South Derbyshire that may also be suitable for events.

Gresley Old Hall, Gresley Wood Road, Church Gresley, Swadlincote, Derbyshire DE11 9QW Tel: 01283 215187 / 01283 551193

Catton Hall, Catton, Walton upon Trent, South Derbyshire DE12 8LN Tel: 01283 716311
Additional information can be found at www.catton-hall.com/index.php?page=use-the-park

Elvaston Castle Country Park, Borrowash Road, Elvaston, Derby DE72 3EP Tel: 01629 533870
or email: countrysideservice@derbyshire.gov.uk for further advice and guidance.

Stage 1 - Pre-planning

Detailed pre-planning is essential to ensure the event is successful. The following need to be considered at this stage.

Where? Make sure the venue you have chosen is adequate for the proposed event. Consider the impact on the local community, how easy it will be for people to get to the venue and any car parking requirements. Consider the suitability of the venue and any existing hazards, which may be on the site such as water hazards, overhead power lines etc. Consider whether or not emergency routes will be adequate.

When? Consider the time of year, including the consequences of extreme weather conditions at an outside event. The day of the week and time will also need consideration regarding the nature of the event, noise and ease of travel etc. The event should not clash with any other major events in the area. Please note that events can only be held on District Council grassed land between Easter and late October (weather permitting). Events on hard standing can be held year long.

Who? Identify the aims of the event. Are particular groups or types of people to be targeted, such as young children, teenagers, the elderly or disabled? If so, specific facilities may be required to accommodate them or additional stewards to ensure adequate safety standards are maintained.

What? Decide on the type of activities to be held. Will there be any specific hazards such as animals or high risk sports? If possible also try to establish the size of the proposed event and whether or not an entrance fee will be charged.

Specialist equipment. Will the activities require the use of any specialist equipment? If so, does this equipment pose any specific hazards? Will a particular activity need barriers, is additional lighting required on site etc.? Equipment such as a stage will require certificates of erection by a competent person.

Code of practice. For larger events there will be a need to comply with guidance particularly the *Code of Practice for Outdoor Events* published by the National Outdoor Events Association tel: 0208 6698121, which gives advice on structures, marquees, tents and electrical matters. The Health & Safety Executive website can also be a useful source for guidance when putting on an event (www.hse.gov.uk).

Welfare arrangements. The organiser must estimate the number of attendees to the event and consider its duration. Toilet and first aid requirements should be based on these estimations. Advice is given in the *Code of Practice for Outdoor Events* referred to above. Permanent toilets, where used, should be checked for adequacy and maintained during the event. The provision of drinking water may be necessary. Depending upon the scale of the event, refreshments and other facilities may be required. Provision also needs to be made for lost children, missing persons, baby changing and lost property. Don't forget to take into consideration facilities required for people with disabilities attending your event i.e. toilets, parking.

Special permission and licences. If the event is on local authority premises' but provided by a third party then a licence is not required for live or recorded music between 8am and 11pm provided that:

- It is performed in front of an audience of no more than 500 people; and
- The third party has the written consent of the local authority.

A licence will still be required for the sale of alcohol, boxing and wrestling events, plays, films, performance of dance, late night refreshment, events with over 500 people and events with live or recorded music from 11pm to 8am.

No licence is required for any entertainment provided by or on behalf of a local authority on local authority premises between 8am and 11pm.

Temporary Events Notices (TENs)

Event organisers are able to apply for a Temporary Event Notice (TEN) to cover licensable activities. It must be noted the TENs are only for 499 people at any one time including staff and performers.

For an application form and further information please contact the Council's Licensing Section on 01283 595716 or more information can be found on the Council's website.

Additional advice and information on licensing is available from www.gov.uk

Insurance. All organisers of events will require public liability insurance with a limit of indemnity of at least £5m per claim. All contractors and performers will also need their own public liability cover. Depending upon the nature of your organisation and the proposed event other insurances may also be required. Quotations should be obtained from your insurance provider. Copies of your confirmed and valid public liability insurance should be submitted to the District Council as part of your application process.

Timescale. Set out the proposed timescale and give yourself as much time as possible to organise the event. You may need as much as 9 to 12 months planning. Some specialist advice may be required, and special permission could take time. Do not forget the summer can be a busy time with hundreds of events taking place within your area.

Event applications must be received within the lead time stipulated below to allow the District Council to complete any event consultation required. Should applications not be received within these lead times, event proposals may be declined.

Event Scale	Application to be received
Large Scale	At least 6 months
Medium Scale	At least 3 months
Small Scale	At least 6 weeks before

Event plan. This should include all your health and safety arrangements. Once you have resolved all the issues referred to above, keep records of the proposals as a formal plan for the event. This will help you when carrying out your risk assessments.

Stage 2 - Organising the event

Once you have decided on the fundamental objectives behind the activities, you can then start to organise the event in detail. Remember to write things down as you go and to keep the event plan up to date.

Establish a committee. Identify specific responsibilities for all committee members. One person should be identified as the event manager and be responsible for liaison with other organisations such as the council, the local police force and other emergency services. You should have a named Health & Safety Officer to whom all queries can be referred about safety procedures in case of an emergency.

Liaison. You may need to tell the local police, fire brigade, ambulance and first aid providers about the event and ask them for advice. Decide what additional information is required regarding specific activities and make contact with the council and/or the relevant organisations.

Risk assessments. You must complete a risk assessment for your event. Taking everything into consideration, you should establish which specific hazards require individual risk assessment. Initial assessments should be undertaken and any remedial action specified in the updated event plan. A timescale should be specified where necessary. A template assessment form can be provided on request.

A separate Fire Risk Assessment should be undertaken where gas canisters/flammables are brought on to site.

Attendances. The maximum number of people the event can safely hold must be established. This may be reduced dependent upon the activities being planned. The numbers of people attending the event may have to be counted to prevent overcrowding. Remember that one particular attraction may draw large numbers of visitors.

Emergency plan. A formal plan should be established to deal with any emergency situations, which may arise during the event. The complexity of this will depend upon the size and nature of the event itself. A simple easy to follow plan will be acceptable for a small event. Organisers of larger events may wish to liaise with the emergency services and the Council's Emergency Planning Officer and create a planning team to consider all potential major incidents and how you would deal with them.

Contingency plans. Consider the implications on the event of extreme weather conditions. How would a heatwave or prolonged period of wet weather affect the event? Will the event be cancelled? Could specialist tracking be hired in at short notice? Could the event be moved to an alternative inside venue? There could also be other scenarios, which should be planned for, such as dealing with a disappointed crowd if the main attraction has not turned up.

Site plan. Draw out a site plan identifying the position of all the intended attractions and facilities. Plan out and designate the entrance and exit points, circulations routes, vehicle access and emergency evacuation paths, security and steward positions and where the services are.

Stage 3 - Provisions and services

You will need to calculate what provision and services will be required for the event. This should include all of your contractors, entertainment and welfare for your intended audience. Listed below are a few examples;

Bouncy castles. Where bouncy castles and funfair rides form part of an event they shall be run in accordance with the Health and Safety Executive's guidance document HSG 175 'Fairgrounds and Amusement Parks – Guidance on safe practice' ISBN 9780717666638, and in particular Sections E to G of the guidance, detailing the responsibilities of the organiser, controllers of the attractions/rides and the operators and attendants of them or in accordance with any subsequent advice or guidance issued by the HSE (<http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm>) .

A copy of each controller's certificate of insurance and a copy of each attraction/ride's current certificate of thorough examination from an inspection body (ADiPS, PIPA etc) to show that it is fit for use must be submitted to the District Council no later than 21 days before an event.

Cars on site. Only essential vehicles are allowed on to council managed open spaces and only with prior consent. When vehicles are allowed on site 5mph speed restrictions should be observed.

Catering. The provision of catering will be granted at the council's discretion. The conditions which must be met are: - (1) Only catering units registered as food businesses with the local authority where the vehicle is kept *at night* will be permitted; and (2) These businesses must have a current Food Hygiene Rating of 3 or more.

The event organiser **must** ensure that details of all catering units, including the name of the home local authority they are registered with are submitted to our environmental health team **at least 14 days prior to the event/activity**. On the day(s) of the event all catering units must be made available for inspection by the Environmental Health Team. Any non-compliance with food safety and health and safety legislation will result in the vehicle being ordered off site.

When siting units, adequate space should be left between catering facilities to prevent any risk of fire spreading. You may wish to ask to see caterers' food hygiene certification and/or only use caterers who are members of the Nationwide Caterers' Association (www.ncass.org.uk). You should obtain a list of their menu and charges to ensure their prices are reasonable.

South Derbyshire District Council recommend event organisers use NCASS Connect (free of charge) for sharing relevant information with traders/local authorities.

<https://www.ncass.org.uk/eho-area/home>

Barbecues

Barbecues are not generally permitted on Council parks and open spaces. Cooking and catering are a key element of many events and may be permitted if requested through the events approval process. Event organisers will need to be able to demonstrate that they have completed a risk and environmental impact assessment to run any barbecue or cooker safely; and satisfy any required food standards and licensing requirements.

Clearing up. Arrangements may be required for waste disposal and rubbish clearance both during and after the event. Individuals should be designated specific responsibilities for emptying rubbish bins and clearing the site.

Communication. You will need to communicate to event personnel and it is recommended that you have a radio communications system. For larger events you may need to set up a control room. Adequate PA systems should be in place to communicate to the public as well as an information point for public enquiries.

Contractors. You should ensure that your contractors are competent to undertake the tasks required of them. Wherever necessary personal references should be obtained and followed up. Ask contractors for a copy of their safety policy and risk assessments, and satisfy yourself that they will perform the task safely.

Always ask to see their public liability insurance certificate, which should provide a limit of indemnity of at least £5m. Provide contractors with a copy of the event site rules and details of their responsibilities while on the site.

Crowd control. The type of event and the numbers attending will determine the measures needed. Consideration will need to be given to the number and positioning of barriers, signs, stewards and the provision of a public address system.

Disabled provision. Specific arrangements should be made to ensure disabled visitors have adequate facilities, parking and specific viewing areas and can safely enjoy the event.

Electricity and gas. Where electricity, gas or water is used, detailed arrangements must be made to ensure the facilities are safe.

- **electrical appliances.** All portable electrical appliances including extension leads will be tested in accordance with the Institute of Electrical Engineers (IEE) Code of Practice for in-service inspection and testing of electrical equipment. All valid inspection and test records on all equipment will be made available prior to any equipment being put into service. Any hired equipment must come with a valid inspection and test record. The Electricity of Work Regulations 1989 will apply.
- **electrical installations.** The hirer shall obtain approval from the council for the use of generators at the event. Generators must be operated in a safe manner and segregated from the public or protected by suitable covers or barriers, so as to prevent access by members of the public. All generators shall be earthed at their neutral point by means of a suitable earth electrode and all systems shall be configured TNS. All electrical equipment shall be maintained so as to prevent danger, as far as is reasonably practical. South Derbyshire District Council requires the entire electrical installation be subject to tests no less stringent than those required by BS 7671:2008 and that a current electrical test certificate be available for inspection. Residual current circuit breakers with a tripping current no greater than 30ma shall be used and if possible the power supply stepped down to 110 volts centre tapped to earth. Residual current circuit breakers shall have no intentional time delay fitted.

You will need to supply a current Periodic Inspection Certificate for the electrical installation completed by a registered third party accredited company.

All cables will have to be safely routed to eliminate any electrical and tripping hazards. Potential hazards due to extreme weather should not be overlooked at outside events.

All these arrangements should be clearly shown on the site plan. Additional information can be obtained from the council's Environmental Health section.

- **gas supplies.** Portable gas supplies for cooking should be kept to a minimum in secure designated areas away from the general public. The same should apply to any fuel supplies for portable generators etc. Gas systems should conform to and operators have regard to the *LP Gas Association Code of Practice 24 Part 3. Use of LPG Cylinders: The*

Use of LPG in Mobile Catering Vehicles and Similar Commercial Vehicles (May 2000).
www.uklpg.org They may also wish to refer to *HSE Catering Information Sheet No. 23 Gas Safety in Catering and Hospitality.* www.hse.gov.uk/pubns/cais23.pdf

All gas systems should have a current test certificate (less than 12 months old) showing that they have been tested by a competent gas engineer. On the certificate should be the engineers/company registration number. You should check that number against the Gas Safe register <http://www.gassaferegister.co.uk/> Please also check that the engineer is qualified to test commercial equipment and qualified to test the type of equipment listed on the certificate.

Funfairs. Funfairs may only operate at events with the council's permission. All fairground equipment must comply with the *Fairground and Amusements Parks – Guidance on Safe Practice* published by the HSE number HSG175. The council will require details of all equipment and units one month prior to the event. The council requires all electrical systems to be inspected and tested in accordance with BS 7671:2008 by a competent third party accredited electrical contractor and schedules of test results and certification from a suitably qualified independent chartered structural engineer, or similar.

The organiser will state, in the form of a signed declaration, that the electrical systems and structures comply with the HSE guidance notes and are safe to operate and this declaration must be submitted four normal office hours prior to the event. Details of the electrical and structural contractor must be submitted for the council's approval fifteen working days before the event.

Medical cover. It is your responsibility to arrange for adequate first aid provision and medical cover. For audiences of less than 5,000 St John or the Red Cross can provide first aid.

Performers. All performers should have their own insurance and risk assessments and the same consideration will apply as for contractors. Where amateur performers are being used, discuss your detailed requirements with them and ensure they will comply with your health and safety rules and event plan.

Photography. If you are likely to be taking photographs of your event, for future use, it is always advisable to display posters stating this. Also, make provision for people to opt out should they have any objection to being photographed.

Security. Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight. Cash collection should be planned to ensure this is kept to a minimum at collection points and that regular collections are made to a secure area. Counting and banking arrangements should be given careful consideration.

Sound amplification. Most of our open spaces are set in residential areas and you will need to be sensitive to this. If you wish to amplify sound at your event you will need permission from us and you will need to let the residents know. Not all areas are suitable for musical performances and the events team will be able to advise you accordingly.

Stewards. Stewards must be fully briefed on all aspects of the event including crowd control and emergency arrangements. Written instructions, site plans and checklists should be provided to them.

It is important that stewards can be easily identified by the public and that they can effectively communicate with each other, their supervisor, the person responsible for health and safety, and the event manager.

All stewards should be properly trained and competent as they will need to be constantly on the lookout for hazards, which could develop during the event. They may also be required to guide

vehicles, clear emergency exits, and sort out any behavioural problems. Specific training should be provided for basic first aid assistance and fire fighting.

Stewards may require personal protective clothing such as hats, boots, gloves or coats. At all day events, duty rotas will be required.

There may also be a requirement of have SIA registered stewards at your event depending on the types of activities that are taking place. Further information can be found at www.sia.homeoffice.gov.uk

Temporary structures. Many events will require temporary structures such as staging, marquees, stalls etc. Decide where this equipment is to be obtained, who will erect it and what safety checks will be required. The location of any such structures should be identified on the site plan. Consider whether barriers will be required to protect the public against specific hazards such as moving machinery, barbecues, vehicles and any other dangerous displays etc. In some cases, barriers will need to have specified safety loadings dependent upon the number of people likely to attend. Temporary structures should only be obtained from experienced suppliers.

An independent structural engineer shall be engaged by the hirer to certify all structures in accordance with the Institute of Structural Engineers guidance note: *Temporary demountable structures. Guidance on procurement, design and use (Third Edition)*. All marquees must be fire retardant to current British Standards.

Toilets. You will need to provide adequate facilities for toilet provision for the numbers attending. Toilets must be readily accessible and clearly signed. They must be kept in a clean and hygienic condition throughout the event and hand washing facilities (preferably not alcohol sanitizer spray) must be provided.

The basic requirements are set out below:

Female: 1 WC per 100 females

Male: 1 WC per 100 males, 2 WC per 202 – 500, 3 WC per 501 – 1,000

A guidance for toilet provision should be worked out using a ratio of 60 males:40 females.

Traffic. *On-site.* Contractors and/or performers vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. Only permit vehicular access at specific times and not during the event itself. Separate entrances should be provided for vehicles and pedestrians with specific arrangements for emergency vehicle access. Car parking facilities will be required at some events and these will have to be stewarded.

Off-site. Unplanned and uncontrolled access and egress to a site can result in a serious accident. Traffic control both inside and outside the site should be discussed with the police. Adequate signs and directions should be provided in prominent positions on the approaches to the entrances. If road closures, signs on the highway, traffic diversions and/or the placement of cones are required then an application must be made for a traffic regulation order and/or approval from the highway authority.

Stage 4 – Final preparations

Just prior to the event a detailed safety check will have to be carried out. This should include the following:

Routes. Ensure clear access and exit routes and adequate circulation within the site. Pay particular attention to emergency routes.

Inspections. A walk through inspection of the site should be carried out immediately prior to, during and after the event to identify and potential hazards and to check out communications are working. You may want to carry out more than one inspection during the event. All defects should be noted and also any remedial action taken.

Siting. Make sure that all facilities and attractions are correctly sited as per your site plan. Be certain that the first aid facilities, fire extinguishers and any cash collection boxes are in place. Check waste bins are in their correct locations.

Signage. Ensure adequate signage is displayed where necessary. This should include emergency exits, first aid points, information and lost children points and other welfare facilities such as toilets and drinking water.

Vehicles. Check that all contractors, performers and exhibitors vehicles have been removed from site or parked in the designated area before the public are permitted to enter.

Structures. Ensure all staging, seating and marquees have been erected safely and that certification has been obtained from the relevant contractors as a record of this.

Barriers. Check that all barriers and other protection against hazards are securely in place and there is no risk of falling from staging or other facilities.

Stewards. Make sure that all staff have arrived and are in their correct location. Ensure all stewards are wearing the correct clothing for easy identification.

Public information. Make sure the public address system is working and can be heard in all areas.

Communications. Prior to the start of the event undertake a final check of the radio communications system and any mobile telephones being used by stewards and staff.

Briefing. Check that all stewards and staff have been fully briefed and understand their responsibilities.

Stage 5 - After the event

Site condition. After the event, another inspection should be carried out to make sure nothing has been left on the site which could be hazardous to future users. This inspection should also identify any damage which may have been caused during the event. If any structures are left overnight, it must be ensured they are left in a safe condition and are safe from vandalism etc. Specific security arrangements may be required.

Accidents. If an accident occurs, the names and addresses of witnesses should be obtained, photographs taken and a report made by the organisers. An accident form should be completed and a copy sent to the Council. In addition to the statutory requirement to notify certain accidents under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), you will also need to advise your own insurance company. If any accident or dangerous occurrence is reported, action must be taken to prevent any further incidents taking place.

Claims. Should any person declare an intention to make a claim following an alleged incident associated with the event, you should contact your insurers immediately. They may also require a copy of the completed accident form.

Debrief and report. After the event you should meet with/ask comments from all agencies involved in the event for an event debrief. You should write an evaluation report which will help you refine your future events.

Useful contacts

Reference and address		Phone number
Derbyshire Police Authority Swadlincote Police Station Civic Way Swadlincote Derbyshire DE11 0AE		0345 123 3333
Derbyshire Police Authority St Mary's Wharf Chester Green Derby DE1 3AB	Operational Planning Team	0345 123 3333
Cultural Services Section South Derbyshire District Council Civic Offices, Civic Way Swadlincote Derbyshire DE11 0AH	Event bookings	01283 595782
Environmental Services South Derbyshire District Council Civic Offices, Civic Way Swadlincote Derbyshire DE11 0AH		01283 595948
Licensing Section South Derbyshire District Council Civic Offices, Civic Way Swadlincote Derbyshire DE11 0AH	TEN applications / Premises licences / Licensing advice	01283 595716
Waste & Cleansing South Derbyshire District Council Civic Offices Civic Way Swadlincote Derbyshire DE11 0AH	One off rubbish & litter collection	01283 595783
Emergency Planning Division Derbyshire County Council Chief Executive's Office County Hall Matlock DE4 3AG	Advice on large events	01629 538364 https://www.derbyshireprepared.org.uk/get-involved/hosting-public-event/
Highway Services Derbyshire County Council County Offices Matlock Derbyshire DE4 3AG		01629 533190

First aid East Midlands Ambulance Service NHS Trust Trust Headquarters 1 Horizon Place Mellors Way Nottingham Business Park Nottingham NG8 6PY		0115 884 5000
Queen’s Hospital Belvedere Road Burton upon Trent Staffordshire DE13 0RB	Local hospital	01283 566333
St John’s Ambulance Derby Road Chesterfield Derbyshire S40 2ED		01246 200272
British Red Cross Red Cross House Matlock Green Matlock Derbyshire DE4 3EG		0344 4122738
Fire prevention Derbyshire Fire & Rescue Service The Old Hall Burton Road Littleover Derby DE23 6EH		01332 771221

Other useful contacts

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