

# Gloucester City Council

## HOLDING AN EVENT?

### A GUIDE TO ORGANISING HEALTH AND SAFETY AND FOOD AT SMALL AND MEDIUM EVENTS

#### ENVIRONMENTAL HEALTH

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This guide has been produced on behalf of the Gloucestershire Food Group. It is designed to help organise small and medium events.



FOREST OF DEAN DISTRICT COUNCIL



Cotswold District  
Council



**PLEASE NOTE:**

This is an advisory document. Gloucester City Council does not accept any responsibility whatsoever for loss sustained in reliance on anything contained within the document. Nothing in this document is intended to negate the responsibilities of event organisers in respect of relevant legislation and standard of care.

# INDEX

	<b>PAGE</b>
<b>BACKGROUND</b>	<b>1</b>
Introduction	1
Responsibility	1
Legislation	1
Planning the Event	1
• First Step	
• Second Step	
<b>SECTION 1 - HEALTH AND SAFETY</b>	<b>2</b>
<b>ORGANISATION</b>	<b>2</b>
Organising Committee	2
Event Manager	2
<b>RISK ASSESSMENTS</b>	<b>2</b>
Assessing the Risks	3
<b>WHO TO CONTACT</b>	<b>3</b>
Local Authority Councils	3
Police	4
Fire Brigade	4
First-Aid	4
<b>SPECIAL CONSIDERATIONS</b>	<b>5</b>
People with Disabilities/Limited Mobility	5
Communications	5
Public Address	5
Staff Safety	5
<b>SITE PREPARATION AND FACILITIES</b>	<b>5</b>
Indoor or Outdoor Site	5
Layout	6
Special Consideration for an Outdoor Site	6
Entry and Exit (for vehicles and the public)	6
Transport Used for Work Activities	7
Emergency Access	8
Safety Barriers	8
Fire-fighting	8
<b>SERVICES</b>	<b>8</b>
Electrical Supplies, Installations and Equipment	8
Liquefied Petroleum Gas (LPG)	9
<b>MISCELLANEOUS</b>	<b>9</b>
Public Liability Insurance	9
Contractors Insurance	9
Public Conveniences	10
Information Point, Lost Children and Lost Property etc.	10
Rubbish	10

<b>SECTION 2 - FOOD SAFETY</b>	<b>11</b>
<b>FOOD PREMISES (REGISTRATION) REGULATIONS 1991</b>	<b>11</b>
<b>TRAINING</b>	<b>11</b>
<b>HAZARD ANALYSIS</b>	<b>11</b>
<b>DESIGN AND CONSTRUCTION OF STALLS</b>	<b>11</b>
<b>TEMPERATURE CONTROL</b>	<b>13</b>
<b>CROSS CONTAMINATION</b>	<b>13</b>
<b>STOCK CONTROL</b>	<b>13</b>
<b>CLEANING</b>	<b>13</b>
<b>PERSONAL HYGIENE</b>	<b>14</b>
<b>APPENDIX 1 - RECOMMENDED READING</b>	<b>15</b>
<b>APPENDIX 2 - CONTACT TELEPHONE NUMBERS</b>	<b>16</b>
<b>APPENDIX 3 - ADVANCE NOTIFICATION OF OUTDOOR EVENTS FORM</b>	<b>17</b>

# BACKGROUND

## Introduction

As there are so many different types of event, the advice given is general.

Events covered include outdoor fetes, fairs, country and craft shows, car boot fairs etc. which are often held at schools or on public or private parkland, in an open field or hardstanding with little or no facilities.

Please remember that this is only a guide, and that the event may be subject to inspection by Council officers.

It is good practice to inform local authorities of any event using the Advance Notification of Outdoor Events form attached to this booklet (page 19).

A list of other publications giving advice and information can be found at the back of this leaflet.

## Responsibility

The responsibilities of the organisers to ensure safety, are just as relevant to smaller indoor events such as jumble sales, presentations or exhibitions etc. held in church, school or village halls.

Please note that all events, even those in aid of charity, must comply with recognised safety standards.

## Legislation

You and your fellow organisers will be responsible under the law for the safety of everyone at the event, including the public, your members and/or any employees.

The most relevant legislation will be **the Health and Safety at Work etc. Act 1974** and the **Food Safety Act 1990** and their accompanying Regulations.

## Planning the Event

- **First Step**

Decide on the venue, the size and contents of the event and the dates and times it will be open; whether admission will be free, by pre-sold tickets or by payment at the gate; and estimate the approximate number and age ranges of the people expected to attend.

- **Second Step**

Once these details have been determined you will then know how much emphasis you will need to place on health and safety and how much on food safety. As this will vary with each event, the contents of this booklet have been divided into separate sections for easy reference.

**The first section will cover health and safety and the second section will deal with food safety issues.**

# SECTION 1 - HEALTH AND SAFETY

## ORGANISATION

Start organising several months before the event. This will give you time to carry out your risk assessments and obtain specialist advice where necessary.

It will also allow time for the statutory authorities (i.e. police, fire and ambulance services and **local authority**) and the voluntary organisations (i.e. first-aid societies etc.) to make their arrangements, especially if they need to attend the event. This is important during the summer months when there may be several events taking place on the same day.

### Organising Committee

Form a Committee, no matter how informal, with responsibility for the smooth and safe operation of the event.

### Event Manager

One person should be in overall charge of the event.

This person should be suitably trained and/or have experience or knowledge of safety matters appropriate for the event having regard to the size and nature of the event and the possible level of risks.

Everyone having a specific responsibility before, during and after the event should be named, have their responsibilities clearly identified and be appropriately trained.

Everyone assisting during the course of the event should be properly instructed in their responsibilities and what action to take in the event of an emergency. It would be advisable to collate a check list, that is specific to your event with headings to cover the main areas listed in this booklet.

## RISK ASSESSMENTS

You are required to perform a suitable and sufficient risk assessment of all your hazardous work activities. This can be achieved by making a short written assessment of each of the attractions and/or activities that make up the event. Remember any materials, structures or machinery on or around the site that might add risk to the event, such as ladders, water features, gas or other fuel containers etc. The following is a list of attractions/activities which should have a written assessment:-

- bouncy castles and children's amusement rides;
- karting and fairground equipment;
- bungee jumping, hot-air ballooning and helicopter rides;
- stands or stalls (especially those involving weapons, guns, darts, etc.);
- displays and parades involving animals, vehicles, weapons, flames, special effects, parachuting;
- all catering facilities.

## Assessing the Risks

- Identify all possible hazards (anything that could cause harm to anyone)
- Decide who might be harmed and how
- Evaluate the risks (the likelihood and effects of a hazard occurring) and decide on the action you will take to minimise the risk.
- Work out how you will put your planned action into practice and keep a written record of your plans (safety manual).

Entertainment, such as concerts/performances/laser and/or fireworks displays, will present hazards that require specialised guidance.

Each attraction/activity will have its own special hazards and requirements which should be identified so that comprehensive safety precautions can be prepared. Ask anyone supplying and/or operating attractions/activities and/or equipment to provide you with their own written assessments and include these with your assessments.

When listing possible hazards consider:-

- older people;
- people with disabilities;
- children (who may be unsupervised);
- excitement generated by the activity;
- approximate number of people expected;
- consumption of alcohol;
- lighting requirements.

The completed assessments will form the safety manual for the event. This is evidence that you and your fellow organisers have tried to take all reasonable precautions for a safe event.

Further advice can be found in '5 Steps to Risk Assessment'.

## WHO TO CONTACT

You should contact the following people where appropriate at an early stage of the planning of your event and, if necessary, keep in touch with them as your plans proceed. Contact details can be found in Appendix 2 attached. Their experience and advice/help may be invaluable.

### Local Authority Councils

Contact the appropriate Council Department for advice about:-

- Your duties under health and safety legislation, including carrying out risk assessments and emergency planning. (*Gloucester City Council or the Health and Safety Executive where appropriate*)

- Food hygiene, if food is going to be sold or prepared. (*Gloucester City Council*)
- Trade descriptions/trade marks/counterfeiting/food quality/product safety, where goods are going to be sold. (*Trading Standards*)
- The need for a public entertainment licence (i.e. where the event includes organised entertainment). (*Gloucester City Council*)

## Police

Contact the Police Station local to the site and confirm the details of the event in writing, including layout, with entrances/exits, and the number of people expected. They will give advice and may assist with crowd control, public order, emergency access; local traffic management and parking.

## Fire Brigade

Contact the Fire Safety Office local to the site. They will give advice on fire safety matters, including how the emergency services will be called, marshalling of spectators and traffic in emergency conditions, local access for emergency vehicles and provision of on-site fire-precautionary and fire-fighting arrangements.

## First-Aid

A voluntary first-aid society can be asked to provide a First-Aid Post, staffed by qualified first-aiders. Or alternatively, contact St. John Ambulance, British Red Cross or other voluntary first-aid societies to arrange attendance and provide first-aid cover. You may have to pay for this service.

The first-aid provision needs to be suitable for the number of people expected to attend and for the type of event.

Make sure that the basic services for first-aid are always available. At smaller events, i.e. indoor markets/jumble sales, etc. a qualified first-aider should be present and an area suitable for first-aid treatment, including a supply of water, be available.

The following gives a guide to the minimum provisions.

Number of people attending	Number of first-aiders	Number of first-aid posts	Ambulances
500	2	1	-
3,000	6	1	1
5,000	8	1	1

The first-aid post should be clearly signposted and provided with easy access for spectators and an ambulance at all times. Where an ambulance is required, a parking area should be provided close to the first-aid post with a clear exit from the site.

Make sure that all persons assisting at the display know where the first-aid post is and, where appropriate, the identity of the first-aider.

Locate the nearest telephone box, provide access to a telephone or provide mobile phones.

## **SPECIAL CONSIDERATIONS**

### **People with Disabilities/Limited Mobility**

Provide facilities to enable people with disabilities to gain access, see and take part in the attractions and activities.

Make sure that the ground conditions in public areas and access pathways are suitable for people with disabilities, including people who use wheel chairs user, as well as families with toddlers and pushchairs.

### **Communications**

Consider providing personal radio contact between the organiser and any other relevant persons involved with the running event.

### **Public Address**

Consider providing a public address system for announcements and instructions to staff and the public.

For smaller events a portable loud-hailer may be sufficient.

### **Staff Safety**

Cash handling. Think about the routines and security arrangements for staff who are handling cash, many of whom may be unfamiliar with this role.

## **SITE PREPARATION AND FACILITIES**

The following examples identify some of the hazards likely to require consideration in the choice and preparation of the site and the activities to take place, and gives guidance on how to eliminate them.

### **Indoor or Outdoor Site**

The site should be big enough for all the activities planned, **including the catering.**

For all events there must be plenty of space for the public to move around stalls, rides, performance/stage, arena/exhibition areas, etc., and to have unobstructed routes to exits. This is especially important at indoor events to prevent stalls/goods obstructing exit routes and doors.

## Layout

- prepare a sketch plan of the site, preferably to scale, showing the position of all the activities/attractions, circulation routes and exits. This drawing should be up-dated if your plans change and copies of the final version be available at the event;
- have enough exits for a mass orderly evacuation of the site;
- have entrances and exits identified for emergency vehicles. These should be agreed with the emergency services bearing in mind the size and weight of their appliances;
- have a map showing the siting of catering. The sites chosen should be well drained, with short grass and be free of litter and animal droppings. No animals should be on the land for the previous 3 weeks;
- have a site plan to allow an analysis to be made as to whether or not the proximity of the services supplied will be suitable, e.g. access to potable water, sanitary provisions, gas, etc.

## Special Consideration for an Outdoor Site

Check that:-

- the site will be suitable in all weathers and that any staging/structures will be safe in bad weather conditions;
- there are no trip, slip or other similar hazards to the public;
- wet weather will not cause any other additional hazards;
- there are no obvious hazards on both the site and surrounding areas, such as overhead power lines, stored chemicals or machinery, unfenced holes, steep drops between different ground levels, ponds / water and unsafe or other structures that the public should be kept away from by means of barriers/fencing;
- there will be suitable lighting throughout the site, including emergency lighting, if the event will go on after dark;

## Entry and Exit (for vehicles and the public)

Arrange separate vehicle and pedestrian entrances/exits to the site and arrange entrance queues that do not obstruct vehicle access or nearby road junctions.

When there is a limit on the number of people that can be accommodated at the event, make sure the entrance is well stewarded and that an accurate form of head-counting is operated to prevent overcrowding on site and at exits. Be aware of total capacity and have back-up facilities available for overflow parking.

This is important at indoor venues where the maximum number of people will be set either by the area of floor space available or the size and number of fire exits to enable evacuation in 2<sup>1</sup>/<sub>2</sub> minutes.

Outdoors, provide at least two pedestrian exits from the site. The number and size of the exits should be large enough to permit an orderly evacuation from the site in under 8 minutes. Exits should be not less than 1.2m. in clear width (which will allow up to 1000 people to pass through in 8 minutes), spaced well apart around the site, clearly marked, kept free from obstructions and well lit where the event is likely to last beyond dusk.

Car parking should be:-

- clearly sign posted
- away from pedestrian areas
- organised
- well stewarded

### **Transport Used for Work Activities**

If any form of vehicle is used for on site transport, equipment moving, soil removal, personnel movement or any other activity you must identify the hazards associated with these activities.

In particular consider:-

- Are the vehicles suitable for the work/terrain and are they properly maintained?
- Are the routes suitable for the type of vehicles using them. In particular are there steep sloping banks, ruts or ditches?
- Are the vehicles being driven at an appropriate speed?
- Are there nearby hazards and obstructions?
- Are the drivers properly trained for the particular vehicle and are they the minimum age required by law?
- Are the drivers wearing appropriate protective equipment (e.g. hard hats and seat belts)?
- Are loads properly balanced?
- Are vehicle routes adequately separated from pedestrian traffic, either physically or by time?
- Know the vehicles towing capacity and drawbar loading limit.
- No unauthorised passengers should be carried.

Note: These points apply to contractors, employees and volunteers alike.

## **Emergency Access**

Keep the emergency service entrances, exits and routes within the site clear of obstruction at all times.

## **Safety Barriers**

Safety barriers are required for the following:

- displays and equipment to protect the public and/or to prevent unauthorised interference, taking account of the presence of excited people, especially children.
- moving machinery, including displays/demonstrations involving steam engines, welding, wood-turning etc., electrical equipment/switchgear.
- Any barrier/fencing used must be suitable for the purpose intended. The design must be capable of containing and protect people, including small children, a single rope barrier may not be sufficient.

## **Fire-fighting**

Provide equipment for putting out small fires, e.g. fire extinguishers, fire blankets, throughout the site.

Make sure personnel know where the equipment is and how to use it. Everyone should be told not to attempt to fight major fires.

The Fire Brigade should be called at once to any fire, suspected or real, however slight.

## **SERVICES**

### **Electrical Supplies, Installations and Equipment**

The whole installation, including wiring, switchgear and any generator, should be installed in a safe manner by a suitably competent electrician who should provide a written certificate to prove this.

The safety standard of the installation should be at least that of the current IEE (Institute of Electrical Engineers) Wiring Regulations.

A safe, temporary electrical supply should at least include:-

- the supply being protected by suitable earth leakage device(s), RCD having a maximum tripping current rating of 30mA;
- all cables, including to sound equipment, being positioned so as not to cause a trip or other hazard;
- all electrical equipment used at the event must be in a safe condition and suitable for that type of use, i.e. in the open air where it may get wet.

## **Liquefied Petroleum Gas (LPG)**

- It is an offence to work on a gas installation unless the person is competent to do so. It should be noted that only persons who are CORGI registered are recognised by the Health and Safety Executive as competent to work on gas fittings.
- LPG cylinders connected to an Installation must be sited in the open air, not inside tents, marquee's or enclosures, away from potential interference or vandalism, or where they could be knocked over by vehicles. A person familiar with the procedure involved may carry out the replacement of LPG cylinders. They should be aware of the need to check/test for a gas tight connection. The gas supply must not be turned on until a competent person has declared the installation safe. Cylinders should be positioned upright on a firm surface, and secured to a post or similar.
- The following should be observed with regard to flexible piping:
  - a) Hoses should not be routed under temporary flooring or heat sources from appliances.
  - b) Hoses should be regularly inspected for wear and abrasion or cracking.
  - c) Fire extinguishers must be made available for LPG installations. At least 1 x 5kg Dry Powder type for every 2 cylinders connected to an installation.
- In the event of a fire call the Fire Service and inform them LPG is involved . Evacuate people to a minimum of 50 metres away, as there is risk of the LPG exploding.

## **MISCELLANEOUS**

### **Public Liability Insurance**

The organisers could be held legally liable for the costs or damages for any injuries etc. which may occur during the event.

You can insure this risk via a public liability insurance policy. It is recommended that this insurance be arranged with a minimum limit of indemnity of £2 million. In many instances a greater level of cover may be needed. If you do not have this cover any claim could be made against all the organisers and their private finances.

Council establishments can contact the Council's Insurance Section to check that they are adequately insured. PTA's and other voluntary groups will require their own separate insurance cover.

### **Contractors Insurance**

Where organisers are using specialist contractors, they should check that the contractor has their own public liability insurance and that the contractor complies with any policy terms and conditions. If necessary, ask to see a copy of their policy.

## Public Conveniences

Provide an adequate number and type of toilets for the number of people expected, including provision for people with disabilities. A rough guide is:-

- **Female conveniences**  
1 WC per 100 females
- **Male conveniences**  
1 WC for 100 or less males  
2 WCs for 101 – 500 males  
3 WCs for 501 -1000 males +  
  
1 WC for every additional 500 males and  
1.5 metres of urinal accommodation per 500 males.
- **Special Needs**  
1 toilet with wash hand facilities per 75 people with special needs is suggested

It is best to use toilets which are connected to mains services, but temporary units may have to be provided.

Where possible provide wash hand basins in the following ratio:-

- 1 per 5 sanitary conveniences

Each basin should be provided with hot and cold water or water at a suitably controlled temperature, soap (or antiseptic hand wipes where hot water is not provided) and suitable hand drying facilities.

Arrange for all the toilets to be serviced regularly to keep them fully operational, clean and hygienic throughout the event.

Provide directional signs.

## Information Point, Lost Children and Lost Property etc.

Provide a location where enquiries can be made about lost children, lost property and for information about the event. Preferably sheltered.

## Rubbish

One event can generate a lot of rubbish - provide an adequate number of rubbish bins around the site where they will be most required.

Make arrangements to regularly empty the bins and to satisfactorily dispose of the rubbish at the end of the event.

## SECTION 2 - FOOD SAFETY

### FOOD PREMISES (REGISTRATION) REGULATIONS 1991

It is the responsibility of the organiser, to check that any food trader is registered with the Local Authority in whose area this premises is normally based.

### TRAINING

Proprietors of food businesses are required to ensure that their employees who handle food are supervised and instructed and/or trained in food hygiene matters commensurate with the work activities they undertake.

It is strongly recommended therefore that all food handlers are trained and hold a certificate of competence in basic food hygiene from a recognised and approved training body.

### HAZARD ANALYSIS

Every Person who will operate any mobile unit selling or providing food at the event is legally required to make sure they carry out their operations safely and hygienically. Operators will be required to demonstrate to the Council that they have investigated the potential food hazards to the food business and have put adequate controls in place.

This technique is known as **hazard analysis**, the Regulations require you to:

- **identify all steps in your activities which are CRITICAL TO FOOD SAFETY;**
- **ensure ADEQUATE SAFETY CONTROLS are in place, and that these are maintained and reviewed.**

The controls do not have to be complex but they need to be effective. **However, failure to comply with the hazard analysis requirements may result in enforcement action being taken.**

By law written records of your analysis or monitoring procedures do not have to be kept, however they will be helpful in establishing due diligence, and best practice.

### DESIGN AND CONSTRUCTION OF STALLS

Purpose designed and constructed stalls and units are preferred. Stalls, vehicles, trailers or units should be constructed of such materials and kept clean and maintained so as to prevent the contamination of food. They should be sited away from sources of contamination or pests. (Ref: **Site Preparation and Facilities page 5**)

- It is recommended all **surfaces** are durable, impervious and with watertight joints, internal angles should be rounded or coved, surfaces must be finished so as to be smooth and easily cleansable. It is recommended flooring materials are smooth, hard wearing and non-slip.

- **Food contact surfaces** must be cleaned and disinfected frequently.
- **Stalls** need to be covered in and screened on all sides excepting only the serving side with suitable smooth impervious materials.
- **Food on display** for sale should be suitably protected from contamination, for example by the use of purpose designed clear display cabinets, screening or some other form of containment, covering or shielding.
- **Fittings, utensils, containers and other equipment** with which food will come into contact with must be kept clean, kept in good repair and be so designed as to facilitate ease of cleaning.
- It is recommended that handles of knives should be made of synthetic materials, as should any cutting boards. Where raw and cooked foods are to be processed within the same unit, colour coded knives and boards will help control any risk of **cross-contamination**.
- When necessary, suitable and sufficient **lighting** needs to be provided to the unit or stall to achieve safe working environment.
- **Hand-washing facilities** must be provided comprising wash basin and sufficient supply of hot and cold water (or water at a suitable temperature), to ensure that adequate personal hygiene can be maintained for the duration of trading. This should include soap and a means of drying the hands. Disposable paper towels are recommended.
- Where possible a **separate preparation sink(s)** with hot and cold water supplies (or water at a suitable temperature) and suitable detergent must be provided for the washing of equipment.
- Where possible a **separate sink(s)** with hot and cold water supplies (or water at a suitable temperature) may be required for the washing of foodstuffs where this is not carried out at the base depot.
- Where this is not practical to provide separate sinks for equipment washing and food preparation, the sink should be cleaned between different activities.
- **Water supplies** to the units must be clean and wholesome and obtained from a potable supply. Operators will need to contact the event organisers to ascertain the arrangements being made to supply water to the site. If a mains supply either permanent or temporary is not available, water stored in tanks should be enclosed or covered to protect it from contamination.
- **Tanks** for clean and wastewater must be clearly identified and separated.
- Operators should contact the event organisers to ascertain what arrangements are being made for the proper disposal of wastewater.
- **Refuse receptacles** must be of sufficient size, covered and emptied. If using plastic sacks it is good practice to “double bag” refuse to reduce spoilage.

## TEMPERATURE CONTROL

- Adequate facilities and arrangements for maintaining and monitoring food temperatures must be provided in accordance with the requirements of the Food Safety (Temperature Control) Regulations 1995.

### **Subject to certain conditions -**

**All high-risk food to be serve cold or kept cold MUST be maintained at 8°C or below.**

**All prepared food to be served hot for immediate consumption should be kept at or above 63°C. It is recommended cooked or reheated food should be heated to achieve a temperature of 75°C or above.**

**The practice of pre-cooking burgers for reheating later on site is unacceptable unless it can be demonstrated that proper temperature control is in place.**

- In order to achieve the above requirements, it is good practice to use electronic probe thermometers to monitor temperatures on a regular basis and to maintain records for the units being used for both hot and cold foods.

## CROSS CONTAMINATION

One of the main critical points contributing to food safety will be to ensure that food cannot be contaminated by **cross-contamination**. Raw and Cooked high risk foods **MUST** be kept separate, along with equipment such as chopping boards, knives and serving utensils. This aspect should be included in your hazard analysis.

## STOCK CONTROL

All food in your possession must be fit for human consumption and comply fully with the legal requirements of the Food Labelling Regulations in respect to “Use By” and “Best Before” dates.

Food must be protected from the risk of contamination and as a general rule it is recommended open food should not be placed lower than 460mm (18 inches) from the ground.

## CLEANING

Sanitising – “Clean as you go”, this involves the regular wiping down of surfaces with a disinfectant (or sanitizer).

All areas where food is prepared and stored must be clean and capable of being kept clean. This is so that pests are not attracted into your premises and the risk of food being contaminated by dirt is removed.

It is essential to use the correct cleaning materials.

Detergents or Degreasers are required to clean items or areas which are greasy or oily. These materials do not kill bacteria.

Disinfectants should be used on surfaces which come into contact with food or hands, and must be of a 'food safe' type. They kill bacteria but do not have cleaning properties. It is important to clean items or areas with detergent before using disinfectants.

Sanitisers are chemicals which have detergent and disinfectant properties. When used in food preparation areas they must be of a 'food safe' variety.

For advice on the most appropriate materials for your needs I would recommend that you contact your supplier.

Care must be taken with the use of cleaning materials. The manufacturers instructions must always be followed.

## **PERSONAL HYGIENE**

Anyone operating in a food handling area must maintain a high degree of personal cleanliness. To assist in meeting this requirement you need to ensure that:

- wear clean and protective clothing,
- have properly treated any sores, cuts or abrasions and covered any wounds likely to cause any contamination of food with a waterproof dressing, recommended to be of a prominent colour
- do not smoke or spit in the food handling area.
- hands must be washed in-between activities.
- long hair should be tied back, or suitable headgear should be worn.

## RECOMMENDED READING

The following publications provide additional information and advice on safety at events.

**'5 Steps to Risk Assessment'** - HSE (Health and Safety Executive) - available free

**'Guide to Fire Precautions in Existing Places of Public Entertainment and Like Premises'** - HMSO (Her Majesty's Stationary Office)

**'Guide to Health, Safety and Welfare at Pop Concerts and Similar Events'** - HMSO

**'Fairgrounds and Amusement Parks - Guidance on Safe Practice'** - HSE

**'Safe Operation of Passenger Carrying Amusement Devices: Inflatable Bouncing Devices'** - HSE

**'First-Aid at Work - Your Questions Answered'** - HSE

**'A Guide to Food Hazards and Your Business'** - FSA (Food Standards Agency)

**'Guide to Food Hygiene'** - FSA

**'Food Safety Regulations'** - FSA

The relevant Codes of Practice issued by the LPG Gas Association are:

**No.24.3 "The use of LPG in Mobile Catering Vehicles and Similar Commercial Units"**

**No.24.4 "The use of LPG for Catering at Outdoor Functions."**

**Electrical Safety for Entertainers - INDG 247**

**The Disability Discrimination Act 1995**

## CONTACT TELEPHONE NUMBERS

POLICE	0845 090 1234
TRADING STANDARDS	01452 426200
ENVIRONMENTAL HEALTH (Food and Health and Safety matters)	01452 396396
PUBLIC ENTERTAINMENT LICENSING	01452 396396
DEPARTMENT OF TRADE AND INDUSTRY	0171 215 5000
HEALTH AND SAFETY EXECUTIVE (HSE) INFOLINE	01787 881165
HSE BOOKS	0870 154 5500
FIRE AUTHORITY	01452 753333
AMBULANCE SERVICE	01452 395050
ST JOHN AMBULANCE	01452 527227
NATIONAL OUTDOOR EVENTS ASSOCIATION (NOEA) 7 HAMILTON WAY WALLINGTON SURREY SM6 9NJ	TEL: 020 8669 8121 FAX: 020 8647 1128 WEBSITE: <a href="http://www.noea.org.uk">www.noea.org.uk</a>

**ADVANCE NOTIFICATION OF OUTDOOR EVENTS**

**(Photocopy if necessary)**

This form should be completed and returned to: Environmental Health, Gloucester City Council, Herbert Warehouse, The Docks, Gloucester GL1 2EQ

Organisers name: .....

Organisers address: .....

Telephone No.: .....

Mobile No.: .....

Email Address: .....

Organisation name: .....  
(if applicable)

Telephone No.: .....

Position: .....

Date(s) of event: .....

Time of event: .....

Venue: .....

Details of the proposed event: .....

Details of any proposed use of public roads and routes or destination: (include map of route)

.....

.....

Assembly point and dispersal point, please include times if known: (if applicable)

.....

Expected numbers of visitors: .....

Has this event/activity occurred in this district previously? YES  NO

Details: .....

.....

Has this event occurred outside this district previously? YES  NO

Details: .....

.....

Number of any vehicles/floats in any mobile procession: (estimate if necessary)

.....

Details of parking facilities at the event or in the vicinity of the event/assembly point/dispersal point:

.....

.....

Has permission been granted for private property to be used in connection with the event, give details:

.....

.....

Are any organisations likely to demonstrate in opposition to the event, give details:

.....

.....

.....

Details of any VIP attending the event: .....

How has the event been advertised, locally, nationally, give details: .....

.....

.....

Will media attend the event, television/press, give details: .....

.....

.....

.....

Who is financing the event and what is your budget: .....

.....

Does your event include the selling, preparation or display of food: YES  NO

Details: .....

.....

.....

Does your event involve the movement of animals or vehicles on site? YES  NO

Do you require a public entertainment licence? YES  NO

(If you are unsure, please contact the Licensing Officer at Gloucester City Council on 01452 396396).

Do you have public liability insurance? YES  NO  (please attach copy)

It would assist this department if 6 copies of a labelled plan of the site could be forwarded, complete with a list of persons who will be trading from the site (additional to any route plan).

Signature: .....

Date: .....

For Office use only:

Date Received: