

Events Toolkit

Guide to Organising an Event





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Introduction

Welcome to the Events Toolkit. This guide aims to help those who organise events within Ards and North Down to run their events safely and effectively.

Please do not be daunted by amount of information included within this guide. We have tried to cover all elements of delivering an event. If you come across a section that is not relevant to your event, move onto the next. The guide is a prompt to ensure you have not missed anything out when planning your event.

As an Event Organiser, whether an individual or a group, you have prime responsibility for protecting the health, safety and welfare of everyone working at or attending your event. This guide brings together information needed by event organisers, contractors and their employees to help them satisfy health and safety requirements and comply with associated legislation. The guide describes basic standards and safety measures through which it is hoped to develop a consistency of approach for events being organised within the Borough.

Each year, Ards and North Down Borough Council is responsible for delivering many events with large audiences and a high level of community participation as well as welcoming a wide spectrum of events organised by third parties. This document enables the Council to advise Event Organisers on:

- Key steps to planning an event.
- What legislation and byelaws apply to their event and how to find out information on these.
- Measures to protect the environment and surrounding landscape.
- Avoiding causing offence or discriminating against any group or individual.
- Adhering to relevant health and safety legislation at events.
- Finding organisations to assist with their event.



Objectives of the Guide:

- To ensure that Event Organisers, the Council and others fully meet their legal obligations.
- To ensure there is minimal disruption to the local community from events.
- To ensure that events are organised to a high standard with all appropriate safety measures in place.
- To improve environmental sustainability of events.

Organising an event requires planning and teamwork and there are ever increasing demands on Event Organisers. Careful planning is the secret of a successful event, and this means starting well in advance.

The Council is continually working to develop ways to improve current processes, develop skills, support peers and create new ways of working.

We hope the information in this guide is useful to you when organising your event.



Getting Started

Before you start to plan your event, you will need to consider a few important questions:

What is an event?

An event is an organised activity open to members of the public to attend, either for free or for a charge. There are many types of events and many places and venues where they may take place on either public or private land.

For example, an event might be a:

- **Community celebration**
- **Sporting event, such as a 10k or fun run, golf event**
- **Food themed event – food festival**
- **Charity fundraising event**
- **Music festival or concert**
- **Tourism event or cultural event**
- **Road based activity – such as a parade, procession or march**

Events may take place in a wide range of venues including parks, community centres, dedicated performance venues, outdoor open spaces, visitor attractions, heritage sites, church halls, schools or just on the street. They provide an opportunity for residents, community and businesses to come together to showcase the wonderful Borough of Ards and North Down and bring our coastline, parks, open spaces, villages and town centres to life.





Why do I want to hold an event?

Before you begin your planning, it's a good idea to think about why you want to run an event, as this will influence many of your decisions further down the line. It is important to have a clear idea of goals and objectives for your event, and to be confident that the team organising the event has the capabilities to achieve these.

Who will deliver my event?

Running a successful event takes time, preparation and experience. You will most likely need to assemble a team to help you, so will need to clearly define roles and responsibilities.

Questions to consider:

- Who will be involved in the planning and execution of the event?
- Will you need the help of professional contractors?
- Should a formal organisation or registered company be set up to deliver the event?
- Will you need to recruit any volunteers?

When should I hold my event?

When choosing the right date to hold your event, there are a few things to consider. Firstly, think of your target audience, e.g. if it's families, weekends will work better, while for a business conference or a trade show, weekdays would be more practical.



Try and find out if the date you have chosen is going to clash with any other local events or even try and tie your event in with another local one to cross-promote each other's event and possibly share costs. Your event date may also depend on entertainer or supplier availability, e.g. you want to hold a music concert but the headline act is available only on certain dates.

Once you have decided on your event date, work backwards from it to ensure you have allowed sufficient time to deliver all aspects of your event plan. This means everything from the completion and processing of any application or permission forms through to booking channels you intend to use for your event marketing (and everything in between). This could require anything from a few months to upwards of a year.

You may have a large team with people able to commit lots of time and therefore a short lead time may be achievable, or you may be a small group planning a large event, in which case you should give yourself plenty of time to plan.

For information on events happening in Ards and North Down at any given time, visit: visitardsandnorthdown.com

Where should my event be held?

If your event is outdoors, the decision on its location will depend on several factors. For instance, how many people are you expecting? Can your chosen site accommodate that many people? Is it accessible to public transport? There are a number of outdoor venues throughout Ards and North Down where you can hold events, both private and public, and it is always advisable to book early. Even if you are planning an outdoor event in a public place, you will need to apply for permission to use a public park, roadway or open space.

If you are hiring a venue for your event, speak with the venue directly about the process of booking and confirming your booking, and check whether they have any licensing requirements that you may need to comply with for your event.

For information on the different types of licence applicable, please see the Licensing and Permissions Section on page 25. For advice on holding an event on Council property, please see page 20.



Planning Your Event

Once you have addressed your basic what, why, who, when and where, you are ready to start working through the details of your event. It's a good idea to create an **Action Plan**, either alongside your brainstorming process or after your initial ideas and planning meeting.

The Action Plan doesn't have to be a big document, it could simply be a 'to do' list or table with names and completion dates allocated to tasks. Your event will also benefit from a more comprehensive document called an **Event Management Plan** to keep everybody on target and encourage others to work in partnership with your event.

Compiling the Event Management Plan is a relatively straightforward process. When developing it, you may also find the Purple Guide: thepurpleguide.co.uk helpful as it provides guidance on all aspects of event management and planning. Please note, access to the Purple Guide is a paid for service, however access to limited information is available free of charge at the above link.

Relevant guidance on the health and safety aspects which must be addressed via your plan can also be found via this link: www.hse.gov.uk/index.htm

Please refer to our Event Management Plan guidance document and template for further information:

www.ardsandnorthdown.gov.uk/business/Event-Management-Toolkit



Event Management Plan (EMP)

Your Event Management Plan should provide a range of key information about your event. The Event Organiser must include the following details and consider the following issues in the Event Management Plan:

- Event Organiser, Manager, Licence holder
- Roles and responsibilities
- Event Health and Safety Officer
- Event activities/programme of acts
- Event site plan
- Operating times for the event
- Security and stewarding plans
- Welfare provision and welfare of staff
- First aid provision and accident/incident processes
- Traffic management and car parking arrangements both on and off site
- Noise management
- Food safety management
- Communications with residents and businesses within the vicinity and the wider public
- Method of admission
- Stakeholder and partnership arrangements
- Audience and crowd management
- Lost/missing children/vulnerable adults process
- Lost/found property process
- Sanitation
- Environmental Impact
- Data Protection requirements
- Electricity supply
- Lighting
- Temporary structures (tents, barriers)
- Public information
- Emergency liaison
- Severe weather plan
- Cancellation arrangements
- Set up arrangements
- Clear up, de-rigging and reinstatement of land
- Arrangements in place for a sudden death at your event



Site Capacity

How many attendees are you planning for? How have you come to this figure and how have you ensured that your event site can cope with the expected number of visitors?

If the event is being held in a building or enclosed area, the maximum number must be agreed in advance and will be limited by the area available and the number and location of emergency exit routes etc.

Programme

Programmed activity can be split into three categories:

- Main entertainment/focus – in line with the theme of the event, this is the main entertainment or activity that attracts the audience.
- Support entertainment/activities – usually a different type of entertainment or activity to the main attraction but one that still appeals to the audience and fits with the event theme.
- Supplementary activities – additional things for the audience to do during the event or at scheduled intervals. This might include elements of catering for instance.

When planning activities, always look back to your vision, mission statement and the goals and objectives of the event and ask yourself ‘does this activity fit with what we want the event to achieve?’ Refer back to ‘Why do I want to hold an event?’ on page 7.

Timing

You will need to plan your programme so that the individual elements work well together. If your event has multiple locations where entertainment takes place, you will need to decide how those elements complement each other. Make sure you build that into your programme planning and decide if you need to provide additional elements to keep the audience entertained. If you are holding an all-day event, remember that people will want to eat and drink at intervals during the day.





Event Entry and Tickets

You should decide quickly if entry to your event will be free or if there will be an admission charge. If you decide to issue tickets in advance for the event, think carefully about the amount of money you will charge people. If you decide the event should be ticketed but free, consider whether you can truly afford this. Whether your event tickets are charged for or free you will need to decide how your audience obtains a ticket and gains entry to the event.

It is easy to set up your own box office using an online ticketing system, for example Eventbrite. Ticketing your event is a good way to control numbers and also allows you to collect valuable data on your visitors, which can inform marketing and programming decisions for future events.

Non-ticketed Events

If you decide that your event is a free/non-ticketed event, you will still have to think carefully about how many people your venue/site can hold safely and how to measure and control the number of people attending. You will need to monitor numbers and could use a clicker at the venue/site entrance, for example. As well as needing numbers to ensure safety, they will also be useful for evaluating the event's success – information which may be useful for future funding applications, for instance.

Performers and Entertainment

Whatever the size of your event it is always good to try and see the acts before making a booking. If you can't do that then research them online, read reviews, watch YouTube videos of previous performances and don't be afraid to ask for a reference. Balance all that information and decide if they are the right act for your event.



Ceremonies and Speakers

You may have dignitaries or special guests attending your event. Ensure that you have confirmed the procedure or protocols for that specific person with either them or their team. Arrange any necessary equipment (PA system, stage, lectern, chairs etc.) to ensure any ceremony goes without a hitch, and plan for any additional services (e.g. a dedicated VIP area) that you may have to put in place.

Catering

Providing food and drink can be a great way of improving the event. When deciding on caterers always think about your audience - what will they like to eat or drink? Is it ice cream vans at a family fun day or gourmet street food at an outdoor music event? Depending on the event location you may require a street trader's licence. See Permissions and Licensing section on page 25 for further information.

If you are holding your event at Leisure Ards and North Down facilities (Ards Blair Mayne Wellbeing and Leisure Complex, Comber Leisure Centre, Londonderry Park and Portaferry Sports Centre) catering must be supplied by the contracted supplier.

Food Safety

Catering at outdoor events can be a high-risk activity and all food providers, which includes you if you are providing the food, must adhere to environmental health legislation. The greatest risk arising from catering at events is the possibility of food poisoning due to food being stored, handled, prepared and served in unfamiliar settings, in greater than normal quantities and over a longer period of time.

Further information to manage such risks can be found within the Health, Safety and Operations section specifically from page 44.



Disability and Equality

The Council carries out all its duties and responsibilities in compliance with Section 75 of NI Act 1998 and Section 49A of the Disability Discrimination Act 1995 [DDA 1995] (as amended by Article 5 of the Disability Discrimination [Northern Ireland] Order 2006).

This ensures all Council officers and others delivering services on behalf of the Council are made aware of their responsibility to be cognisant of the range of needs of those to whom they are providing services. There is a breadth and diversity of needs across all users which should be taken into consideration in arranging any event. The Council's Disability Action Plan, Equality Scheme and Equality Action Plan provide details on the Council's commitment to meet these needs. Further advice and signposting are available from the Council's Compliance Officer [Equality and Safeguarding].

Email: compliance@ardsandnorthdown.gov.uk

Safeguarding for Children, Young People and Adults who may be Vulnerable

The Council has developed a Safeguarding Policy for children, young people and adults who may be vulnerable, which applies to all employees, agency workers, Elected Members, volunteers and all organisations that have a working relationship with the Council. Contractors, subcontractors external individuals or groups hired or commissioned by the Council to provide services are required to be aware of and comply with their responsibilities under this policy.

The organisation of an event is a considerable responsibility. In addition to bearing moral and social responsibilities, Event Organisers have civil, common and criminal law responsibilities. They may be liable for the consequences when things go wrong, particularly if there are defects or deficiencies in the planning or control of the event. This is more likely to happen if



consultation does not take place at the earliest opportunity or if advice and guidance are ignored. For assistance on safeguarding, email: compliance@ardsandnorthdown.gov.uk

Further information can be found at:

www.ardsandnorthdown.gov.uk/article/1455/Safeguarding

Quiet Space

Quiet spaces serve as a place for individuals who require a break from the hustle and bustle of crowded events. They provide a peaceful and safe environment for those who may become overwhelmed or overstimulated by the noise and crowds, therefore play a key role in safeguarding by prioritising the mental wellbeing and comfort of attendees. The inclusion of quiet space not only promotes inclusivity but also demonstrates the commitment of event organisers towards safeguarding.

A quiet space can take a variety of forms, e.g. a room, tent, marquee, and does not need to contain a lot. This can be a table and some chairs, as long as it is somewhere away from the main event. Quiet spaces can also be used for breastfeeding mothers, if there is a requirement.

Lost Children and Vulnerable Adults

You must ensure that you develop a lost children's policy and make all event staff and volunteers familiar with its procedures. Some important points to consider when developing your policy are:

- Identify arrangements for the 'safe' care of children until such time as they can be reunited with their parent/s or guardian
- There should be a clearly advertised point for information on lost children
- Lost children should never be left in the care of a sole adult, always ensure there are at least two adults present



- If a lost child is found and reported to one of the event staff a message should be communicated, using the pre-agreed code-word to all event staff as per the pre-agreed communication plan (by radio or phone or in person to the event control point). Two staff should then remain with the child at this point for a period of 10 minutes to allow for a possible quick reunification with parents/guardians.
- If after 10 minutes there has been no reunification then the child should be taken to the designated lost children's point by two members of staff. If possible, this point should be adjacent to the event control point or the first aid/medical area.
- All incidents must be logged, ensuring all details are recorded.
- Staff should try to ascertain from the child a description of the child's guardian, their name and mobile number if known.
- The child and the parent(s) or guardian(s) should not be reunited until a match has been established. If a parent comes to the lost children's point claiming they have lost a child they must provide a signature and identification along with a description of their child, to include age, clothing, hair colour, height etc.
- If there is any reluctance from the child to go with an adult then you should inform the police.
- Once a lost child incident has been resolved you must inform all staff that the 'code' has been resolved. Complete the report and log.





Data Protection

All event staff/volunteers must adhere to the Data Protection Act 2018 and the UK GDPR when collecting personal data.

If data is being gathered at the event, such as a survey, competition or accident information, only the minimum amount of data should be included. The data should be stored in a secure manner and disposed of appropriately when no longer required.

When a third-party supplier is being engaged to deliver an event by Council, they should be responsible for all data collection and processing. This should not be administered through the Council.

Any documents with personal data should be sent securely using OneDrive or email and should be password protected.

Care should be taken if taking photographs at the event. Consent may be required for minors.

Contact the Council Data Protection Officer at dataprotection@ardsandnorthdown.gov.uk for further information.



Safety Advisory Group

Events that are using Council land or are in receipt of Council funding may be required to attend a Safety Advisory Group [SAG].

The SAG consists of a mix of Council officers, blue light agencies and other relevant bodies. The Group provide a quality assurance process in terms of the safety arrangements for events. The aim of the SAG is to consider the event safety plan submitted by the organiser and offer advice in order to ensure the highest possible standards of public safety at events and to encourage the wellbeing of those that could be affected by the event.

The chair of the SAG in consultation with the Council's Risk Manager will assess all such requests and will bring them to a meeting of the group if any one of the following criteria are met.

- 1 It is an event which is large in numbers attending at one time [10,000 people plus].
- 2 It carries a degree of significant risk as advised by the Council's Risk Manager.
- 3 It is unusual in nature.
- 4 It is being undertaken by a new event promoter or in a new venue.
- 5 If the event is related to one where there have been incidents of concern with events of a particular type, particular venue, or particular promoter.



How do I apply to hold an event on Council outdoor property?

If you are holding an outdoor event on Council property, before your event can take place, you need to contact the Council to apply for permission to use the site.

To book Council land, you must fill out a **Lands Request Form**. You can download a copy here:

https://www.ardsandnorthdown.gov.uk/media/1366/Land-Request-Form-2024/doc/boRequest_to_use_Council_Land.docx?m=1711477393283

This form must be returned to the Council at least 6 weeks before your event start date: landrequests@ardsandnorthdown.gov.uk

For further information on the Council's Land and Property Policy, please visit: www.ardsandnorthdown.gov.uk/Council-Land-and-Property

Roles and Responsibilities of Council for Events on Council Land

For ensuring that the event is planned for, and subsequently conducted safely, a review of information provided by the organiser will take place before the booking can be confirmed. Identified officers will liaise with interested parties to ensure viable events are planned for and that the organiser has demonstrated their commitment to a safe event and that contingency plans are in place should an incident occur during an event.

The role of Council (dependent on resourcing availability) will be to:

- Assess the land application form for viability and validate the booking.
- Assess accompanying documents with particular emphasis on the event management plan and risk assessments.



- Attend meetings in relation to the proposed event(s).
- Take any recommendations relating to the event through the Council's governance procedures if required.
- Maintain an event diary and retain documents received from the Event Organiser in line with current data protection policies.
- If required, complete a site visit with the Event Organiser and other stakeholders for large or major events, including conducting an inspection post event.
- Approve or reject applications for any proposed events.
- Draft and be a co-signatory to the conditions of hire in relation to Council lands being used, together with the event organiser.
- Relevant Council Officers may attend the event to review the implementation of the Event Management Plan.

Deposits and Fees

The Council will calculate what deposits and hire fees are associated with any proposed use of lands, venues, property or other equipment and inform the hirer of such fees. No booking is confirmed until the Council has received a signed contract along with the required fees and deposits.



Site Plan

You must submit a detailed site plan with all proposed applications to the Council, or its contractors, as part of any request to use Council lands. This should detail:

- All areas that you (the Event Organiser) would like to use as part of your application.
- Any fixed or temporary structures within the event site (marquees, catering vans, staging etc.).
- Emergency exits
- Parking facilities.

Your site plan should illustrate the following:

- Placement of all temporary structures
- All other site infrastructure
- Any fencing or barriers
- Generator or power sources
- Power supply runs (cables)
- Entry and exit points
- Emergency exits and assembly points
- First aid points
- Information point
- Lost children's point
- Vehicle entry points
- Any event decor, e.g. flags, banners etc
- Waste management points
- Spill kits (if required)

Site Visits

As the Event Organiser, you must, if requested, attend an onsite planning meeting with the Council, to walk through the site and ensure all plans and risks are discussed in full, if deemed necessary by the Council.







Licensing and Permissions

When planning your event, you may need to obtain specific licences or permissions from relevant authorities.

Licences

A licence may be required for an event or certain activities. It is important that the Licensing Service is contacted as soon as possible if you consider the event will require to be licensed. Applications for a licence must be made at least 3 months before the date of the event.

Entertainment Licence:

An entertainment licence for your event will be required if:

1. The event is held mainly in the open air on private land and music forms a significant element of the event. Private land is defined as lands where access to the general public is restricted or controlled. Sporting events, funfairs etc. are exempt from licensing; or
2. If the event is held indoors (including a marquee) and consists of:
 - a) a theatrical performance, music singing or dancing; or
 - b) any public contest, match, exhibition or display of -
 - (i) boxing, wrestling, judo, karate or any similar sport;
 - (ii) billiards, pool, snooker or any similar game;
 - (iii) darts;
 - c) A circus.

To apply for an Entertainment Licence, please contact:
licensing@ardsandnorthdown.gov.uk



Street Trading Licence: Governed by the Street Trading Act (NI) 2001:

If your event is held on the public road and there are vendors selling goods, you will require a Street Trading Licence. Further information on how to apply can be found at: www.communities-ni.gov.uk/publications/street-trading-guide

Outdoor/ Temporary Cinema:

The showing of a film may require to be licensed. For further information, please contact: licensing@ardsandnorthdown.gov.uk

Sale or Consumption of Alcohol:

To permit the sale and consumption of alcohol at an event you will require an Occasional Liquor Licence from the Court Service. Alcohol may not be consumed on most public land under the Council's Alcohol Byelaws unless the event has an Occasional Licence.

Further information on how to apply for an Occasional Liquor Licence can be found at: www.gov.uk/occasional-licence-northern-ireland

You may also need a Producer's Licence for your event, more information can be found at: www.communities-ni.gov.uk/articles/licensing-northern-ireland-order-1996-local-producers-licence-sales-not-licensed-premises

Road Closure Orders (NI)

If your event is to take place on the public road (including the pavement) then you may need a Road Closure Order. Three agencies deal with road closure:

1. The Council can issue a Road Closure Order if the event is held on the public road and is considered a 'special event'. A 'special event' covers sporting, entertainment or social events. Applications must be made to the Council at least 12 weeks before the date of the event.
2. The Department for Infrastructure can issue an order for events that take place on land adjoining a road where it is considered that the road needs to be closed.
3. The Parades Commission will receive application forms for parades that take place on the road.



If you intend to use the public road, please contact the Department for Infrastructure Licensing Service for further advice.

Further information can be found at:

www.infrastructure-ni.gov.uk/sites/default/files/publications/infrastructure/special-events-on-or-near-public-roads-rsppge-076.pdf

or Contact: licensing@ardsandnorthdown.gov.uk

Processions

Processions must adhere to the guidance and legislation provided by the Parades Commission for Northern Ireland, as per section 6 of the Public Processions (Northern Ireland) Act 1998.

Full information and online forms can be obtained at:

www.paradescommission.org/Home.aspx

Fireworks and Displays

PLEASE NOTE, FIREWORKS ARE NO LONGER ALLOWED ON COUNCIL LAND

If you plan to buy or use fireworks a licence must be obtained from the Department of Justice [DOJ].

Applications must be made at least 6 weeks before the event.

Note: patrons should not use sparklers or their own fireworks at events.

A Licence application form can be obtained from: www.nidirect.gov.uk/publications/application-form-display-type-fireworks-licence

The Event Organiser must include a to-scale map with their application and a risk assessment is required from the company supplying and firing the fireworks. An Event Safety Plan must be included with the application. Guidance on the dimensions of your site and safety generally is given in the explosives industry red and blue guidance booklets available at:

www.eig2.org.uk/wp-content/uploads/WTOFD-Blue-Guide.pdf

www.eig2.org.uk/wp-content/uploads/GYOFD-Red-Guide.pdf





Organisers of fireworks displays must adhere to this guidance. Note: The application must be made through the Department of Justice (DOJ) and is then assessed on their behalf by the Environmental Health section of the Council.

Performing Rights Society (PRS)

You must conform to any PRS requirements that may arise during your event. Royalties are paid to members when their work is performed, broadcast, streamed, downloaded, reproduced, played in public or used in film and TV.

Further details can be found at: www.prsformusic.com/

Cross Country Races

Athletics NI aims to provide the highest quality of service to Event Organisers and their customers and oversee events that fall into this category. All races that appear on the Athletics NI fixtures list must be licensed.

Further information can be found on the Athletics NI website: athleticsni.org/

Funfairs

All events of this type must adhere to the HSE Funfair & Amusement Guide (HSG175) and will be granted permission at the discretion of the Council. Timescales and paperwork set out within this document must be adhered to. Opening and closing times will require agreement with the Council. A funfair organiser will have to supply their own water stand pipes and litter bins. Funfair operators must also supply their own Security Industry Authority (SIA) stewards at all times when the event is open to the public.

Use of Drones

Any proposed use of a drone must be fully registered and discussed with Council before any authorisation is given. There are a number of restricted areas and businesses across NI and careful consideration should be given.

Further details can be found at: register-drones.caa.co.uk/



Health, Safety and Operations

8

The health and safety of staff and visitors is paramount at an event. Event organisers have a duty of care under health and safety legislation to ensure that the event is safe to attend.

Legislation

All events must comply with relevant legislation which may include:

- The Health & Safety at Work (NI) Order 1978 and accompanying regulations.
- The Food Safety Order 1991.
- The Food Information Regulations (NI) 2014 and associated regulations.
- The Clean Neighbourhoods and Environment Act 2011.
- Street Trading Act (NI) 2001
- The Noise Act (NI) 2006.
- The Consumer Protection Act 1987.
- The General Product Safety Regulations 2005, product specific regulations and British standards.
- Local Government (Miscellaneous Provisions) (NI) Order 1985.
- Licensing of Pavement Cafés Act (Northern Ireland) 2014.

Risk Assessment

If you are holding an event on Ards and North Down Borough Council land, are in receipt of sponsorship or a grant from the Council; or you hold a Service Level Agreement, then prior to your event, a detailed **Risk Assessment** and **Fire Risk Assessment** must also be submitted to the Council along with the **Event Management Plan** and an **Event Safety Plan**.

Large and major events will require a further major incident plan and acknowledgement of crowd control requirements as well as an 'assumption of control' document (hand over to emergency services during an event).



Your Risk Assessment must identify possible hazards that could occur, decide who may be harmed and consider how the risk will be controlled. In particular, consider the potential risks associated with bouncy castles or other inflatables, children's rides, carting and fairground equipment, bungee jumping, hot air balloons, helicopter rides, stands and stalls, catering facilities, fireworks, marquees, stages, animals, set up and derigging. A sample Risk Assessment document can be downloaded from:

www.ardsandnorthdown.gov.uk/business/Event-Management-Toolkit

If you are holding an event on Council land, you should submit your Risk Assessments and Event Management Plan to:
landrequests@ardsandnorthdown.gov.uk

For events grant aided through the Tourism Team, Risk Assessments and Event Management Plan should be submitted to:
tourismgrants@ardsandnorthdown.gov.uk

For events Grant Aided through the Community Team, all required information should be sent to communitygrants@ardsandnorthdown.gov.uk.

Insurance

As Event Organiser, you could be held legally liable for the costs of damage or injuries which may occur. Public liability insurance will cover this risk. It is your responsibility to check that you have your own public liability insurance. It is also the Event Organisers responsibility to ensure a contractor complies with any policy terms and conditions and obtain a copy of their policy. If an incident occurs full details must be recorded and reported without delay.

Car Parking

Consider how the event will impact on parking in the area. A request to suspend parking in certain areas may be required, which should be done some time in advance of the event.

In publicity material for the event, detail the location of existing off-street car parks, and also consider where any event vehicles will be parked.



If parking is to be made available on private land, how will this be managed i.e. layout of parking, if it will be marshalled by stewards, if markers will be erected to make it easier for people to identify their car etc.

The Event Organiser must manage parking (before, during and after the event) until the last vehicle has departed.

Traffic and Transport Management

As Event Organiser, you must consider traffic management to and from your site. You should consult with the PSNI if considered necessary or if you need to control traffic on the public road, you should employ a Traffic Management company approved by the Department for Infrastructure to prepare a Traffic Management Plan [TMP].

Please also refer to the information on Road Closure Orders on page 26.

To minimise the impact of traffic at a major event, it is critical that you engage in a positive marketing campaign, promoting the use of public transport to the event and locations of nearby public car parks whilst emphasising that on-street parking is restricted. You should be mindful of maintaining an unobstructed emergency “red route” at all times during an event.

Signage

Clear signage is important at your event. Consider what is most appropriate for your event and site. Directional and safety signage lets people know how to find, for instance, toilets, lost children and first aid points, and the nearest exit. Information signage is there to provide people with information and might include a site map and details of your programme. If you are using a Traffic Management Company, they will erect road signage for your event.

The AA provide a service to produce and place road signage for your event, if you are not using a Traffic Management Company. There will be a cost for its services.

Further information can be found at:

www.theaa.com/business/event-signage-and-traffic-management



Electrical supplies, installation and equipment

The whole electrical installation at an event (temporary generated or connected to a permanent supply) must be installed safely by a competent person. Written certificates should always be obtained on completion of installation by that person.

Ensure electrical safety by:

- Provision of residual currents devices (RCDs).
- Using cables of correct rating with no damage and appropriate connectors.
- All cabling should be positioned to avoid creating a trip hazard or liability to physical damage.
- Portable appliances should be inspected and tested as appropriate.
- Generators, switchgear etc. should be placed behind a barrier to prevent unauthorised access. (Generators may not be powered using petrol)
- No event equipment will be allowed on to fine turf/sports areas on Council land, unless agreed by the Council in advance.

More information can be found at HSE's GS50 Electrical safety at places of entertainment www.hse.gov.uk/pubns/gs50.htm

Lighting

Where events are planned to take place after dark, artificial lighting should be provided to all public areas such as vehicle and pedestrian access points, car parks, refreshment tents and toilets. Some sites have particular hazards which should be lit appropriately. Also consider the need for emergency lighting to escape routes.

Further details can be found at www.hse.gov.uk/event-safety/electrical-safety.htm

Energy Use and Efficiency

It is expected that good practice will be exercised to minimise energy use, with the most efficient equipment being used.



Welfare Provision

Please see the 'Purple Guide' to assist with calculations:
www.thepurpleguide.co.uk/

Adequate provision should be made for the number of people, including the disabled expected to attend the event.

Females	Toilets
1 to 100	1
101 to 200	2
201 to 300	3
Each additional 100 females	+1

Males	Toilets
1 to 100	1
101 to 500	2
501 to 1000	3
Each additional 100 males	+1

In addition, 1.5 meters of urinal accommodation per 500 males and 1 toilet with wash hand facilities per 75 people with disabilities is suggested. It is best to use toilets that are connected to mains services, but temporary units may have to be provided.

Where possible provide hand wash basins in the ratio of 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 wipes where hot water is not provided) and suitable hand drying facilities.

All toilets must be serviced regularly to keep them fully operational, clean and hygienic throughout the event.

If holding an event at a Council sports pitch or facility, Event Organisers should discuss if they wish to utilise changing rooms and sports facilities with the Council's Grounds Maintenance Contractor.



Welfare of Staff

When planning an event, it's crucial to ensure the welfare of your staff. Here are some key considerations to include in your event management plan:

Health and Safety:

- Conduct risk assessments to identify potential hazards.
- Ensure staff are trained in emergency procedures and first aid.
- Provide personal protective equipment (PPE) if necessary.

Facilities:

- Provide adequate washing, toilet, and rest facilities
- Ensure there are clean areas for staff to eat and drink during breaks

Working Conditions:

- Monitor working hours to prevent fatigue and comply with Working Time Regulations
- Provide appropriate clothing for the expected weather conditions
- Provide sunscreen and water in hot weather

Communication:

- Establish clear communication channels for staff to report issues or concerns.
- Conduct regular briefings to keep staff informed about event details and any changes.

Training and Competence:

- Ensure all staff are competent to perform their roles safely



Fire

No fires or camping are allowed on Council land unless part of an authorised event approved by the Council. Barbeques are not permitted on Council land unless at a specified barbeque area or otherwise agreed in advance. If an event has been authorised, the Event Organiser must:

- Carry out a risk assessment, identify all possible fire hazards that could occur and say how the risk will be eliminated or controlled.
- Provide equipment for putting out small fires throughout the site (fire extinguishers and fire blankets).
- Make sure stewards and other personnel know where the equipment is and how to use it.
- Ensure everyone present knows not to attempt to fight a major fire. The Fire Service (NIFRS) must be called at once to any fire, suspected or real, and however small.

Stewards

Provide an appropriate number of stewards for the control of the site and the public. The Purple Guide offers advice on number of stewards www.thepurpleguide.co.uk

- Make sure the stewards are fully briefed and trained prior to the event and easily identifiable i.e. wearing hi-viz clothing.
- Stewards should be fully briefed on the procedure for recording incidents.
- Major events should have independent specialist security.
- Organise and maintain security of the site.
- Stewarding personnel must be licensed by the Securities Industry Authority [SIA].

Further information can be found at:

www.volunteernow.co.uk/publications/events-volunteering-toolkit/





First Aid Provision

This to be adequate for the number of people expected to attend the event. In all but the smallest of events a qualified first aider should be present with sufficient first aid resources to hand. A suitable first aid area should be identified and visible to the public (including a water supply). Please ensure that all staff and volunteers are aware of the location of the nearest defibrillator.

A guide to minimum provisions is as follows (in numbers):

Note: for larger events Northern Ireland Ambulance Service must be consulted and view the event risk assessment. First aid posts should be clearly signposted and provided with easy access for spectators and an ambulance at all times. The ambulance should be parked close to the first aid post with a clear exit from the site.

People Attending	First Aiders	First Aid Posts	Ambulances
500	2	1	–
3000	6	1	1
5000	8	1	1

Accidents

All accidents, incidents and near misses should be recorded whether they occur on Council owned or private land. Any incidents related to a work activity where; a member of the public is taken directly to hospital; an employee suffers a major injury; or an employee is off work for more than 3 days as a result, should be reported to the Health and Safety Executive on a NI-2508 form. This form can be completed online at: www.hseni.gov.uk/services/report-injury-ni2508

Accidents may be investigated by the HSENI or the Council's Environmental Health Service depending on the location and who is organising the event. All reportable accidents can however, be reported via the HSENI (who will determine the appropriate investigating body).



Sudden Death at an event

An emergency plan should be in place to respond effectively to any incident that may take place at your event. You must have plans in place to respond effectively to health and safety incidents and other emergencies that might occur at an event.

In the case of a sudden death at your event, the following procedure can be used to ensure the incident is dealt with in the best possible way.

1 Log the Incident

This should be with Event Control, if you have one. If not, the incident should be logged whoever is detailed in the event management plan as the Event Organiser/Event Manager. In this case, the Event Organiser/Event Manager will become the Event Controller and the main decision maker.

Details: Provide clear details about the situation and your location.

Immediate Assistance: Event Control/Controller will immediately request assistance from on-site First Aiders.

Emergency Services: Event Control/Controller will dial 999 and request ambulance and police assistance.

2 Secure the Area

Clear the Area: Keep the area around the individual clear to allow emergency personnel to work.

Privacy: Plan to have an extra gazebo onsite to be used in an emergency. This will provide privacy and respect to the person involved.

Bystander Management: Ensure that bystanders are moved away.

Preserve the Scene: If resuscitation is unsuccessful and the death is confirmed, do not disturb the area. This is important for any potential investigation.



3 Inform Key Personnel

Notify the Event Manager/the person who is responsible for all decisions regarding postponement and cancellation of the event and the communications thereafter to staff and attendees.

4 Support Witnesses

Provide Support: Offer support to anyone who witnessed the incident.

Quiet Space: Provide a quiet space for witnesses to gather and process their emotions. Ensure the quiet space is noted in the Event Management Plan so everyone is aware of its location.

5 Coordinate with Authorities

Work with Police and Emergency Services: Follow their guidance on the next steps, including any necessary investigations.

6 Document the Incident

Detailed Record: Keep a detailed record of the incident, including the time, location, actions taken, and any witnesses. This information may be required later.

7 Communicate with Attendees

Ensure all staff know who makes the decision on communication and who is making the announcement.

Respectful Announcement: If appropriate, make a respectful announcement to inform attendees of the situation and any changes to the event schedule.

8 Debrief

Post-Event Review: After the incident, review emergency procedures at the post-event debrief. Make any necessary improvements to ensure better preparedness in the future.



Events with Live Animals

Animals are protected by the Welfare of Animals Act 2011 and Councils are responsible for its enforcement in respect of non-farmed animals, domestic pets and equines [horse and donkeys]. The Council's animal welfare policies in connection with events include the following:

- Council land is not let for use by circuses or similar entertainment exhibiting wild animals.
- Circuses on private land are subject to licensing.
- Animals and fish may not be given as prizes at any function held on Council land.

If petting animals are going to be at the event the Event Organiser must ensure that;

- Portable hand washing facilities, including hot water, soap and towels, are provided.
- Adequate supervision must be provided.
- The enclosure is suitable for the animal present.
- The animals brought to the event are used to being handled and petted.

Further HSE guidance is available: preventing or controlling ill health from animal contact at visitor attractions:

www.hse.gov.uk/agriculture/topics/visitor-attractions.htm

The Council is committed to safeguarding the welfare of animals within its care, or animals that play a part in Council run or sponsored events. The Council also seeks to promote animal welfare generally, and the 'five freedoms', detailed within the Welfare of Animals Act 2011. Event Organisers holding an event on Council property or in receipt of Council funding or who hold a Service Level Agreement, should make reference to animal welfare in their application and event plan.



Weather

As the Event Organiser, you have a duty of care towards all those working on your event site, including volunteers, as well as to the public attending.

It is therefore, important that due consideration is given to the weather conditions and the various hazards they can create.

Details should be included here on the action which will be taken should severe/extreme weather have an impact on the safety of the event, including circumstances which could lead to the event being cancelled.

Use of Liquefied Petroleum Gas (LPG)

It is an offence to work on any gas installation unless the person is competent to do so.

- Only persons who are gas safe registered are recognised by the HSE as competent to work on gas fittings.
- LPG cylinders connected to an installation must be sited in the open air away from potential interference or vandalism or where they may be knocked over by a vehicle.
- Only persons familiar with the procedure may carry out the replacement of LPG cylinders. They should be aware of the need to check and test for a gas tight connection.
- Cylinders should be positioned upright on a firm surface, secured to a post or similar and screened from access by the public.
- Gas supply should not be turned on until a competent person has declared the installation safe.
- Hoses should not be routed under temporary flooring or heat sources from appliances.
- Hoses should be regularly checked for wear and abrasion or cracking.
- A gas certificate is required from any traders using LPG/gas appliances.





- Fire extinguishers must be made available for LPG Installations. At least 1x 5kg dry powder type for every 2 cylinders connected to the installation.
- In the event of a fire call the fire and rescue service and inform them LPG is involved. Evacuate people to a minimum of 50 meters away as there is a risk of the LPG exploding.

Cleansing/Waste Management

You will need to make arrangements for collection and removal of rubbish and food waste – will you have litter pickers on site, how will the bins be emptied?

Think about how many bins you will need, what recycling facilities do you have in place?

You must adhere to waste management and recycling needs by including additional waste bins as required. If using Council land for your event you are responsible for any damage that may occur to Council property and for litter clearance during the course of your event. Anyone using Council land for an event will be subject to the following terms and conditions in relation to cleansing and recycling:

- Make good any damage caused during the use and pay to the Council the cost of any repair work the Council is required to undertake or items the Council considers necessary to replace as a result of the usage.
- Arrange for the prompt removal of any items used in connection with the usage e.g., staging or fencing (timescale for removal to be agreed with Council Officers).
- Arrange for the collection and subsequent removal of all litter and other debris from the main event and adjacent areas during the event, as well as once the event has concluded. However, should the Council have to do any additional cleaning the costs will be recovered from the applicant.
- Put in place measures to ensure that all litter generated during the event by the organisers, their contractors or by attendees is recycled to the full extent possible. Applicants should consider how to minimise any waste produced and ways in which they can make the event more sustainable.



Event Organisers must also:

- Provide an adequate number of rubbish bins around the event site where most required.
- Recycle wherever possible.
- Make arrangements to regularly empty the bins and satisfactorily dispose of rubbish at the end of the event.
- Provide a secure area for the storage of refuse collected during an event and prior to its removal from the site.

Making your event more sustainable

Think about how you will encourage your attendees to recycle and reduce the amount of waste they leave at the event. Further details on staging a sustainable event can be found at:

www.tourismni.com/sustainability-toolkit/sustainability-toolkit/

Temporary Structures

These include marquees, stages, raised seating and sound towers. You must provide proof of works along with supporting risk assessments and systems of work.

- They must be erected by trained and competent persons and be capable of withstanding wind forces and bad weather conditions.
- You must know the wind tolerances for temporary structures, particularly marquees, canopies and inflatable installations. This may require an anemometer on site to monitor conditions; a mobile phone app is not suitable for this purpose.
- Written certificates should always be obtained.



- Marquees should be sited at least 6 metres apart and have adequate emergency lighting and escape routes. Fabrics used should be inherently flame retardant.
- Regular safety checks of all temporary structures should take place during the event. These checks should all be documented.
- All temporary structures should be sourced from a reputable company and installed by qualified contractor of good standing.

Further details can be found at:

www.hse.gov.uk/event-safety/temporary-demountable-structures.htm

www.aber.ac.uk/en/media/departmental/healthsafetyenvironment/documentmanagementsystem/websitedocuments/MUTA-Best-Practice-Guide-Safe-Use-and-Operation-of-Temporary-Demountable-Fabric-Structures.pdf

Gazebos

When using gazebos at outdoor events, there are several key guidelines that event organisers should follow to ensure safety and compliance:

Risk Assessment: Conduct a thorough risk assessment to identify potential hazards, such as strong winds or uneven ground. Document and communicate this assessment to all relevant parties.

Stability and Securing: Ensure that gazebos are securely anchored. This can be done using stakes, tethers, or adequate weights to prevent them from blowing away.

Manufacturer's Guidance: Follow the manufacturer's instructions regarding the wind rating and proper setup of the gazebo.

Regular Inspections: Perform regular checks throughout the event to ensure that the gazebos remain secure and stable.

Weather Monitoring: Keep an eye on weather forecasts and be prepared to take down the gazebo if wind speeds exceed safe limits. Most gazebos are





designed to withstand winds up to 15 mph, but heavy-duty models can handle higher speeds. It is good practice to monitor and record the wind speed throughout your event.

Food Safety

All food businesses must be registered with Council and evidence of registration should be provided to the Event Organiser in sufficient time prior to the event to enable details to be checked with Council departments.

In certain circumstances an organisation may be exempt from registration, e.g. charitable or voluntary organisations operating only occasionally. They should contact the Food Control Service of the Council for advice prior to being allowed to operate at the event.

Food Hygiene Rating Scheme:

The Food Hygiene Rating Scheme is a Local Authority/Food Standards Agency Partnership Initiative aimed at helping customers make informed choices about where they purchase food from. In Northern Ireland, the scheme is operated in accordance with the Food Hygiene Rating Act (NI) 2016. This means that following on from a Food Hygiene inspection of a food trader's mobile van/stall they will be given a food hygiene rating score from 0-5, based on the trader's level of compliance at that time, and a valid sticker showing this rating will be provided.

It is a legal requirement to display a valid food hygiene rating sticker. Failure to display a valid sticker could result in a fixed penalty of £200 or prosecution.

Food Safety Management System:

Food business operators are required to identify food safety hazards and risks relevant to their food business and to put in place procedures to prevent problems. Food business operators are also required to provide some simple written evidence that their procedures are effective to ensure food safety and are being properly applied. A copy of the written procedures should be available throughout the event; for example, a completed Safer Food Better Business Pack or similar documented system.



Training for food handlers:

Staff who handle unpackaged high-risk foods must have training to a level equivalent to the Chartered Institute of Environmental Health (CIEH) Level 2 Certificate in Food Hygiene. All other staff must be supervised and have received hygiene instructions. Copies of certificates should be available for inspection upon request.

Allergens:

Food traders must be able to tell customers what allergens are in the food they sell.

Loose Food (Foods that are not pre-packed)

You can do this by providing either:

- full allergen information on a menu, chalkboard or in an information pack
- a written notice placed in a clearly visible position explaining how customers can obtain this information - for example by speaking to a member of staff

Further information on allergens and providing allergen free meals can be found at: www.food.gov.uk

Pre-packed for Direct Sale Foods (PPDS) (Natasha's Law new labelling requirements required from 1st October 2021)

PPDS food is food that is packaged at the same place it is offered or sold to consumers. It is a single item, consisting of the food and its packaging, that is ready for presentation to the consumer before it is ordered or selected.

- Labels on PPDS food need to show the name of the food and the ingredients list. This includes emphasising in the ingredients list any of the 14 allergens used in the product, as required by food law.

Examples of PPDS provided by mobile sellers or street food vendors include:

- meals put in containers before they are ordered



- packaged cartons of chips or chicken nuggets placed under a hot lamp ahead of an expected lunchtime rush
- prepacked paninis or boxes of pizza which can be reheated at the consumer's request
- packaged sandwiches or salad boxes
- burgers wrapped and ready to sell.

Further information on allergens, providing allergen free meals including sector specific guides on the new labelling requirements for PPDS food for mobile sellers and street food vendors can be found at: www.food.gov.uk

Hygiene and Structural Legal Requirements:

Where open food is being handled there must be a basin specifically for hand washing, supplied with:

- Hot and cold water (or adequately mixed water)
- Soap or detergent.
- Means of drying hands (ideally disposable towels)

Where necessary, provision must be available for the cleaning and disinfection of utensils and equipment, i.e. sink, hot water and detergent. If the same sink is used for washing food, it must be cleaned between each use. Where a supply of water is necessary an adequate supply of portable water must be available via mains or tanked supply. Tanks must be kept clean and disinfected frequently. If access to mains drainage is not available, liquid waste may be released into holding tanks. These must be discharged carefully so there is no risk of food being contaminated.

Surfaces in contact with food must be in sound condition, smooth, easy to clean and contain non-toxic materials. Food contact surfaces and equipment must be cleaned and disinfected before the start of a work session and frequently thereafter.



Food must be protected to avoid the risk of contamination by keeping ready to eat foods away from raw foods during storage and preparation. Adequate refrigerated storage should be available for foods that require to be kept chilled. The refrigeration unit must be capable of keeping food below 8°C degrees. If raw and ready to eat foods are both stored in the same refrigerated unit, they must be stored appropriately to avoid the risk of cross contamination. Raw food should be stored below ready to eat foods.

Food must be kept in a suitable food grade container which must be pest proofed if unattended. Food packaging must not be a source of contamination.

Stalls or mobile premises must be kept clean and maintained in good repair and condition to avoid the risk of contamination of foodstuffs and harbouring pests. Purpose built stalls or vehicles are recommended.

Food must not be sold past its use by date.

Suitable arrangements must be in place for the storage and removal of waste.

For further information contact the Food Control Section of Council.

Email: foodenquiries@ardsandnorthdown.gov.uk

Noise

In planning any event you should be aware of the potential for high levels of noise to damage hearing and to cause disturbance to local residents. As such, you should consider:

- Siting the sound system so as to gain maximum effect inside the venue while causing minimum disruption outside.
- Monitoring and controlling sound levels during the event.
- Notifying local residents prior to the event.
- Finishing the event at a reasonable time. Events held on Council land, using amplification for music or speech must end by 11.00pm.



- An officer from the Council Environmental Health Noise Team may contact you before your event to discuss the potential for noise and controls you have in place. They may also call out to monitor your event to ensure you are not causing unreasonable disturbance.
- If your event requires a public entertainment licence you should consult the Council's Licensing Section in the first instance and the Environmental Health Department may provide advice on whether noise from the entertainment is likely to result in unreasonable disturbance to people living nearby.

For major events the Event Organiser will be required to engage a qualified noise consultant to advise on noise control measures, monitor their effectiveness, and to ensure that the event does not cause unreasonable disturbance to the residents of properties nearby. For such events:

- a) The Event Organiser shall designate a person to be responsible for controlling the level of noise and to deal with any noise complaints. The appointed person must be present throughout the duration of the event. Any noise complaints received shall be reported to the Environmental Health department the following working day.
- b) A minimum of two qualified Noise consultants (one person to be at the mixing desk and another to monitor the noise) should be appointed to
 - (i) undertake pre-event planning and
 - (ii) monitor/control noise levels throughout the duration of the event.
- c) A complaints telephone number must be advertised prior to the event and operated throughout the duration of the event to respond to complaints.
- d) Music Noise Level (MNL) should not exceed the background noise level by more than 15dB(A) when measured over any 15-minute period during both the sound checks, and during the event. The MNL should be measured at 1 metre from the structure of any noise sensitive premises. Permitted Noise levels may vary depending on factors such as the numbers of events and the location.





- e) Members of the audience shall not be allowed within 3 metres of any speakers.
- f) During the build-up and break down of the event site, any activities that might cause noise to be audible to residents outside the venue may be limited to specific hours.
- g) Any generators, refrigerators or other machines running overnight including those used for domestic purposes will be silenced, screened or sited so as not to be audible to residents outside the venue.

This guidance is general in nature. Further requirements and recommendations may be necessary depending on the nature of the specific event or should complaints or objections be received prior to the event

Further advice can be obtained from the Council Environmental Health Noise Team on: NoiseTeamEnquiries@ardsandnorthdown.gov.uk

Product Safety

If you are planning to have stalls selling goods other than food at your event, you should be aware of legislation relating to product safety.

Legal Requirements:

The General Product Safety Regulations 2005 state that all goods sold must be safe in their normal or foreseeable use. Within product safety legislation, there are many product specific pieces of legislation, for example for toys, electrical goods, cosmetics, that lay out the specific safety standards the product needs to meet, along with specific labelling requirements. Some products also require to be CE marked.

A supplier of goods such as a stall holder has a legal duty to supply products that are safe and meet the requirements that apply. Customers should be provided with any information needed to consider risks associated with the product and know what precautions they should take. A safe product is one which presents no risk (or almost no risk) to customers if they use the product in the normal way.



Suppliers' Responsibilities:

Anyone who sells, manufactures, or customises goods for sale must ensure that their products are safe. The responsibilities differ depending on where they are in the supply chain, for example a manufacturer will have more detailed responsibilities than a retailer.

To ensure products are safe the supplier of goods should have systems in place to check that their products have the following, written in English:

- adequate labelling, including the name and address of the manufacturer or importer
- instructions for assembling and using the product safely
- adequate warnings and markings and are sold in line with any age restrictions that apply.

In addition, products must be stored so as not to damage the product.

Stall holders must be aware that officers can request information on the products they are selling, including supplier details, at any point before or during the event.

Event Organisers' Responsibilities:

The area of Product Safety can be complex, it is therefore important as an event organiser that you ensure any stall holders are registered with their local council (Environmental Health Service in NI or Trading Standards in GB) and you know what products are going to be sold on the day. These details should be provided to the Consumer Protection Team at the Council at least 14 days before the event, to allow officers to review and make contact with any businesses if necessary.

For further information please contact the Consumer Protection Team at: consumerprotection@ardsandnorthdown.gov.uk



Communications

You need to consider five main areas of communication when developing your event:

- 1 Communicating with your planning team pre-event to ensure all people are aware of all what is being proposed.

It is also essential that you communicate your event plans to the residents and businesses in the surrounding area, the earlier the better.

- 2 Communication with staff in advance of an event:

Pre event briefing, ensure all staff are aware of what their role is and what they are being asked to do at the event.

- 3 Communication to your audience in advance of an event:

- Bring your own water bottle / cup / shopping bag
- Recycle
- Use public transport
- Do not litter / use public bins provided

- 4 Communications on the day of the event, ensuring that there is a clear communications plan in place and that all stakeholders are familiar with the plan.

You also need to make sure that you have the practical tools to make the communication plan work on the day, this could include radios, mobile phones, runners (staff to run errands and messages) and a public-address system.

An additional staff briefing should take place on the day of the event to give the staff an opportunity to ask questions if needed, and ensure they are fully briefed on the event.

- 5 Audience communication needs to be considered to make the visitor experience enjoyable and seamless. Elements here could include flyers, site plans, signage, public address system, stage schedules, MC's and information points.



Introduction of Emergency, Mass Casualty Grab bags in Ards and North Down

The UK's resilience to terrorism is being stepped up, as the government announced details for the Protect Duty, now to be known as 'Martyn's Law' in tribute of Martyn Hett, who was killed alongside 21 others in the Manchester Arena terrorist attack in 2017.

The plans have been developed following public consultation and extensive engagement across industry, charities, local authorities, security experts and with survivors. 70% of the thousands who responded to the consultation agreed that those responsible for publicly accessible locations should take measures to protect the public from potential attacks.

One of the outcomes has been to introduce five sets of two "Mass Casualty Grab Bags" across each of the council and each of the Policing district areas in Northern Ireland to help in the immediate aftermath of a mass casualty incident. The premise of the bags is that anyone who is willing and able could assist injured persons prior to the arrival of Ambulance, medical or additional trained blue lights personnel. They could also be used in conjunction/advice with those services and members of the public present.

The first bag is filled with large dressings, face masks, gloves, and foil blankets to help protect and stop blood loss from injured persons. A small number of tourniquets are included with guidance information. The second bag contains 30 blankets to keep injured persons warm. The bags are clearly identifiable and labelled with the contents.

The bag locations are recorded centrally across Northern Ireland by the emergency services and can be lifted by blue light partners, from any premises for use elsewhere should the need arise.

The concept around the placement of these bags is not to cause alarm, rather a reassurance to the communities and professional bodies whose aim it is to keep people safe.

As an event organiser you may find the following resource of benefit:
www.npsa.gov.uk/

Further information and guidance should come from the public consultation.



General Guidance on reducing the risk to public health at events

In the past number of years, Covid-19 restrictions have been in place to ensure events are as safe as possible for visitors and staff. Whilst these restrictions are no longer in place, it is best to plan for unpredictability. Plans should include measures which are practicable to take to avoid, reduce or prevent spreading of infections. To ensure a safe and enjoyable experience for everyone, we kindly ask you to review the following health and safety guidelines:

Stay Home if Unwell: If you are experiencing any symptoms of illness, such as fever, cough, or shortness of breath, please stay home and rest. Your health and the well-being of others is our top priority.

Hygiene Practices: Please make use of the hand sanitising stations available throughout the venue. Regular handwashing is encouraged.

Medical Assistance: Should you feel unwell during the event, medical staff will be available on-site to assist you. Look for the clearly marked medical stations or ask any event staff for directions.

Follow Event Signage: Pay attention to the signage around the venue for important health and safety information and directions.

Document Review

This document and accompanying information will be reviewed and modified as deemed necessary by Council.



Useful Contacts

Organisation	email
Ards and North Down Borough Council	
Events Team <ul style="list-style-type: none"> • General Guidance • Marketing • Evaluation 	events@ardsandnorthdown.gov.uk
Licensing <ul style="list-style-type: none"> • Road Closure • Traders License • Entertainment Licence • Alcohol Licence 	licensing@ardsandnorthdown.gov.uk
Environmental Health <ul style="list-style-type: none"> • Food Traders • Food Inspections and Certificates • Food Hygiene Rating • Product Safety • Noise Control Advice • Health and Safety Advice 	foodenquiries@ardsandnorthdown.gov.uk consumerprotection@ardsandnorthdown.gov.uk NoiseTeamEnquiries@ardsandnorthdown.gov.uk h&senquiries@ardsandnorthdown.gov.uk
Equality and Safeguarding	compliance@ardsandnorthdown.gov.uk
Lands	landrequests@ardsandnorthdown.gov.uk
Events Funding	tourismgrants@ardsandnorthdown.gov.uk communitygrants@ardsandnorthdown.gov.uk.
Risk Management <ul style="list-style-type: none"> • Event Safety and Emergency Planning • Insurance 	riskmanagement@ardsandnorthdown.gov.uk
Police Service of Northern Ireland – PSNI	zNorthAreaOpsPlanning@psni.pnn.police.uk
Northern Ireland Fire and Rescue Service	events@nias.hscni.net
Northern Ireland Ambulance Service	bangor.district@nifrs.org

Ards and North Down Borough Council

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