

EVENT NOTIFICATION PROCEDURES AND THE PUBLIC SAFETY ADVISORY GROUP

TORBAY COUNCIL Community Safety	Part :
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**Event Notification Procedures
and the
Public Safety Advisory Group**

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1. INTRODUCTION

- 1.1 Torbay Council and its partners aim to promote reasonable, practical standards of public safety at all public events and to encourage the wellbeing of the public at all these public events. In recognition of this, the Torbay Public Safety Advisory Group (PSAG) operates to coordinate the numerous Council departments, Maritime Services, other outside agencies such as the emergency services and Primary Care Trust in providing a timely response to planned events. The objectives of the group are:-
- To promote high levels of safety and welfare at events, the safety of the public and those attending the event;
 - To minimise disruption to local businesses and the community;
 - To promote good practice in safety and welfare planning for events committees and organisers;
 - To disrupt and prevent incidents of disorder, breaches of the peace, criminality and antisocial behaviour;
 - To oversee traffic regulation with the legal powers provided by statute i.e. a road closure order (Town and Police Clauses Act 1847, in the event of a parade lasting less than 30 minutes) or a traffic regulation order (Road Traffic Regulation Act 1984 for closures in excess of 30 minutes). Support will normally take the form of advice and guidance.
- 1.2 The PSAG will endeavour to promote high standards of public safety at all public events in the Torbay area, encourage the wellbeing of the public at those events, and ensure as far as possible that any inconvenience to residents, businesses and the general public arising from events is minimised.
- 1.3 To further these objectives, Torbay Council Events Team will:
- act as a first point of contact for event organisers (on Council land);
 - maintain a register of all notified events occurring (on Council land) within the Torbay Council area; and
 - ensure that all events are agreed in line with its current policy.
- 1.4 To further these objectives, Torbay Council Licensing and Public Protection Team will:
- act as a first point of contact for event organisers (on private land); and
 - maintain a register of all notified events occurring (on private land) within the Torbay Council.

- 1.5 When a new event is notified to Torbay Council Licensing and Public Protection Team or Events Team, all agencies listed at paragraph 2.2 will be sent details of the event. Any agency having concerns over the event or wishing to contact the event organiser for any reason can then make direct contact with the organiser. The organiser may also contact those agencies to seek advice. Event organisers are expected to liaise with appropriate agencies and to follow any recommendations that are made. Every effort should be made by the event organiser to resolve any issues of concern direct with the appropriate agency thus avoiding the need for a formal meeting of the Public Safety Advisory Group (PSAG).
- 1.6 If any agency has safety concerns over the event that cannot be resolved directly with the event organiser then a formal meeting of the PSAG may be convened. The organiser and those agencies which can offer specialist advice will be invited to attend.
- 1.7 The role of the PSAG (when convened) is to consider the safety of events and make recommendations to the organiser where necessary. These recommendations will be included within the minutes and sent to the event organisers, using the template letter in Appendix A. The PSAG will generally be concerned with large scale events although smaller events that cause concern may also be the subject of a meeting or sub-meeting. In general, but not exclusively, a "large scale public event" will be treated as being an event where more than 500 people are expected to attend. Common events could include, but not be limited to outdoor events which require a premises licence under the Licensing Act 2003, firework displays, carnivals, parades, music festivals and other large scale events of a similar nature.
- 1.8 Each autumn PSAG, will agree their general work plan, which will consist of reviewing events that have been collectively agreed need their consideration, scrutiny or/and potential support and advice. The key criteria will be whether they are new events, the size of the event, whether there are particular public safety challenges or due to previous/current concerns with their planning process and management. This will be laid out in the minutes. It is anticipated this will be no more than five or six events, though the eventual number will be dependent on the issues arising.
- 1.9 Each event will be considered on its merits and the event organiser will be responsible for the safe planning and running of any event, regardless of size and complexity. It is not the role of the PSAG or the individual organisations to plan the event or to write management plans or produce risk assessments. The purpose of the PSAG and its members is to offer guidance in order to help organisers discharge their responsibilities for safety and certain areas of licensing legislation. The Public Safety Advisory Group cannot accept or adopt any of the responsibilities of the organiser.
- 1.10 PSAG will expect that draft event management plans are available 12 weeks before the event, though in practice terms this needs to be sooner for new and larger events. It also will expect any significant issues are resolved six weeks

before an event, and failure to achieve this may result in one of more members of the PSAG withdrawing their support for the event.

- 1.11 Where an event or part of an event needs to be licensed under the Licensing Act 2003, Torbay Council is the Licensing Authority. It will exercise its powers under that Act, taking into account the Council's Statement of Licensing Policy, and any representations received. It will also take into account any enforcement and other protocols agreed between the Council and responsible authorities.
- 1.12 Torbay Council is an enforcing authority as defined in the Health and Safety (Enforcing Authority) Regulations 1998 for work activities on private land where the main activity includes cultural, entertainment or sporting activities. It will enforce the relevant statutory provisions to ensure the health, safety and welfare of employees, members of the public and any other person affected by a work activity. This includes all outdoor public events including the erection and dismantling of any structures or equipment used in the event.
- 1.13 Where Torbay Council is the land owner, or where agricultural activities take place, the Health and Safety Executive is the enforcing authority as defined in the Health and Safety (Enforcing Authority) Regulations 1998 for work activities where the main activity includes cultural, entertainment or sporting activities. In the case of Torbay Council's own land the role of advice will be Torbay Council's own Health and Safety team.

2. PSAG MEMBERSHIP AND ADMINISTRATION

2.1 The PSAG will consist of:-

- (a) A group of core members; and
- (b) Invited representatives

2.2 The **core members** will comprise officers from the following agencies:-

➤ **Torbay Council:-**

Licensing and Public Protection (including Environmental Health)

Parking Services (on street and off street)

Internal Health and Safety Advisor

Emergency Planning Officer

Events Officer

Tor Bay Harbour Authority – Harbour Master

Parking and Highways representatives

- **Devon and Cornwall Constabulary**
- Torquay, Paignton and Brixham Sector Inspectors
- Regional Events and Emergency Planning Officer

- **Devon and Somerset Fire and Rescue Services**
- Group Manager

- **South Western Ambulance Service NHS Trust**

- **Marine Coastguard Agency**

- **South Devon Healthcare NHS Foundation Trust**

2.3 The PSAG shall be chaired by a representative from Torbay Council.

2.4 The core members may invite (either from time to time or by a standing invitation) representatives of other agencies to PSAG meetings. Although not formally part of the PSAG's decision-making process, invited representatives will be encouraged to take a full part in proceedings and to share their expertise and advice with core members. They shall be entitled to have their views presented/reported, considered, and recorded.

2.5 **Invited representatives** may be drawn from anybody which the PSAG considers appropriate.

These may include:-

- The licence holder under Licensing Act 2003 and/or event organiser (as appropriate)
- Torbay Council Cabinet Member for Community Safety
- First aid representation
- English Riviera Tourist Board
- Torbay Coast and Countryside Trust
- Community Partnerships

2.6 Sub-Groups of the PSAG may be convened to deal with specific operational issues or events as required. These sub-groups will only involve those representatives relevant to the issues in question. The Chair or any other core member may request the setting up of a sub-group, and the Chair shall invite

such representatives as are considered appropriate to meetings of such a sub-group.

3 TERMS OF REFERENCE

- 3.1 To ensure as far as possible that risk to public safety is minimised for all events that are subject of a meeting of the group.
- 3.2 To maintain an overview of forthcoming events within the Torbay Council area.
- 3.3 To act in an advisory capacity to both the organiser of an event and other agencies/individuals involved.
- 3.4 To provide a forum within which the Local Authority and other agencies may develop a co-ordinated approach to event safety.
- 3.5 To review each large scale event through a formal de-brief where necessary and make recommendations where appropriate for improving safety.
- 3.6 To advise and develop generic risk assessment processes/best practice where appropriate.
- 3.7 To ensure that there are in existence agreed contingency plans for dealing with major incidents at events.
- 3.8 To monitor compliance with the standards agreed.
- 3.9 The Public Safety Advisory Group as such cannot take any decisions on behalf of Torbay Council or any individual agency. The Local Authority's decision making power remains with the relevant regulatory committee, or with relevant officers within the Council's approved Scheme of Delegation.
- 3.10 Core members of the Public Safety Advisory Group must declare any material conflict of interest in relation to any item put before the Group, prior to any discussion on that matter. If the interest could be considered prejudicial, then that person should consider if they should withdraw and be replaced by an appropriate party agreed with the Group.

4. MEETINGS OF THE PSAG

- 4.1 The PSAG shall meet as required to consider specific events or for any other matter of safety of the public at events. Any core member may request a meeting or meetings of the group, whether in response to a particular event or otherwise.
- 4.2 Where matters arise which require urgent consideration by the PSAG a meeting may be called at short notice.

- 4.3 All relevant agencies should be represented at a meeting of the PSAG or sub-group and representatives must be fully briefed to ensure a consistent approach and at a rank or level to enable decisions to be made and implemented where necessary.
- 4.4 The PSAG may request an inspection of the site of a public event (whether before, during or after an event) as determined by the Chair of the Group in consultation with the event management. Such members as the Group considers appropriate can attend the inspection. Formal minutes and a record of the inspection will be circulated to all relevant parties.

5. ROLES AND RESPONSIBILITIES OF MEMBERS OF PSAG

5.1 Chair of Group

- To ensure that meetings of the Public Safety Advisory Group take place as required
- To ensure that due account is taken of the views of all members of the Safety Advisory Group, including those attending by invitation
- To ensure Minutes are taken at each Meeting, including actions, advice and recommendations

5.2 Torbay Council Licensing & Public Protection Team (Including the Food and Safety Team)

- Act as a first point of contact for event organisers (on private land)
- Work with Torbay Council's Events Team to inform the organisations/persons listed at paragraph 2.2 of all notified events
- In conjunction with Torbay Council's Events Team, maintain a register of all notified events occurring within the Torbay Council area (in consultation with the Council Events Officer)
- Determine whether an event requires licensing under the Licensing Act 2003 and Street Trading policies and process applications for such licences in accordance with statutory requirements and Torbay Council policy.
- In conjunction with Torbay Council's Events Team, formally advise event organisers of the outcomes from the PSAG meeting that are relevant to their event.
- Co-ordinate PSAG meetings with relevant agencies/event organisers for licensed or non-licensed events
- Co-ordinate de-brief after event if required
- Seek Torbay Council legal advice when required

- To advise on the control of noise levels at any event to prevent the occurrence of a noise nuisance
- To ensure cleansing issues are addressed and catered for by the event organiser to the satisfaction of PSAG.
- To provide technical support to the PSAG in relation to the above issues;
- In conjunction with Torbay Council's Food and Safety Team, provide advice to applicants on requirements of the Health and Safety at Work etc. Act 1974 and methods of compliance for licensed and unlicensed events.
- In conjunction with Torbay Council's Food and Safety Team, investigate accidents and complaints relating to public and employee safety in venues during operation and during the set up and dismantling of the site. [It should be noted that the Health and Safety Executive is the enforcing authority on Torbay Council and agricultural land].
- Enforcement of the Health and Safety at Work etc. Act 1974 on private land.
- To provide advice and enforce the law in relation to food hygiene, food safety and trading standards at events.

5.3 Parking Services (on street and off street)

- To support, wherever possible, all lawful and responsibly run events being held on the public highway.
- To ensure event organisers are aware of statutory timescales and guidance available so they give full consideration to potential road closures or parking suspensions required to hold an event on or adjacent to the public highway.
- As a Highways Authority ensure all statutory road user groups are notified by way of consultation regarding potential road closures or disruption on a public highway because of an event.
- Ensure Torbay Council fulfils its statutory obligation to write temporary road closure orders for events held on the public highway using traffic regulations within the delegated powers provided by statute, i.e. road closure order (Town Police Clauses Act 1847 s.21), or Special Traffic Event Order (Section 16A Road Traffic Regulation Act 1984).

5.4 Internal Health and Safety Advisor

- Offer supporting advice and guidance to the group and event organisers on health and safety legislation and best practice where this may be required in addition to that given by other specialist group members.

- Enquiry and/or investigation of accidents and incidents relating to employees and the public where those accident/incidents occur in connection with the way the Council carries out its operations and duties and on Council owned land.
- Member of the Council's cascade with regard to major incident plans.

5.5 Torbay Council (Emergency Planning Officer)

- As a member of the PSAG, provide advice on emergency plans to event organisers.
- Co-ordinate planning, training and exercises, to ensure that in the event of a major emergency the Council is able to:
 - Notify and engage appropriate staff to respond to an emergency;
 - Provide resources to mitigate the effects of an emergency;
 - Support the emergency services;
 - Co-ordinate the response by voluntary organisations;
 - Liaise with neighbouring authorities and other responders to share information and, if required, arrange mutual aid;
 - Provide support and care for the local and wider community;
 - Maintain normal services at an appropriate level to the unaffected part of the community;
 - Take the lead role to facilitate the rehabilitation of the community and restoration of the environment.

5.6 Events Team

- Responsible for ensuring the latest Events Policy is implemented and ensure that the notice required to be given for the use of Torbay Council land is adhered to.
- Responsibility for the supervision of all events carried out on Council land and link with "charities /organisations" to ensure all the necessary documents are complete and insurances are in place and to provide advice.
- Work with Torbay Council Licensing and Public Protection Team to inform the organisations/persons listed at paragraph 2.2 of all notified events.
- Maintain a register of all notified events occurring within the Torbay Council area.

- To manage the liaison and operation of funfair and Circus within Torbay and ensure all Health and Safety legislation is carried out.
- To be responsible for ensuring that adequate health and safety regulations and guidelines are adhered to at all event locations prior to, during and after the event.
- To ensure the Council is protected against liability in connection with events.
- To withdraw the councils support for events which do not comply with the stated requirements.

5.7 Devon and Somerset Fire and Rescue Service

- Offer supporting advice and guidance to the group on fire safety legislation and best practice where this may be required.

5.8 Devon and Cornwall Constabulary

- To offer advice to event organisers around the prevention and detection of crime.
- To offer advice and guidance around event security and emergency plans.
- To offer advice around traffic management.
- To obtain details and plans of local events and where relevant share them within the force.
- Where appropriate to work alongside partner agencies and event organisers to oversee the running of a safe and crime free event.

5.9 South Western Ambulance Service NHS Trust

- To provide advice on suggested medical provision, (it is the Event organisers responsibility to ensure they have adequate / suitable medical cover).
- To provide input where required relating to the Emergency Plan / Major Incident Contingencies
- To ensure the event has minimal / no impact on South Western Ambulance Service NHS Trust normal operations.
- To obtain information and an Emergency Management Plan including a medical plan from the designated providers.

5.10 Maritime Coastguard Agency

- To consider the implications of any event on maritime and coastal activity

- To ensure that all necessary safety requirements are met by event organisers

5.11 Tor Bay Harbour Authority – Harbour Master

- To consider the implications of any maritime event within Tor Bay Harbour limits.
- To consider the implications of any event which is held on the Harbour Estate (quays, piers, wharfs, etc).
- To ensure that all necessary safety requirements are met by event organisers.

5.12 South Devon Healthcare NHS Foundation Trust

- To consider the implications of any event on the Healthcare Trust

6 NOTIFICATION OF EVENTS

6.1 Where an event is notified to any member of the PSAG, it is the responsibility of that member to notify Torbay Council Licensing and Public Protection Team of the event by e-mail.

6.2 Torbay Council Licensing and Public Protection Team will then inform the organisations/persons listed at paragraph 2.2 of the event, through the mailing list.

NB Proposals for an event should be notified at the earliest opportunity. When planning a large event, a minimum of six months' notice should be sought. All statutory timescales for the licensing of the sale of alcohol, regulated entertainment and late night refreshment must be met under the requirements of the Licensing Act 2003.

7. SUMMARY OF PROCEDURES FOR DEALING WITH PROPOSED EVENTS

7.1 The following procedure has been approved for use by the core members of the Public Safety Advisory Group:-

- Torbay Council Licensing and Public Protection Team and Events Team will jointly maintain a register of all notified events occurring within the Torbay Council area
- Torbay Council Licensing and Public Protection Team will act as a single point of contact for event organisers for private land, while Torbay Council's Events Team will act as the contact for Council land. Torbay Council Licensing and Public Protection Team will act as single point of contact for core members of the PSAG

- Torbay Council Licensing and Public Protection Team will notify all agencies listed at paragraph 2.2 of any proposed event coming to its notice by way of the Register
- Any agency having concerns over the event will contact the event organiser and advise appropriately
- The organiser may contact core member agencies to seek advice.
- Event organisers are expected to follow any safety or legal recommendations that are made. If the event organiser does not comply with the advice offered then the event organiser will be notified by the appropriate authority of its decision not to support the approval of the event.
- If the event requires a licence under the Licensing Act 2003, the Licensing Team of Torbay Council deal with the application under its licensing policy procedures
- If any agency has safety concerns over the event that cannot be resolved directly with the event organiser then a formal meeting of the PSAG or a meeting of a sub-group may be convened. The organiser and those agencies which can offer specialist advice will be invited to attend.
- The responsibility for completion of any safety actions identified at any stage of the process lies with the event organiser

8. GENERAL

- 8.1 All members of the PSAG and associated sub-groups will operate within the areas identified as their roles and responsibilities in Section 5 above.
- 8.2 Where a member of the PSAG objects to a proposed event, the objection will be in line with their identified roles and responsibilities as mentioned in paragraph Section 5 above and to promote the objectives of the group stated in section 1.
- 8.3 All members of the Group will retain a high degree of professionalism and probity at all times and will not at any time act in any way which may compromise the position of the Group or members of the Group.

9. INDEMNITY

- 9.1 The advice and guidance provided by the PSAG and its members are not in any way an assumption of the rights of ownership or responsibility for the Event Plan submitted by Event Organisers. The purpose of the PSAG is to offer guidance in order to help organizers discharge their responsibilities. The members of the PSAG will not accept or adopt any of the responsibilities of the organiser.

- 9.2 The liability for the maintenance of the Event Plan and the adherence to is during the course of the event is not the responsibility of the PSAG.
- 9.3 The advice and guidance of the PSAG and its members does not detract from the statutory responsibilities of Torbay Council with regards to the enforcement of legislation and prosecution of offences committed.

**ACKNOWLEDGEMENT OF EVENT BY
TORBAY COUNCIL LICENSING AND PUBLIC PROTECTION TEAM**

Dear

Proposed Event:

Date:

Venue:

Torbay Council Licensing and Public Protection Team has received notification of your proposed event.

With today's expectation for public safety and good organisation, the planning process for events can appear daunting and the consequences of insufficient preparation and poor public safety can be far reaching for the organiser. This letter and the enclosed documents are issued to assist you with the processes involved.

Each event is considered on its merits and the event organiser is responsible for the safe planning and running of any event, regardless of size and complexity.

The need for agencies, organisations and emergency services to be aware of events, and where appropriate consulted, or involved at the planning stage is necessary to ensure organisers are aware of and comply with HSE guidance and current legislation. This acknowledgement letter confirms that key agencies have been informed about your proposals. The enclosed documentation will assist you to see how those organisations may be able to help you and how you can contact those organisations.

You can contact any of the agencies for advice. Where there are minor concerns individual agencies will contact you. Please comply with any requirements that any of the agencies may request of you.

For more complex or large scale events, or in other cases of difficulty, you may be invited to present your proposals before a Public Safety Advisory Group. When required, this group will be formed from the various organisations detailed in this correspondence. The Public Safety Advisory Group will help you identify and discharge your responsibilities – it will not, however, relieve you of your responsibilities.

Please note that as an organiser you should ensure that you have adequate risk assessment and management processes and employee and public liability insurance. If you are in any doubt as to your legal responsibilities, potential liabilities or your capabilities in planning and managing the event then you should seek your own legal advice and/or employ the services of a professional event organiser.

Please be aware of the following:

This letter and any enclosed documentation are not a full and authoritative statement of the law, statutory guidance or best practice in planning, organising and managing public events and do not constitute professional or legal advice.

This letter and any enclosed documentation are provided as information designed to give you an overview of the requirements for running an event and to enable you to contact the organisations that may be able to help you plan your event.

You are encouraged to make full use of the information and contacts available. Should any of the organisations feel that a formal Public Safety Advisory Group meeting is required to safely plan your event then you will be informed.

If you require further assistance on the contents please contact the following:-

Licensing and Public Protection Team
Torbay Council
Tel:
E mail:

May I take this opportunity to wish you well for your event.

Yours sincerely

Licensing Officer

Enclosures:

Event Notification Procedures and the Safety Advisory Group
Event Planning Guidance Notes

**ACKNOWLEDGEMENT/FEEDBACK OF EVENT
FOLLOWING ATTENDANCE AT PSAG**

Dear

Proposed Event:

Date:

Venue:

Thank you for attending the Public Safety Advisory Group on _____
20XX to discuss your proposals.

With today's expectation for public safety and good organisation, the planning process for events can appear daunting and the consequences of insufficient preparation and poor public safety can be far reaching for the organiser. This letter and the enclosed documents are issued to assist you with the processes involved, and provide you with a summary of the issues raised at the meeting.

Each event is considered on its merits and the event organiser is responsible for the safe planning and running of any event, regardless of size and complexity.

The need for agencies, organisations and emergency services to be aware of events, and where appropriate consulted, or involved at the planning stage is necessary to ensure organisers are aware of and comply with guidance and current legislation.

The Public Safety Advisory Group were pleased to hear of your plans.....

Please be aware of the following:

This letter and any enclosed documentation are not a full and authoritative statement of the law, statutory guidance or best practice in planning, organising and managing public events and do not constitute professional or legal advice.

This letter and information on our website www.torbay.gov.uk/events are provided as information designed to give you an overview of the requirements for running an event and to enable you to contact the organisations that may be able to help you plan your event.

If you require further assistance on the contents please contact the following:-

Licensing and Public Protection Team

Torbay Council

Tel:

E mail:

May I take this opportunity to wish you well for your event.

Yours sincerely

Licensing Officer

Enclosures:

Event Notification Procedures and the Safety Advisory Group
Event Planning Guidance Notes