

# EVENT SAFETY GUIDE

FOR THE COTSWOLD DISTRICT



COTSWOLD  
DISTRICT COUNCIL



MICHAEL

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# An introduction to holding a public event

Thousands of residents and visitors enjoy the wide range of public events on offer in the Cotswold District every year.

Public safety should be a top priority at any event being held. Organisers who have any doubt about the safety of their event should be cautious about holding it.

The Event Safety Advisory Group, or ESAG as it more commonly known, aims to ensure people remain safe at events. This includes small and large scale events.

The number one priority for event organisers must be to minimise the risk to both participants and the general public. Organisers should also think about the impact and potential inconvenience the event may have on the community, for pedestrians and traffic not attending the event.

Organisers should consult with the ESAG when planning an event. They may be invited to a meeting to discuss their proposals. Organisers should make contact at least six months prior to the event.

To notify the ESAG please complete and return the event notification form at the back of this leaflet.



## The ESAG's role

The group is made up of representatives from:

- Cotswold District Council (Licensing, Neighbourhood Services, Food & Safety)
- Gloucestershire County Council (Trading Standards, Highways)
- South Western Ambulance Service Trust (SWAST)
- Gloucestershire Fire & Rescue Service (GFRS)
- Gloucestershire Police
- Emergency Planning

The ESAG considers all event notifications and offers advice and guidance to anyone planning or organising an event.

Generally, the Police and the Highways authority do not support any event that takes place on the public highway due to the inherent dangers to public safety. They may ask event organisers to make contingency plans to deal with any potential public safety issues as a result of an event being held.

Organisers should be aware there may be a charge for the Police, if they are required at the event.

Advice given by the ESAG to event organisers will be documented. If there is an incident resulting in court or public inquiry proceedings, the group is obliged to notify any investigating authorities about the safety advice given in advance of the event.

The ESAG's advice is in addition to any legal requirements and government guidance which should be considered (see useful publications on page 8).

The ESAG as a body has no legal power or responsibility to approve or prohibit an event from taking place. The ESAG provides independent advice to event organisers, who retain the legal responsibility for ensuring a safe event. Individual agencies forming the ESAG may have powers to require event organisers to comply with the legislation that they oversee.

## Planning an event and giving sufficient notice

At least six months notice should be given to the ESAG for small to medium size events and those where road closures are required.

At least 12 months notice is required for large or major events.

For every event there must be a competent, named organiser(s) identified at the earliest opportunity.

If members of the public are invited to participate in a staged and planned event, the organiser is responsible for public safety. There is also a responsibility on the venue/land owner to ensure the safety of the public who attend.

## Risk Assessments and Health & Safety issues

A risk assessment is a careful examination of the potential risks an event may create. It also includes information on how these risks may be reduced or eliminated.

Organisers will need to carry out a risk assessment to ensure all the necessary health and safety measures are in place. Organisers will find it useful to read 'Five Steps to Risk Assessment' (full details on page 8).

The risk assessment must include all aspects of the event including:

- crowd control
- emergency evacuation procedures
- barrier safety
- traffic management
- medical provisions
- temporary structures

A fire risk assessment is also required for all events, either in buildings or the open air. Further information is available from useful publications on page 8.

Organisers need to take out public liability insurance to cover the event.

## Licences

Organised entertainment and/or the sale of alcohol held in a public or private place may require a licence from Cotswold District Council. You may also need additional licences for specific activities such as trading of goods (Street Trading Consent) etc. Organisers must be given reasonable time for a licence to be processed and should contact the Licensing Team as soon as possible to get details (licences can take up to 2 months to apply for). As part of the licensing process the organiser will need to consider the four licensing objectives:

- Prevention of crime and disorder
- Public safety
- Prevention of Public Nuisance
- Protection of Children from harm

Further information regarding this can be obtained from the licensing team at Cotswold District Council.

## Planning permission

Organisers of events should always speak to the local Planning Authority to ascertain whether or not the event being planned (including any plant, machinery or structures) requires the benefit of planning permission. Please note that planning applications can take a minimum of 8 weeks to be determined.

## Environmental Issues

### Venue Suitability

Event organisers must take into account environmental concerns. For instance, whether the venue is suited to the type of event proposed.

### Noise Control

Events with loud music or using a public address system may cause noise disturbance. Advice should be sought from a competent professional about suitable noise control.

### Local residents

Attention should also be given to the concerns of local residents in respect of noise and litter. (Public facilities such as toilets, hot and cold drinks, PA systems, lighting and temporary structures should also be reviewed).

### Food

Any food preparation must be carried out in hygienic conditions and comply with the relevant legislation. Please contact the Commercial Team at Cotswold District Council for further information.

### Temporary Structures (stages, marquees)

Any temporary structure which will bear loads must be installed in strict compliance with health and safety regulations by competent persons and the organiser must obtain a completion certificate from the contractor.





## Emergency Services

Following consultation with the emergency services (ambulance, fire, police), the level of medical, security and fire related services will be agreed and provided at the organiser's expense. The contact details for the emergency services can be found on page 9.

## Medical Provision

Emergency medical provision for the event should not rely upon the emergency services and advice can be sought from South Western Ambulance Service Foundation Trust.

Consideration must also be given to the impact of the event on the local NHS Ambulance Service provision to the local community e.g. road closures.

Medical services are extremely busy and should be booked well in advance of the event.

Ensure that the medical services provider has a 'duty order' detailing the operation of services for the event and a Contingency Plan for Major Incidents. These plans may require validation and approval by SWAST.

First aiders, ambulance and medical workers should:

- be at least 16 years old and not over 65 years old
- have no other duties or responsibilities
- have identification
- have protective clothing
- have relevant experience or knowledge of first aid requirements for first aid at major public events
- be physically and psychologically equipped to carry out the assigned roles
- also, first aiders under 18 years old must not work unsupervised



First aid at events is not about having 'a mate who does a bit of first aid equipped with a box of plasters', nor is it necessarily having the company first aider, appointed under the Health and Safety (First Aid) Regulations 1981, providing services to members of the general public, unless they are competent and comfortable to do so. Public first aid is a very different scenario to the workplace.

First aiders should not have other jobs to do as well – for example stewarding or security, although that does not stop stewards or security personnel from being first aid trained. Questions to ask are: if the first aider is doing first aid, who is doing the other job that was assigned to that person?

## Traffic Management

Organisers will need to consider the impact the event will have on the road network. They may need to prepare a traffic management plan, consulting with Gloucestershire Highways and Gloucestershire Constabulary.

Closing public highways can be a complex legal matter. Organisers should contact the Highways Department. An application should be made in writing so that the implications of the closure can be assessed. Only closures of minor roads or streets can generally be considered and there can be a charge to obtain an order. All temporary signs will require specific approval from the Highways Department.

## Campsite Standards

Please read the attached guidance with regards to the minimum standards for campsites.

## Other considerations

### Trading Standards

Where an event incorporates the use/storage of fireworks there may be a requirement to obtain a registration or licence under the Manufacture and Storage of Explosives Regulations 2005.

Where an event involves the dispensing/storage of petroleum spirit, a licence may be required under the Petroleum (Regulation) Acts 1928 & 1936.

Where an event incorporates any display, exhibition or performance that involves any vertebrate animal(s), the person responsible for said animal(s) is required to be registered under the Performing Animals (Regulation) Act 1925.

Registrations/licences under the above legislation are administered and enforced by Gloucestershire County Council's Trading Standards department.

### Disabilities

Disabled spectators and participants should also be considered during the planning of an event.

### Stewards

Adequately briefed stewards may be needed at an event. It is not the role of the police to provide stewarding at events or to provide training. It is essential that stewards and organisers are able to communicate effectively with each other and the public.

In many circumstances stewards and security guards are required to be licensed by the SIA (Security Industry Authority) by law. Organisers will need to ensure that all stewards and guards are appropriately trained and licensed for the roles that they will be carrying out. For further information visit [www.sia.org.uk](http://www.sia.org.uk)

## Legal requirements

The members of the ESAG will not be held responsible for any personal injury (including sickness and death) or loss of or damage to any property (including property owned by one or more of the ESAG members) caused by or arising from the holding of an event. It is the event organisers' responsibility to ensure all necessary steps have been taken.



## Useful publications

The information contained in this leaflet highlights the importance of making safety the number one priority when planning an event. The following publications may be useful for event organisers:

### **Five steps to risk assessment**

Produced by the Health & Safety Executive  
ISBN: 9780717661893

### **The Event Safety Guide: A Guide to Health & Safety and Welfare at Music and Similar Events**

Produced by the Health & Safety Executive  
ISBN: 9780717624539

(NB This guidance was published in 1999 and has not been revised; for the latest advice on health and safety at events visit Event safety web pages on the HSE website).

### **Guide to Safety at Sports Grounds**

Produced by the Department for Culture, Media & Sport  
ISBN: 978011702074

### **Managing Crowds Safely**

Produced by the Health & Safety Executive  
ISBN: 9780717618347

### **The Highway Code**

Produced by the Department of Transport (D of T)  
ISBN: 9780115528149

### **Regulatory Reform (Fire Safety) Order 2005**

Produced by the Department for Communities and Local Government (DCLG)  
ISBN: 0110729455

Information also available on [www.firesafetyguides.communities.gov.uk](http://www.firesafetyguides.communities.gov.uk)

### **Fire Safety Risk Assessment - Open Air Events and Venues**

Produced by the Department for Communities and Local Government  
ISBN: 9781851128235

Information also available on [www.firesafetyguides.communities.gov.uk](http://www.firesafetyguides.communities.gov.uk)

### **Working Together on Firework Displays: A Guide to Safety for Firework Display Organisers and Operators**

Produced by the Health & Safety Executive  
ISBN: 9780717661961

### **Giving Your Own Firework Display**

Produced by the Health & Safety Executive  
ISBN: 9780717661626

For further help and advice on organising safe events: [www.hse.gov.uk/event-safety/index.htm](http://www.hse.gov.uk/event-safety/index.htm)

## Contact details for authorities for the Cotswold District area:

### **Licensing**

Licensing Department  
Commercial Team  
Cotswold District Council  
Trinity Road  
Cirencester GL7 1PX  
(01285) 623000  
licensing@cotswold.gov.uk

### **Gloucestershire Police**

Gloucestershire Constabulary (Events Only)  
(01242) 247015  
Website: [www.gloucestershire.police.uk/Events/item29198.html](http://www.gloucestershire.police.uk/Events/item29198.html)  
Email: [events@gloucestershire.police.uk](mailto:events@gloucestershire.police.uk)

### **Gloucestershire Fire & Rescue Service**

(01452) 753333  
Email: [fire.safety@glosfire.gov.uk](mailto:fire.safety@glosfire.gov.uk)  
Website: [www.glosfire.gov.uk](http://www.glosfire.gov.uk)

### **Health & Safety (and Food Safety)**

Commercial Team  
Cotswold District Council  
Trinity Road  
Cirencester GL7 1PX  
(01285) 623000  
Email: [foodsafetymail@cotswold.gov.uk](mailto:foodsafetymail@cotswold.gov.uk)

### **Planning Authority**

Cotswold District Council  
Trinity Road  
Cirencester GL7 1PX  
(01285) 623000  
Email: [planning@cotswold.gov.uk](mailto:planning@cotswold.gov.uk)

### **Trading Standards**

(01452) 426201  
Email: [tradstds@gloucestershire.gov.uk](mailto:tradstds@gloucestershire.gov.uk)

### **Gloucestershire Highways**

North Cotswolds (north of A40)  
Email: [robert.skillem@gloucestershire.gov.uk](mailto:robert.skillem@gloucestershire.gov.uk)

### **South Cotswolds (south of A40)**

Email: [richard.gray@gloucestershire.gov.uk](mailto:richard.gray@gloucestershire.gov.uk)  
(08000) 514 514

### **South Western Ambulance Service Foundation Trust**

Email: [bill.parkin@swast.nhs.uk](mailto:bill.parkin@swast.nhs.uk) (contact number: 07799 587893)

# ESAG Notification Form

Please submit this form to notify us of your event and to request attendance at the ESAG meeting.

Please complete the sections to give the ESAG an overview of how the event will be managed safely. You can use these sections to write a more comprehensive Event Management Plan.

## I. Event management

### Planning

The success of any event is always dependent upon adequate planning and it is essential that you allow enough lead-time to ensure that your event is a success.

The amount of time that needs to be set aside for planning will be very much dependent upon the size, type and duration of the event. For large events, it is not uncommon that a lead time of 9-12 months is needed to fully prepare for the event.

### Event overview

Please provide a summary of what the event involves.

Event overview

### Key event management contact

Please complete the table below with the names, roles, responsibilities and contact details of the key people involved in organising your event and the person with overall responsibility.

Name	Role	Responsibility	Contact Details
	Event Manager	Overall responsibility	

## Key contractors

Fill in the table below with all the key contractors for your event including contact names, number, what service they provide, and any additional notes.

Suppliers (marquees, catering etc)				
Organisation	Contact Name	Service	Contact details	Notes
			Email:	
			Mobile:	
			Email:	
			Mobile:	
Attractions, artists and entertainment				
Organisation	Contact Name	Service	Contact details	Notes
			Email:	
			Mobile:	
			Email:	
			Mobile	

## Programme and production schedule

Please provide details of the whole event programme and production on the table below. The schedule should include all the phases of the event including:

- The 'build up', which involves construction of the site, stages, marquees, fencing, etc
- The 'load in', which involves the delivery and installation of equipment and services used at the event; lighting PA systems.
- The 'show', which involves crowd management, transport management and welfare arrangements, emergency arrangements
- The 'load out', involving the safe removal of equipment and services
- The 'break down', which includes planning to control risks once the event is over such as the infrastructure being dismantled, collection of rubbish, waste water disposal etc.

Post Event – ‘Load out’ and Break down’				
Date	Task	Start	Finish	Resources/ who

## 2. Health and Safety

The Health and Safety at Work etc Act 1974 is the primary piece of legislation that covers health and safety at work. Even if you are a community organisation with no employees it is still your legal responsibility to ensure that your event, and any contractors you use, are operating legally and safely. It is therefore essential that you address the following sections to ensure that you have taken all the necessary steps that are reasonably practicable, to ensure your event is safe and complies with the relevant legislative requirements.

### Site event risk assessment

The Management of Health and Safety at Work Regulations 1992 require all employers to assess the risks to workers and others who may be affected by their work.

The purpose of a risk assessment is to identify hazards which could cause harm, assess the risks which may arise from those hazards and decide on suitable measures to eliminate, or control, the risks. For further information on carrying out risk assessments please go to <http://www.hse.gov.uk/risk/fivesteps.htm>

### Other risk assessments – contractors

Please list here all the contractors associated with your event. You will need to obtain copies of their risk assessments.

Some examples could be a bouncy castle provider, exhibitor, performer, etc. Remember that as the events organiser you hold a joint responsibility with the contractor.

Please list all contractors associated with your event
--



## Ticket Sales

You must consider how tickets will be sold for the event e.g. whether you will be selling tickets online, handling cash at the entrance to the event, or using credit/debit card readers at the pay gates. Minimising cash sales at the event will reduce the risk of theft, but if you decide to handle cash you should periodically 'bank' the money at a secure location. Pre-event ticket sales will assist the movement of customers through the entrance(s) and help prevent traffic build up on nearby roads.

Please explain your ticket sales procedures here:

## Security

Most events require professional security to help with crowd control. Your risk assessment must include your security requirements, which will depend on things like your event location, date, operating times, target audience, planned attendance numbers, fenced or open site etc

Please provide details of the security arrangements; numbers of SIA/ rota

## Stewarding

Like your security requirements, the number of stewards you need will depend on your risk assessment, event location, date, operating times, target audience, planned attendance numbers, fenced or open site etc.

- Stewards require training and briefings so they are fully aware of their duties and responsibilities.
- You must develop a communications plan for all staff, including stewards, so they understand how they should share information or report incidents during the event.

Include your stewarding plan here.

## Emergency procedures

You must document your procedures for fire, site evacuation, communicating with your audience in an emergency, contacting the emergency services, who will make decisions, etc.

Please document the emergency procedures you will have in place for your event.

## First aid/medical cover

The Health and Safety Executive's The Event Safety Guide provides a template to help establish your first aid, medical and ambulance requirements (the ambulance may need a four wheel drive capability e.g. for sloping sites).

Please list the first aid and medical cover you will have at your event.

## Water supply

You must ensure that an adequate supply of clean water is provided. For example, you may have a piped supply at the site or provide the water from bowsers (mobile tanks). The water supply must comply with the code of practice 'Provision and Management of temporary water supplies and distribution networks' B.S. 8551:2011.

Please explain your water arrangements here

## Electricity

All electrical installations, even temporary ones, must comply with the Electricity at Work Regulations 1989. Any event that has electrical supply included must have a competent electrician sign off the installation before the event starts.

If you are including electrical supply as part of your event, please provide details here.

## Gas

All gas systems and appliances must be safe and this means they will need to be certificated by a Gas Safe registered engineer who is specifically qualified to inspect the type of gas appliance(s) you are using. You can check for qualified gas engineers at [www.gassaferegister.co.uk](http://www.gassaferegister.co.uk)

Please document your arrangements here

## Fire

You must include the risk of fire in your event risk assessment. You must show that you have:

- Identified the fire hazards, i.e. sources of ignition, fuel and oxygen
- Identified people at risk within and surrounding your site and those at highest risk
- Evaluated the risk of a fire occurring and evaluate the risk to people should a fire occur
- Removed or reduced fire hazards and the risks to people
- Considered detection and warning, fire fighting, escape routes, signs and notices, lighting, maintenance
- Recorded significant findings and action taken
- Prepared an emergency plan
- Informed and instructed relevant people and provided training
- Reviewed and revised your assessment where necessary

Useful resources for fire safety planning include Fire Safety Risk Assessment – open air events and venues and Guide to Fire Precautions in Existing Places of Entertainment and Like Premises.

## Communications

There are two main areas of communication for your event:

- Staff communications on the day of the event.
- Audience communications on the day of the event.

### Event day communications – staff

You must have a clear communications plan in place and ensure everyone is familiar with the plan. You also need to make sure that you have the communications equipment you need on the day. This could include radios, mobile phones, and staff to run errands and messages and a public address system.

- Ensure you list phone contact details and radio channel details if radios are being used in the key event management contacts section at the start of this document.
- Ensure that everyone working on your event is aware of your organisational structure and knows who to contact if they need to report an incident or pass on information.
- Ensure your communications plan ties up with your emergency response plan.

Please document your plans for your event day communication for event staff and emergency services, both on site and off site, here.

### Event day communications – audience

This could include flyers, site plans, signage, public address system, stage schedules, MCs and information points.

Please document your plans for communication with your audience on the day here.

### 3. Licensing

Licensing Officers are employed by Cotswold District Council and have powers of entry into licensed premises.

#### Temporary Events Notice (TEN) and Premises Licence

If you are planning an event where there will be entertainment, alcohol for sale, or hot food or drink for sale after 11pm, you will need to submit a Temporary Event Notice (TEN) or a Premises Licence.

If your event will include any licensable activity, please provide details here.

### 4. Insurance

All event organisers must hold public liability insurance to the value of £5 million. You must also ensure that your contractors hold public liability insurance and any other appropriate insurance, i.e. product liability, employee insurance. You should keep copies of your contractors' insurance policies.

Please confirm that you hold public liability insurance to the minimum value of £5 million and include a copy of the policy with your event plan.

### 5. Provision of safe food

Officers from Cotswold District Council enforce food safety and may audit the caterers at your event.

Inspectors have the right to enter any premises where food is handled for sale or distribution to others as part of an event, whether it is a workplace or not. They are able to serve notices to bring about improvements or prevent unsafe activities.

Document details of any catering and or food you plan to provide at your event here. You should also list details of any catering contractors and the local authorities where they are registered.

## 6. Site considerations

### Site plan

Please insert a copy of your site plan with this document.

You must submit a site plan for your event; the more accurate and detailed the plan, the better. Your site plan should include:

Temporary structures e.g. stages marquees	All other site infrastructure; water, toilets
Attractions	Car parks and position of site in context to the road
Site fencing and crowd control barriers	Generator or power sources
Fire control points	Entry and exit points
Emergency exits and assembly points	First aid points
Information point	Event control
Vehicle routes and pedestrian routes	Bar facilities
Catering facilities	Retail stalls

You may want two versions of the site plan, one for event participants on the day and another for your management team. An accurate site plan will help you direct people to the correct part of the site when they arrive to set up. A site plan will also help you plan how people will enter the site and move around it.

### Toilet facilities

You must provide adequate toilet facilities for your event attendees, staff and contractors. You will also need disabled facilities plus separate sanitary facilities for caterers.

The HSE general guidelines for toilets numbers are provided below.

For events with a gate opening time of 6 hours or more		For events with a gate opening time of less than 6 hours duration	
Female	Male	Female	Male
1 toilet per 100 females	1 toilet per 500 males and 1 urinal per 150 males	1 toilet per 120 females	1 toilet per 600 males and 1 urinal per 175 males

### Hand Washing Facilities

Depending on the nature of the event the general rule is that at least one hand wash basin is provided per 5 W.C.'s or urinals. However, most portable toilets usually include a wash basin for each W.C.

Please outline your planned toilet and hand washing provisions for your event based on your expected numbers and gender split here

## Vehicles on site

You will need clearly marked emergency vehicle entrance and exit routes on your site plan and as part of your emergency planning. If these entrances and exits will be shared with other traffic, you will need a procedure for the safe entry and exit of emergency vehicles.

- What vehicles will be accessing your site for your event?
- Which vehicles will need to remain on-site throughout your event and which will need to be off-site before the event opens?
- Are there any vehicles that will need to move on the site during your event?
- 

Please outline your transport management plan for your event site here.

## Traffic, transport and parking

Smaller community events will have limited impact on traffic and parking, however you should still consider this when planning your event. Larger events can have a big impact on local traffic and transport and will require extensive risk assessments and detailed plans dealing specifically with traffic and transport.

- How will your target audience travel to your event?
- Consider the various transport links around the event site and how these can be promoted to your audience as a way to get to your event.
- Are you proposing any road closures? You will need to give at least three months' notice, and the more notice, the better.

Further information on traffic management and road closures should be sought from Gloucestershire Highways.

Outline any traffic, transport or parking plans for your event here.

## 7. Environmental considerations

### Waste management

It is essential that your event has a waste management plan in place and that it is carried out.

- How will you keep the site clear of waste? Will this be done by stewards or volunteers?
- How you will manage waste during and after your event, including details of bins, skips, recycling and litter picking?

Document your waste management plans for your event here.

### Recycling

Your event should have a recycling plan in place which is properly carried out. For small community events, this could be as simple as labelling some bins to encourage people to separate their waste into plastic bottles, paper, etc and then taking these to the appropriate recycling centres.

Larger events will need to show that they have a recycling strategy or are employing a professional recycling organisational to manage recycling on the day.

- Make sure your contractors and food suppliers have appropriate policies and procedures in place for providing biodegradable containers and systems for the disposing of dirty water, cooking oil etc
- Think through how you will encourage people to separate their waste. Contaminated recyclables may have to be sent to a refuse tip.
- How will you keep the site clear of waste? Will this be done by stewards or volunteers?

Document your recycling plans for your event here.



## Noise

If your event has the potential to cause noise nuisance to nearby residents, you must submit a Noise Management Plan.

- Think about noise nuisance when you choose your event location.
- Ensure that you are aware of any licence or planning restrictions, or land use agreements that relate to noise
- Larger events that have a music stage will always have to employ a professional sound engineer and must agree sound levels with our Neighbourhood Services Team
- Provide nearby residents with an event day contact in case they need to make a noise complaint.

Please list the elements of your event that could cause noise nuisance and document the plans you have in place to minimise it.

## Weather

### Severe weather and event cancellation

- Consider any weather conditions which may lead to your event being cancelled and how you will manage this.
- How will you let people know if the event has to be cancelled?
- Do you need insurance coverage for cancellation reasons such as thunderstorms, water logged ground etc?
- Is there any flood risk, e.g. field liable to flood and create difficulty for traffic leaving? How will you handle this, e.g. provision of 4x4 vehicle assistance, agreement with land owner concerning damage to the ground, how you will deal with mud on the internal roads/ public highway etc.?
- How will your event management team decide if weather conditions are too risky for your event to go ahead?

Please document your severe weather and event cancellation policy and procedures here.

# Cotswold District Council minimum standards for campsites associated with temporary events

## 1. Site Preparation

- 1.1 Prior to use as a campsite, all ground cover vegetation should be cropped and cuttings removed from site where practicable, to reduce risk of fire hazard. Land must be well drained and level.
- 1.2 Sites used for grazing will naturally be contaminated with animal droppings and may expose campers to risk. All land should be free of grazing animals for at least twenty eight days prior to use in order to reduce the risk of infection from animal droppings.
- 1.3 Site arrangements shall take into account natural hazards such as ponds, ditches, rivers etc. Other hazards such as electricity pylons may need to be assessed to prevent access or risk of shock from any site activities.

## 2. Sanitary Accommodation

### 2.1 WCs

Suitable and sufficient sanitary accommodation shall be provided with a suggested minimum standard of 1 WC per 75 units where a unit comprises:-

- (i) A caravan
- (ii) A two-person tent
- (iii) A camper van

One third of accommodation provided shall be kept for females.

Up to 50% of accommodation provided for men may be in the form of urinals.

All fixed accommodation provided should be safely constructed to prevent injury to users.

Properly constructed portable units are an acceptable alternative to fixed accommodation.

- 2.2 Adequate lighting must be provided at sanitary accommodation at night
- 2.3 Hand-washing facilities  
Hand-washing facilities shall be provided for use at each sanitary installation, and shall be provided with an adequate supply of cold water.

All facilities shall be maintained in a clean working condition whilst the site is occupied.

- 3. Foul drainage from portaloos, showers, urinals, hand washing facilities etc  
The sewage generated in a large campsite is likely to be particularly strong as there is a minimal dilution with wash water and as such the preferred method of collection is sealed cesspools or foul sewer.

#### 4. Chemical Toilet Disposal Point (CTDP)

- 4.1 At least one Chemical Toilet Disposal Point shall be provided at each site, with a water supply tap to allow the flushing out of containers and secure fencing. All such waste must be discharged to either a sealed cesspit with no overflow for subsequent safe collection and disposal or to the foul sewer. In the latter case, the Local Water Authority's permission is required as excessive quantities have the potential to upset the efficiency of the sewage treatment process.
- 4.2 Campsite users must be made aware of the facilities and every effort must be made to ensure that they use the designated facility rather than a less appropriate method.

#### 5. Drinking Water

- 5.1 Standpipes connected to the mains supply or adequate bowsers of chlorinated water shall be provided on site. They should be easily accessible to all campers.
- 5.2 Duck-boarding or similar should be provided at each water point.
- 5.3 All mains water supplies must comply with current Water Authority Regulations.
- 5.4 All drinking water supplies must be free from bacteriological contamination.
- 5.5 All drinking water supplies should be clearly marked as "Drinking Water".
- 5.6 All drinking water supplies should be connected, available and accessible to the local authority for sampling by 10 am on the Monday preceding the event.
- 5.7 A risk assessment must be carried out and documented, identifying controls and monitoring that you will have in place to protect water supplies from contamination.

#### 6. Refuse Disposal

- 6.1 Every site shall have at least one refuse disposal point comprising a covered skip or similar covered receptacles. Bins must be covered as much as reasonably practicable during the event and must be emptied daily.
- 6.2 All waste shall be removed from site at the end of the event and properly disposed of by a licensed contractor.
- 6.3 Campsite Operators are strongly encouraged to adopt recycling initiatives.  
Contact the Local Authority for further information

#### 7. Stewarding/Security

- 7.1 Generally, there are two main areas with regard to stewarding and security that are covered by legislation:
  - Guarding premises/property or individuals against unauthorised access, occupation or outbreaks of disorder or damage referred to as 'licensable activities' under the Private Security Industry Act 2001
  - Sale/supply of alcohol and door supervision governed by the Licensing Act 2003 & Private Security Industry Act 2001

- 7.2 Ideally campsites should provide stewards to carry out guarding duties throughout the period of the camping provision. If contracted in these stewards would need to be licensed under the PSI Act 2001. This activity is referred to as 'Manned Guarding' in the legislation. Security companies providing staff will be fully conversant with the requirements. Security staff should have suitable communications to contact emergency services.
- 7.3 The provision of non-guarding services (e.g. supervising pitching tents, collection of fees) do not need to be carried out by licensed 'Manned Guarding' staff.
- 7.4 All stewards should be easily identifiable to members of the public and should consider wearing a fluorescent tabard. If he/she is contracted in a 'Manned Guarding' or a 'Door Supervisor' capacity he/she must display the SIA license at all times.

## 8. Fire Safety

- 8.1 To comply with the Regulatory Reform (Fire Safety) Order 2005 a fire risk assessment for the site must be carried out and appropriate fire safety measures must then be put in place to address the risks identified. Some guidelines on suggested basic provisions are given in the following paragraphs:

### 8.1.1 Fire Fighting Equipment

Fire points of 2 x 9 litre water extinguishers or 1 x 22 litre drum of water and 2 buckets shall be provided so no tent or caravan is more than 100 metres away.

### 8.1.2 Fire Alarm

A means of raising the alarm should be available preferably at each location of fire fighting equipment.

This may consist of a klaxon, bell or triangle.

Access to a telephone should also be available to ensure that the Fire Service can be called.

### 8.1.3 Signs and Notices

Each fire point should be signed as such.

Fire Action notices should be posted at each point. They should contain the following information.

- (i) Raise the alarm.
- (ii) Evacuate the area.
- (iii) Contact the Fire Service using the telephone located at .....
- (iv) If it is safe to do so fight the fire using the equipment available.
- (v) IF YOU HEAR A FIRE ALARM

Evacuate the area.

Do not stop to collect personal belongings.

- 8.1.4 Adequate access into the site for fire appliances should be provided.
- 8.1.5 Large tents and caravans should be spaced at least 6 metres apart. Smaller tents should be placed in two rows with a 4 metre access road between the pair of rows. Where spacing between units is less than 15 metres, fire points should be provided within 100 metres of each unit.

## 9. Electrical Safety

- 9.1 All 240 volt electrical supply services shall be provided with a Residual Current Device (RCD). All wiring shall be protected from damage by burying in suitable conduit or by suspension at least 4.5 metres above ground.
- 9.2 Cables must not be sited across walkways or vehicle crossings.
- 9.3 Cables and fittings must be suitable for use in the outdoor environment and must be constructed and protected so as to withstand the effects of weather, temperature, dirty, dusty conditions, mechanical damage and other hazards. Domestic extensions are unlikely to be suitable for use in the outdoors.

## 10. Catering

- 10.1 All catering facilities should comply with relevant food safety regulations. Advice should be sought from the Local Authority Environmental Health Department.
- 10.2 Campsite owners should ensure that where facilities are contracted out that they are registered as a food business with their local Council at their home address. Details must be made available to the local Council at least 10 working days prior to the event.

## 11. Entertainments

- 11.1 Any Licensable Activity provided shall be separated from campsites by clearly defined fencing. Under the Licensing Act 2003 the definition of "Licensable Activities are:
- The sale of alcohol
  - The supply of alcohol – members clubs
  - The provision of regulated entertainment, which includes:
    - ~ Performance of live music
    - ~ Playing of recorded music
    - ~ Performance of dance
    - ~ Making of music
  - The provision of late night refreshment (hot food or drink between the hours of 23.00 and 05.00).

Any person wishing to provide any of the above mentioned activities must apply for either a Premises Licence (over 499 persons) or a Temporary Event Notice (TEN)(under 499 persons). This application must be made to the local Licensing Authority. Please see Cotswold District Council Website for further details.

The supply of alcohol – members clubs

11.2 Every effort must be made to ensure that the peace and quiet of neighbours is respected.

12. General

12.1 Contingency plans must be made, and in particular, in the event of;

- Adverse weather – such as heavy rain or high winds
- Failure of water supply
- Any other need to evacuate the area

Campsite operators will be expected to demonstrate how contingency plans will work and provide documentary evidence.

12.2 Visitors should be discouraged from bringing dogs on to the campsite. This is to reduce the risk from fouling; the risk of bites and controlling stray animals. Where dogs are brought on site these must be kept under control at all times and good animal welfare practices followed. Dogs must not be left in vehicles.

Notes

This document seeks to give general advice to persons setting up campsites for events in the Cotswold District. More specific advice relating to individual sites and the application of these Minimum Standards can be obtained from the relevant Local Authority Environmental Health Department.

Cotswold District Council 01285 623000

If you wish to report water pollution or fly tipping then please contact the Environment Agency as soon as possible on the 24 hour freephone 0800 807060

September 2014

