



Hire of Norfolk Showground

Booking form and information

Norfolk Showground Limited
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Please keep this booklet for your reference

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Introduction

Set in glorious parkland, the Norfolk Showground is ideally located within 4 miles of the centre of Norwich and the infrastructure is an event organisers dream. The whole site is level with large areas of well maintained turf above a free draining sandy soil. The grid system of hard roads makes it easy for vehicle movement and the site has mains sewer, drainage and permanent modern toilet blocks. Ample parking is readily available even for the largest events. Whether you are looking to host a meeting for 4, through a private party to remember or hold a major event, the Showground will have a venue to suit your requirements.

This guidance pack has been designed to provide information to individuals and organisations wishing to arrange an event at the Norfolk Showground. The forms contained within the pack can be used for all events regardless of size, however some parts may not be relevant for smaller events.

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

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

There are many national associations and clubs who may be able to offer advice on specific types of event. When planning and organising an event it is recommended that you refer to The event safety guide produced by the Health and Safety Executive (HSE)

Application

You will need to complete and return the application form which will be sent to you with this booklet. This will need to be completed so we can assess your application. We will be unable to advise you on the costs of hire until we receive this information.

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

- Evidence of management experience, competencies and references.
- Details of electrical, structural and site safety personnel who will be signing safety certification for the site and structures.
- Evidence that resources are, or will be, in place to service the health and safety infrastructure.
- Site plans.
- A detailed event management plan containing:

- Event outline (foreword/introduction), crowd profile, history etc.
- Plan aim and objective
- Severe weather and event cancellation.
- Event management structure, including command and control structure.
- Crowd management (ICE, stewarding, tickets, no alcohol etc).
- Emergency procedures, include preservation of evidence, activation.
- Evacuation procedures – activation and decision process.

- Traffic management – on and off site, including emergency access.
- Firework management.
- Lost children policy.
- First aid – both public and staff (including performers).
- Fire precautions and equipment.
- Communications.
- Media.
- Waste management.
- Noise management plan.

Norfolk Showground spaces

Norfolk Showground – outside space



The hard road network, toilet and shower facilities within the Norfolk Showground make the open ground space suitable for a wide range of outdoor events and enables camping and caravanning. Suitable for a wide range of outdoor events including Concerts and Family Fun Days

- Hard road network
- Toilet facilities - some with showers
- Mains water across the site
- 125 amp, 3 phase modern plug and play electrics across the site
- Elsan tips, dog litter bins
- Suitable for camping and caravanning

Norfolk Showground Arena





Norfolk Showground Arena (previously known as the Exhibition Hall) is ideal venue for larger events such as trade fairs, exhibitions, product launches, conventions and large parties with seating for 1,500 plus for dinner or 4,000 theatre style. Re-development works have recently taken place which have improved the venues suitability for music events and concerts. The concrete-based area is vast, covering 3,000 square metres (100m x 30m) with an additional linked annex. Complete with a three phase electrical system, PA system and radiant heating, the hall can be furnished to your own requirements and you can utilise as much or as little of the space as necessary. As well as a state of the art new reception, there has been a complete redesign of the interior of the building with a flexible ceiling pattern for sound absorption and to block out most natural light. New internal wall cladding gives a modern look to the building as well as further improving acoustics.

There is also a fixed sound proof partition meaning clients can choose to let 1/3rd, 2/3rds or the entire building. This offers flexibility to cater for events of an array of sizes.

- Gas fired radiant heating
- Concrete floor
- Telephone Point
- 3,000 square metres
- Additional linked annex
- Three phase electrical system
- PA system
- Licensed for 4000 people
- Brand new striking Reception with toilet facilities

Capacity

Gross capacity Fully standing: 4000 (based on stage of 40' x 24')

FOH Holds: 140 (based on standard FOH riser 16' x 16')

Spot Holds: 30 (based on 2 off standard Spot riser 8' x 8')

Net Capacity 3830 (typical configuration)

St Walstan Hall



St. Walstan Hall is a spacious all-purpose events venue, catering for 300 plus covers. Suitable for small exhibitions, family celebrations, wedding receptions, parties and musical events. The hall is licensed for 400 people.

Larger conferences and meetings can be accommodated in St Walstan Hall which has the capacity to comfortably seat 300 people theatre style. There is also a separate bar area and a patio area which has it's own covering. Picturesque views to the south makes this an ideal venue for barbecues and family fun days.

Main Hall: 27m x 13.5m Bar Area: 9m x 13.5m

- Spacious all-purpose dining hall
- Separate bar area
- Fully functional kitchen
- Patio area suitable for summer barbeques

There is a good range of catering options and menu choices available on request. We continue to promote the image, understanding and prosperity of agriculture and the countryside by using local food and beverage whenever possible including fresh, seasonal vegetables.

Span buildings



The Span Buildings are a functional events venue with no 'frills' attached, suitable for auctions, craft fairs, exhibitions and animal shows.

Electricity, water and good lighting are all included.

Bay 1: 31.8m x 17.9m

Bay 2: 31.8m x 18.3m

Bay 3: 31.8m x 17.5m

Meetings & conferences facilities



The MacGregor Building is our conference and meetings venue. The facilities are suitable for meetings, training courses and conferences. Each room is fitted with broadband for rapid access to the Web and full audiovisual facilities. With views across the mature grounds, it can be inspirational for attendees to open the doors and enjoy the peacefulness of Norfolk Showground.

Our Conference Venues can seat up to 70 people. For larger conferences, we recommend using St Walstan Hall or the Exhibition Hall which can seat hundreds of delegates. St Walstan Hall can seat up to 300 Theatre Style, while the Exhibition Hall at full capacity can seat up to 4000. The Exhibition Hall can also be sectioned off to suit the size of your Conference.

Refreshments are available and any menu can be tailor-made depending on the requirements. The majority of food is home-made using local ingredients wherever possible. The combination of this excellent venue with quality furnishings and accompaniments will make any conference a success.

Colman Room

Comfortably furnished with full audiovisual presentation facilities, it has the added benefit of adjacent break-out rooms and lawn for alfresco entertainment during the summer months.

Length - 10 Metres **Width** - 8.4 Metres **Height** - 2.44 Metres **Area** - 84.0m (square)

Capacities:

- Theatre (50)
- Classroom (35)
- Boardroom (24)
- U-shape (24)
- Reception (90)

Stimpson Room

Providing the ideal environment for special brainstorming/creative thinking sessions, which help keep successful companies ahead of the game, this well-equipped, light and airy room has full audiovisual facilities

Length - 5.3 Metres **Width** - 5.0 Metres **Height** - 2.44 Metres **Area** - 26.5 m (square)

Capacities:

- Theatre (20)
- Classroom (10)
- Boardroom (10)
- U-shape (10)
- Reception (30)

Townshend Room

Warm colours and full-length curtains make this the ideal room for entertaining. It is great for lunches and cocktail parties, but also eminently suitable for business meetings, training and for that 'get away from it all' creative-thinking session.

Length - 10 Metres **Width** - 4 Metres **Height** - 2.44 Metres **Area** - 40.0m (square)

Capacities

- Theatre (48)
- Classroom (20)
- Boardroom (20)
- U-shape (22)
- Reception (60)

Leicester Room

Very comfortably furnished, catering especially for executive boardroom - style meetings or VIP lunches/dining, this room has full audiovisual presentation facilities

Length - 8.3 Metres **Width** - 3.8 Metres **Height** - 2.44 Metres **Area** - 31.54 m (square)

Capacities

- Theatre (28)
- Classroom (10)
- Boardroom (16)
- U-shape (n/a)
- Reception (45)

Norfolk Showground charges

Pricing will depend on the activity and how many people are expected to attend. The decision will be taken at the discretion of the event manager. The prices below will give you guidance:

Commercial hire	Trading day	Set up/Breakdown days
Examples		
Music festival	£5,000 to £20,000	£500 to £1,000
Funfair	£1000 to £2,000	£300 to £1,000
Sports	£600 to £2,000	£300 to £1,000
Big top show	£600 to £1,000	£300 to £500
Small circus	£300 to £500	£150 to £250

Non-commercial hire	Trading day	Set up days
Examples		
Large arts/music festival (over 2,000 people)	£550 to £1,000	£275 to £500
Small arts/music event (under 2,000 people)	£100 to £550	£50 to £525
Large sports/fetes	£250 to £500	£125 to £250
Community fete	£100	£50
School sports	£30 to £50	£30 to £50

Deposit

A deposit may be taken for each event.

Money will be deducted from the deposit for reinstatement of any damaged caused. Only essential event vehicles are allowed and only with prior consent and passes and vehicles without consent could be subject to a fine.

Pricing will depend on the activity and how many people are expected to attend. The decision will be taken at the discretion of the event manager.

The hire fee is VAT exempt, service charges are VAT inclusive.
If keys are required, a deposit will be required. This varies between parks.
In addition to the hire fee, other charges may be made for services:

	Weekday 9am to 5pm	Saturday	Sunday
Event team per hour	£20	£25	£40
Duty person per hour	£13	£18	£23
Cleaning per hour	£35	£45	£56
Empty litter bins	£40	£51	£61
Security			

Risk assessment

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

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

A formal record should be kept of the risk assessments. Completed forms should be retained by the organiser, for future reference.

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

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

Conditions of hire

All vehicles not required to stay on site after set up must be removed, or kept within a service area.

Vehicles must not drive between trees as it will damage the roots.

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

The hirer must book all litter clearance and cleaning of through the Showground's contractor Hannants.

Stage one: pre-planning

Pre-planning is essential to ensure the event is successful and the following need to be considered:

When? Consider the time of year, including the consequences of extreme weather conditions at an outside event. The day of the week and time will also need consideration regarding the nature of the event, noise and ease of travel etc. The event should aim not clash with any other major events in the area.

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

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

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

Code of practice. For larger events there will be a need to comply with guidance particularly the Code of practice for outdoor events published by the National Outdoor Events Association which

gives advice on structures, marquees, tents and electrical matters. The HSE's The event safety guide is also a very useful reference document.

The following is a quick reference for you to use during the planning of your event. Some of these sections may not be relevant to your specific event and this is not meant as a definitive list.

The site

Suitability
Capacity
Access and egress routes
Car parking area
Surrounding roads
Security
Safety – water, uneven ground
Site plan

Entertainment license

Is one needed
Fee
Safety policy and risk assessment

Stage

What type
Seating

Technical crew

Site manager
Electrician
Health and safety person

Power

What needs power
Generators, how many, location

Stewards

How many
Fluorescent vests
Chief stewards
Briefing

On site signage

Toilets
First aid
Exits

Toilets

How many
Location

Car Parking

Condition of ground
Lighting
Stewards
Disabled provision

Lighting

Do you require additional lighting
Location

Fencing

Hazard areas fenced off from public

Entertainers

On site facilities

Litter clearance

Bins
Skips
Litter bags
Stewards

First aid cover

Number of first aiders
Location

Police

Do you need to notify them
Do they require a presence

Fire

Fire fighting equipment on site, marquees, stage, fireworks etc
Will the fire brigade be required to be in attendance?

Communications

Radio's
Mobile phones
Key personnel

Emergency procedures

Evacuation of site
Closing down of event
Weather conditions

Publicity

Leaflets/posters distribution

Welfare arrangements. The organiser must estimate the number of attendees to the event and consider its duration. Toilet and first aid requirements should be based on these estimations. Advice is given in the Code of practice for outdoor events referred to above. Permanent toilets should be checked for adequacy and maintained during the event. The provision of drinking water may be necessary. Depending upon the scale of the event, refreshments and other facilities may be required. In a few of the parks there is a permanent parks cafe. Provision also needs to be made for lost children, missing persons, baby changing and lost property.

Special permission and licences. Under the Licensing Act (2003) it is likely that a temporary event notice (TEN) or premises license will be required for any of the following licensable activities:

- the sale by retail of alcohol
- the supply of alcohol by or on behalf of a club to, or to the order of, a member of a club
- the provision of regulated entertainment and
- the provision of late night refreshment.

Regulated entertainment, subject to specified conditions and exemptions, includes:

- a) a performance of a play
- b) an exhibition of a film
- c) an indoor sporting event
- d) a boxing or wrestling entertainment
- e) a performance of live music
- f) any playing of recorded music
- g) a performance of dance
- h) entertainment of a similar description to that falling within (e), (f) or (g).

A TEN can be issued for events for up to 499 people (including staff, stewards and performers) and for a maximum period of seven days. Applications must be given to the police & the Local Authority Licensing and Environmental Protection teams **at least ten clear** working days before the event in question. Please note there is a restriction on the number of times a TEN may be given for a premises so please check with the Licensing Team prior to submitting a notice.

An application for a premises licence needs to be made a minimum of 58 days before your event. Please contact Amanda Mounser on 01503 533621 to discuss your proposals and the procedure prior to submitting an application.

For application forms and further information please contact South Norfolk Licensing department licensingteam@s-norfolk.gov.uk

Insurance. All organisers of events will require public liability insurance with a limit of indemnity of £5,000,000 per claim. All contractors and performers will also need their own public liability cover. Depending upon the nature of your organisation and the proposed event other insurances may also be required. Quotations should be obtained from your insurance provider.

Timescale. Set out the proposed timescale and give yourself as much time as possible to organise the event. You may need as much as nine to 12 months planning.

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

Stage two: organising the event

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

Establish a team. Identify specific responsibilities for everyone. The event manager should be responsible for liaison with the Norfolk showground. You should have a named health and safety officer to whom all queries can be referred about safety procedures in case of an emergency.

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

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

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

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

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

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

Stage three: provisions and services

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

Bouncy castles. If a bouncy castle is used at your event you must follow the HSE guidelines: <http://www.pipa.org.uk>. You will also be required to take out specific public liability insurance for bouncy castles.

Catering. All catering units must be registered with the local authority where the unit is kept. All catering units must be open for inspection by the environmental health services. If they do not comply with the current food safety and health and safety legislations they will not be allowed to trade.

Adequate space should be left between catering facilities to prevent any risk of fire spreading. Ask to see caterers' food hygiene certification. You may wish to use only caterers who are members of the Mobile Outside Caterers' Association. You should obtain a list of their menu and charges to ensure their prices are reasonable.

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

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

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

Always ask to see their public liability insurance certificate, which should provide a limit of indemnity of at least £5,000,000. Provide contractors with a copy of the event site rules and details of their responsibilities while on the site.

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

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

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

- **Electrical appliances.** All portable electrical appliances including extension leads will be tested in accordance with the Institute of Electrical Engineers (IEE) Code of Practice for in-service inspection and testing of electrical equipment. All valid inspection and test records on all equipment will be made available prior to any equipment being put into service. Any hired equipment must come with a valid inspection and test record. The Electricity at Work Regulations (1989) will apply.

- **Electrical installations.** The hirer shall obtain approval from the Norfolk showground for the use of generators at the event. Generators must be operated in a safe manner and segregated from the public or protected by suitable covers or barriers, so as to prevent access by members of the public. All generators shall be earthed at their neutral point by means of a suitable earth electrode and all systems shall be configured TNS. All electrical equipment shall be maintained so as to prevent danger, as far as is reasonably practical. Residual current circuit breakers with a tripping current no greater than 30ma shall be used and if possible the power supply stepped down to 110volts. Residual current circuit breakers shall have no intentional time delay fitted. All cables will have to be safely routed to eliminate any electrical and tripping hazards. Potential hazards due to extreme weather should not be overlooked at outside events.

- **Gas supplies.** Portable gas supplies for cooking should be kept to a minimum in secure designated areas away from the general public. The same should apply to any fuel supplies for portable generators etc. Gas systems should conform to and operators have regard to the LP gas associations code of practice 24. Use of LPG cylinders Part 3:2000. Use of LPG in mobile catering vehicles and similar commercial units. They may also wish to refer to HSE LAC 52/13 The keeping and use of LPG in vehicles and mobile catering units. Any gas should be kept outside not used within the arena.

Funfairs. All fairground equipment must comply with the Fairground and amusement parks – A code of practice published by the HSE number HS(G)175. All electrical systems should be inspected and tested in accordance with BS 7671:2008 by a competent third party accredited electrical contractor and schedules of test results and certification from a suitably qualified independent chartered structural engineer, or similar.

Medical cover. It is your responsibility to arrange for adequate first aid provision and medical cover. For audiences of less than 5,000 St John's Ambulance or the Red Cross can provide first aid. For audiences of over 5,000, The East of England Ambulance Service Trust must be consulted.

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

Security. Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight. Cash collection should be planned to ensure

this is kept to a minimum at collection points and that regular collections are made to a secure area. Counting and banking arrangements should be given careful consideration.

Sound amplification. You will need to be sensitive to the local area and residents. If you wish to amplify sound at your event you will need permission from us.

Stewards. Stewards must be fully briefed on all aspects of the event including crowd control and emergency arrangements.

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

All stewards should be properly trained and competent as they will need to be constantly on the lookout for hazards, which could develop during the event. They may also be required to guide vehicles, clear emergency exits, and sort out any behavioural problems. Stewards may require personal protective clothing such as hats, boots, gloves or coats. For evening events, they may need to be issued with torches.

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

An independent structural engineer shall be engaged by the hirer to certify all structures in accordance with the Institute of Structural Engineers guidance note: Temporary demountable structures guidance and procurement design and use: March 1999. All marquees must be fire retardant to current British Standards.

Toilets. You will need to provide adequate facilities for toilet provision for the numbers attending. Toilets must be well lit at night, readily accessible and clearly signed. They must be kept in a clean and hygienic condition throughout the event and hand washing facilities must be provided.

The basic requirements are set out below:

Female: 1 WC per 100 females.

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

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

Traffic. On-site: Contractors and/or performers vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. We can advise on areas used for car parking however these will have to be stewarded.

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

Stage four: final preparations

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

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

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

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

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

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

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

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

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

Lighting. Check all lighting is working, including any emergency lighting.

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

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

Stage five: after the event

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

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

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

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

Contacts

South Norfolk Council

Tim Durell – Food & Health & Safety Manager
tdurell@s-norfolk.gov.uk

Amanda Mounser – Licensing & Enforcement Officer
amounser@s-norfolk.gov.uk

Jenny Bloomfield – Emergency Planning Officer
jbloomfield@s-norfolk.gov.uk

Norfolk Constabulary

Paul Ray – PC, Norfolk Constabulary Event Planning
rayp@norfolk.pnn.police.uk

Norfolk Fire Service

Glen South – Norfolk Fire Service
Glen.South@fire.norfolk.gov.uk

Norfolk County Council

Clive Derry – Team Manager, NCC Highways
clive.derry@norfolk.gov.uk

Ambulance

Rob Hayes – East of England Ambulance Service
rob.hayes@eastamb.nhs.uk

Kevin Janney – East of England Ambulance Service
kevin.janney@eastamb.nhs.uk

Event risk assessment

Guidance notes

A full risk assessment should be carried out for all events. This will be a legal requirement in many circumstances. The following guidance should aid you in carrying out your risk assessments.

Identifying the hazards

All hazards should be identified including those relating to the individual activities and any equipment. A hazard is something with the potential to cause harm. Only note hazards which could result in significant harm. The following should be taken into account:

- any slipping, tripping or falling hazards
- hazards relating to fire risks or fire evacuation procedures
- any chemicals or other substances hazardous to health
- moving parts of machinery
- any vehicles on site
- electrical safety eg use of any portable electrical appliances
- manual handling activities
- falls eg from ladders, structures or trailers
- high noise levels
- poor lighting, heating or ventilation
- any possible risk from specific demonstrations or activities
- crowd intensity, movement and pinch points.
- weather.

This list is by no means exhaustive and care should be taken to identify any other hazards associated with the activities at the event.

Identifying those at risk

For each hazard identified, list all those who may be affected. Do not list individuals by name, just list groups of people. The following should be taken into account:

- stewards
- employees
- volunteers
- contractors
- vendors, exhibitors and performers
- members of the public
- vulnerable persons
- potential trespassers
- local residents.

Areas to consider

The following are examples of areas to consider:

- type of event
- potential major incidents
- site hazards including car parks
- types of attendees such as children, elderly persons and the disabled
- crowd control, capacity, access and egress and stewarding
- provision for the emergency services
- provision of first aid
- fire, security and cash collection
- health and safety issues
- exhibitors and demonstrations
- amusements and attractions
- structures
- waste management.

Assessing the risk

The extent of the risk arising from the hazards identified must be evaluated and existing control measures taken into account. The risk is the likelihood of the harm arising from the hazard. You should list the existing controls and assess whether or not any further controls are required.

The following should be taken into account:

- any information, instruction and training regarding the event and the activities involved
- compliance with legislative standards, codes of good practice and British Standards
- whether or not the existing controls have reduced the risk as far as is reasonably practicable.

Further action necessary to control the risk

Classify risks into high, medium and low. Examples of risks falling into these categories are as follows:

High	An unsecured inflatable being used in adverse weather conditions by young children.
Medium	A display of animals in a roped off arena.
Low	A mime artist performing amongst the crowd.

For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to an acceptable level. Only use personal protective equipment as a last resort when there is nothing else you can reasonably do.

Consider the following:

- removal of the hazard
- preventing access to the hazard eg by guarding dangerous parts of machinery
- implement procedures to reduce exposure to the hazard
- the use of personal protective equipment
- find a substitute for that activity/machine etc.

Record the risk assessment findings

Use the attached risk assessment form to record all significant hazards, the nature and extent of the risks, and the action required to control them. Keep this for future reference or use. You could also refer to other documents you may have, such as manuals, codes of practice etc.

Review and revise

If the nature of the risks change during the planning of the event, the risk assessments will need to be reviewed and updated.

Information

Where the risk assessment has identified significant risks, you must provide information to all those affected, regarding the nature of the risk and the control measures to be implemented.

Risk Assessment

Event:

Event organiser:

Date of event:

Venue:

Each agency will carry out its own risk assessment. If a matter should arise that is not covered then a dynamic risk assessment will be taken by the Event Manager or person involved.

Activity/Area	Hazards	Persons at Risk	Severity	Likelihood	Rating	Controls	Risk Acceptable

*Severity

- 1 = Trivial
- 2 = Minor
- 3 = Major - single
- 4 = Major - multiple
- 5 = Hospitalization
- 6 = Fatality

**Likelihood

- 1 = Improbable
- 2 = Unlikely
- 3 = Possible/happens
- 4 = Happens Occasionally
- 5 = Happens Periodically
- 6 = Happens Frequently

