

# Small Events in Perth and Kinross



**Lower Risk Event Safety Management Plan - this guide will be useful to organisers of village fetes, small galas and similar lower risk events. Not all parts of this may apply to your event and this is provided as a guide only. This list is not exclusive or exhaustive. It contains event planning issues that lower risk event organisers may have to consider and include in their Event Plan.**

- 1** A brief description or map of the event to include the location, activities and anticipated audience including a brief audience profile, ie who is likely to attend, their demographics (age, sex, adult only, families).
- 2** Details of who is taking the lead role in the event organisation and the roles and responsibilities of others involved including contact details. Roles and responsibilities of contractors and what service they are providing to the event including contact details for contractors' representatives.
- 3** The provision of communications for the event if necessary - how things are going to be communicated to responsible persons during the event.
- 4** The location of the event control.
- 5** A stewarding/crowd management plan if required.
- 6** Medical/First aid needs assessment to determine the level of first aid cover required.
- 7** Public Liability Insurance - inform the insurance section/your insurance of the proposed event.
- 8** Welfare provision including toilets and hand washing facilities - ensure that there are adequate welfare facilities available for the anticipated attendance including disabled people.
- 9** Risk Assessments which may include:
  - *Traffic Management - how traffic will be controlled during set-up, breakdown and during the event especially if moving through areas where traffic is not expected, eg parks.*
  - *The set-up and the breakdown.*
  - *The activities being provided - if you are organising the activities.*
  - *Ensuring adequate and competent supervision.*
  - *Ground conditions and site topography may be a major consideration - weather, inspections for glass and other sharps, dogs' dirt and obvious defects which may cause tripping hazards.*
  - *Weather conditions - difficult to anticipate but contingency plans for what will happen if the weather is unfavourable.*
- 10** Electricity - seek advice from a competent person if using electricity in an outdoor environment and for electrical installations that may be required.
- 11** Fire Risk Assessment - if necessary, a fire risk assessment will have to be carried out. Dependent on the location you may have to inform premises and businesses in close proximity of the event. If necessary seek further advice.
- 12** Temporary Structures - any structure that is raised, eg temporary staging, may require Building Standards approval.

- 13** Special Safety Certificate - this is required where an event is being held at a location that is covered by a sports ground safety certificate - contact Building Standards for more information.
- 14** Catering - contact Food/Health and Safety section to find out what is required.
- 15** Waste - ensure there are adequate arrangements in place for the collection and disposal of waste and litter.
- 16** It may also be necessary to liaise with statutory bodies such as electrical and gas companies dependent on the location of the event.
- 17** Information for contractors:
- *If contractors are being used they must be given as much detail as possible to allow them to address issues within their own*

*health and safety systems. This will include specifics about site conditions, access and traffic routes, hazards related to the site which may affect how they work.*

- *Check out the competency of the contractor including references, qualifications to supply the service, certificates of inspections for equipment where required, public liability insurances and their risk assessments.*

**18** Further information can be found at:

- **Safe and Legal Events Guidance**
- **[www.hse.gov.uk/event-safety/](http://www.hse.gov.uk/event-safety/)**

**19** **Liaise with the emergency services to make sure they are aware of the event. Their input may be useful.**

## Useful Contacts

<b>Perth &amp; Kinross Council</b> <a href="http://www.pkc.gov.uk">www.pkc.gov.uk</a>	
<b>Events Officer</b> <i>For general event advice and guidance.</i>	<b>Michael Boyle</b> Tel 01738 477952 Email <a href="mailto:MJBoyle@pkc.gov.uk">MJBoyle@pkc.gov.uk</a>
<b>Community Development Team Leader</b> <i>For advice and guidance on local communities.</i>	<b>Gill Motion</b> Tel 01738 475307 Email <a href="mailto:GMotion@pkc.gov.uk">GMotion@pkc.gov.uk</a>
<b>Emergency Planning</b> <i>For contingency planning advice and guidance.</i>	<b>John Handling</b> Tel 01738 475879 Email <a href="mailto:JHandling@pkc.gov.uk">JHandling@pkc.gov.uk</a>
<b>Licensing</b> <i>For advice on:</i> <ul style="list-style-type: none"> <li>• <i>public entertainment, liquor, street trades, licenses;</i></li> <li>• <i>lottery permits;</i></li> <li>• <i>public charity collection permits;</i></li> <li>• <i>processions in public places.</i></li> </ul>	<b>Debbie Merchant</b> Tel 01738 475159 Email <a href="mailto:DMerchant@pkc.gov.uk">DMerchant@pkc.gov.uk</a>
<b>Corporate Communications Team</b> <i>For publicity advice and guidance.</i>	<b>Corporate Communications Team</b> Tel 01738 475045 Email <a href="mailto:Communications@pkc.gov.uk">Communications@pkc.gov.uk</a>
<b>Health and Safety Adviser</b> <i>For health and safety guidance.</i>	<b>Health, Safety &amp; Wellbeing Team</b> <i>(for Council-run events only)</i> Tel 01738 475877 Email <a href="mailto:HandSEnquiries@pkc.gov.uk">HandSEnquiries@pkc.gov.uk</a>

## Perth & Kinross Council *(continued)*

### Insurance

*For advice related to risk and insurance.*

**Bill Wilson**

Tel 01738 475692

Email [BRWilson@pkc.gov.uk](mailto:BRWilson@pkc.gov.uk)

### Education

*If the event is being held in or on school premises.*

**Brian Reid**

Tel 01738 476336

Email [BReid@pkc.gov.uk](mailto:BReid@pkc.gov.uk)

### Building Standards

*For advice on:*

- *special safety certificates;*
- *temporary raised structures.*

**Gordon Lindsay**

Tel 01738 475361

Email [GJLindsay@pkc.gov.uk](mailto:GJLindsay@pkc.gov.uk)

### Regulatory Services Manager

*For advice on:*

- *public health and safety;*
- *noise mitigation;*
- *food safety;*
- *licensing standards;*
- *night-time noise nuisance;*
- *consumer-related issues;*
- *weights and measures;*
- *fireworks;*
- *Trading Standards.*

**Robert Lyle**

Tel 01738 476468

Email [RLyle@pkc.gov.uk](mailto:RLyle@pkc.gov.uk)

### Waste Services & Community Greenspace Manager

*For advice on:*

- *waste/litter enforcement;*
- *litter/waste collection;*
- *special clearances;*
- *special uplifts;*
- *parks and open spaces.*

**Bruce Reekie**

Tel 01738 476448

Email [BReekie@pkc.gov.uk](mailto:BReekie@pkc.gov.uk)

### Traffic & Roads Network *(for local roads)*

*For advice and processing:*

- *Temporary Traffic Regulations Orders;*
- *restrictions for road users;*
- *temporary car parking arrangements.*

**Chic Haggart**

Tel 01738 477205

Email [CBHaggart@pkc.gov.uk](mailto:CBHaggart@pkc.gov.uk)

### Local Bus Services and School Transport

*For advice on:*

- *local bus services;*
- *school transport;*
- *Community Care transport.*

**Public Transport Unit**

Tel 0345 30 11 30

Email [PublicTransport@pkc.gov.uk](mailto:PublicTransport@pkc.gov.uk)

### City Centre

*For advice on events in the City Centre.*

**Leigh Brown**

Tel 01738 475727

Email [LeighBrown@pkc.gov.uk](mailto:LeighBrown@pkc.gov.uk)

## Perth & Kinross Council *(continued)*

### Centre for Inclusive Living Perth & Kinross

*For advice on staging an accessible event.*

<http://cilpk.org.uk/wp-content/uploads/2015/12/Guide-to-Organising-an-Accessible-and-Inclusive-Event-final.pdf>

Gillian Edwards

Email [gillianedwards@cilpk.org.uk](mailto:gillianedwards@cilpk.org.uk)

## Other Services

### Police Scotland

*For all police related matters.*

Tel 01382 596377

### HM Coastguard

*Beach & coastal safety matters.*

Tel 020 381 72615

### Scottish Fire and Rescue Service

*For all fire safety matters.*

Tel 01382 825295 (ext 3167)

### British Red Cross

*First-aid provision.*

Tel 01738 622474

### Scottish Ambulance Service

*Ambulance requirements.*

Tel 01382 882400

### Civil Aviation Authority

Tel 020 7379 7311

### NHS Tayside

- *Public health*
- *A&E facilities*

Tel 01382 660111

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000.

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.

[www.pkc.gov.uk](http://www.pkc.gov.uk)

*(PKC Design Team - 2017127)*