

TITLE:	Event Safety Advisory Group
TO/ON:	The Cabinet 25th January 2006
BY:	Head of Street Scene and Liveability
PORTFOLIO: HOLDER	Cabinet Member for Streetscene and Liveability
STATUS:	For Publication

1. PURPOSE OF THE REPORT

- 1.1. To enable Elected Members to have an active role in the decision making process for the planning of future events in Rossendale Borough.
- 1.2. To ensure Elected Members are involved in decisions regarding the use of council assets and highlight any risks that may occur as a result of any future events.
- 1.3. To ensure events are approved by the Council in advance and enable the council to ensure appropriate arrangements are in place to reduce the risk to the council and its residents in areas such as Health & Safety.

2. RECOMMENDATIONS

- 2.1. Change the group from an advisory one to a working group and formalise responses and internal communications. That the Group is established with representatives from appropriate service areas and Elected Members.
- 2.2. That terms of reference are agreed and a formal process is instigated before permission is granted for the use of council land and assets.
- 2.3. Request for a committee to determine the notification and approve whether event goes ahead or not.

3. REPORT AND REASONS FOR RECOMMENDATIONS AND TIMETABLE FOR IMPLEMENTATION

3.1. As a result of concerns regarding the running, organisation and locations of several recent events organised within the borough by non council charities and groups it has been recognised that the current Event Safety Advisory Group should concentrate on improving the following:

- Monitoring and regulating the Health Safety and Welfare of the public and participants of such events.
- The removal of litter and trade associated waste within the requirements of the Environmental Protection Act 1990
- Control of the events and locations in general which could be to the detriment of the councils own Market stall holders and local business's
- Ensuring the events are within the code of practice for outdoor events as per National Outdoor Events Association.
- Ensure all activities are carried out within the Councils Equal Opportunities policy.

3.2. It is therefore proposed that several actions should be taken to ensure that any risks to the council are minimised and that appropriate guidelines are in place to ensure the safety of the public at all times.

3.3. The Group should be named as the Event Safety Working Group and will move from being an advisory group to one with authority to ensure compliance with organisation, legislation and regulations.

3.4. The Notification form is to be amended to include all relevant questions from each service area and notice of the event must as a **minimum** be submitted to the Event Safety Working Group at least two months prior to the event.

3.5. Standard forms are to be established for the purposes of working group members indicating their approval/non approval for events and other like responses.

3.6. The group has previously acted as an advisory one with no real authority to determine the go ahead for various events. It is the intention of this report to:

- Tighten the focus of the 'Working Group', to give authority to the group with regards to the requirements of current legislation and relevant codes of practice,
- To formalise internal communications as well all external communications to organisers of events and other associated parties.
- To be involved and advice at all stages of the planning process
- To ensure all activities are carried out with the Health Safety and Welfare of the general public a priority at every stage of the process.

- Ensure a suitable and sufficient risk assessment is carried out by a competent person for all activities and events carried out during the event.

3.7. The above actions will go a considerable way to ensure the Council not only fulfils its legal obligations in relation to the monitoring and control of such events but also in the ways such events are organised, and that all events fall within the relevant Council Policies and Procedures.

4. CORPORATE IMPROVEMENT PRIORITIES

- 4.1. StreetScene & Liveability
- 4.2. Risk
- 4.3. Finance
- 4.4. Equalities
- 4.5. Communities and Partnership

5. FINANCE AND RISK MANAGEMENT

5.1. The review of the current practice has identified a number of future risk areas for the Council. In particular the health and safety of the public and the council own approach to risk management.

6. MEMBER DEVELOPMENT AND POLITICAL ARRANGEMENTS

6.1. Members are requested that a formal committee approval process is undertaken for each event.

7. HUMAN RESOURCES

7.1. No direct implications

8. ANY OTHER RELEVANT CORPORATE PRIORITIES

- 8.1. Equalities
- 8.2. Finance
- 8.3. Risk Management

9. RISK

9.1. There are currently no formal processes regarding events which safeguard the council interests when events take place on council owned land or property.

10. LEGAL IMPLICATIONS ARISING FROM THE REPORT

- 10.1. There could be legal implications surrounding any claims from the public for inadequate health and safety precautions on council land or in council buildings.
- 10.2. There may also be legal requirements if the council do not comply with DDA legislation.

11. EQUALITIES ISSUES ARISING FROM THE REPORT

- 11.1. There are equalities issues with regard to the use of council resources by the public and community groups.
- 11.2. Buildings may not be DDA compliant and would require significant investment to bring into compliance.

13. WARDS AFFECTED

12.1 All

13. CONSULTATIONS

13.1. So far consultation has been limited to those people currently involved in the Advisory Group.

Background documents:

For further information on the details of this report, please contact:
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