


Public Event Training

Regulatory Unit 

Public Event Training


Session 1:
Licensing
Health & Safety

Interval

Session 2:
Noise Control
Food Hygiene

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Licensing Issues

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Licensing

A Licence May or May Not be Required


A Licence will be required if:-
Sale of Alcohol
Regulated Entertainment
Late Night Refreshment
Collection of Money (including Charity)

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Licensing Issues


Types of Licence

- Premises Licence
- Temporary Events Licence
- Street Collection Licence

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Licensing

- **Premises Licence**
- **Application form(s) Licensing@Milton-Keyne.gov.uk**
- **(huge variety of Licences (Door Supervisors/ Children/Hypnotism/ Dangerous Animals/ etc)**
- **On Line <http://www.milton-keynes.gov.uk/licensing/>**
- **Cost £100 - £2,000 depending on type of premises and rateable value**
- **If audience is over 5,000 special fee bands apply**

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Application Process

- Applications must be in a specific form
- be accompanied by any required fee
- An operating schedule, a plan of the premises

An operating schedule will include details of:

- licensable activities
- times when the activities will take place
- premises supervisor
- alcohol for sale or consumption on or of the premises or both
- steps proposed to be taken to promote the licensing objectives



The Licensing Objectives

- Prevention of Crime and Disorder
- Promotion of Public Safety
- Prevention of Public Nuisance
- Protection of Children from Harm



Temporary Event Notices

If you wish to hold an ad-hoc event in England, you may need to give a temporary event notice (TEN) to your local licensing authority. If the premises where the event is to be held is in areas governed by two or more local authorities applications must be made to each.



Temporary Event Notices (Application to state)

- details of the licensable activities (alcohol, entertainment)
- the event period and the times when during that period the activities will take place
- the maximum number of people proposed to be allowed on the premises (499)
- Fee £21



Questions?






Health and Safety


Please don't blame health and safety for insurers' requirements or over cautious interpretation



Agenda


- Risk assessment
- Marquees and gazebos
- Inflatables
- LPG and other inflammables
- Animals
- Electrics

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General Duty


- **Health and Safety at Work etc Act 1974**
- Employers to ensure the health, safety and welfare of employees and those who might be affected by the undertaking e.g. the public
- Applies to the self – employed and volunteers
- Individuals to look after themselves and others and to follow reasonable requests

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Risk assessment

- **Organiser:**
 - Overall responsibility
 - General site issues
 - Layout
 - Parking
 - Electrical supply
 - Stewarding


- **Stall holders / organisations**
 - Their own activities
- **Individuals**
 - Be aware of risks
 - Follow health and safety rules

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Risk assessment process


```

graph TD
    A[Identify significant hazards] --> B[Eliminate or substitute if possible]
    B --> C[Assess risk from what is actually there:  
•Chance of the harm happening  
•Extent of harm]
    C --> D[Who might be harmed?  
Any special groups to consider?]
    D --> E[Devise appropriate and proportionate control measures]
    E --> F[Training / information]
    F --> G[Implement / monitor control measures]
    G --> H[Review risk assessment]
    H --> A
  
```

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Management of health and safety

- Appoint a person or management team with responsibility to ensure safe systems are implemented
- Use a “competent person” where necessary:
 - Advice
 - Electrics
 - Marquees
 - Etc
- Inform and / or train as necessary

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Risk assessment

- **Significant hazards:**



Walking in the road



BBQ



People and vehicles



Fairground rides

Vehicles on site

Bio-hazards

Waste




Manual handling


Violence

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Control Measures

- **Structural controls:**
 - Barriers
 - Layout plans
 - Separation distances
- **Management controls**
 - Identify person(s) in control
 - Stewards
 - Training
 - Equipment safety checks
 - On-going checks
 - Systems of work
 - PPE – always the last resort

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Marquees and Inflatables

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Marquees


- MUTA – Performance Textiles Association
- Members comply with Health and Safety Executive approved guidance
 - Anchorage
 - Examination & Inspection
 - Fire exits
 - Capacity
 - Furniture & Lighting



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Marquees

- Supplier should advise on:
 - Cooking
 - Noise reduction
 - Occupancy
- Suitability for purpose
- Ground suitability and number / type of anchors
- Adverse weather – especially max wind speed

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Marquees

- Supplier should advise on:
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 - Noise reduction
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- Ground suitability and number / type of anchors
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Marquees

- Four critical elements may affect public safety in fabric structures:
 - Wind Loading
 - Flame Retardant properties of Materials
 - Anchorage
 - The use and operation of the structures

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Marquees

- Adverse weather:
- Small marquees should not be used in wind speeds over 18 m/s
 - Evacuation – where to?
 - Safe to take down?
 - Localised weather forecast

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Marquees

- Fire fighting equipment – water based extinguisher:
 - at each exit
 - At least one in each marquee / gazebo
- Where cooking is taking place – fire blanket
- Occupancy over 250 – trained personnel



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Gazebos and domestic tents

- Flame retardant fabric? – read the label
 - Only use fire retarded fabric over cooking equipment
- Anchorage
 - Adequacy of guy ropes
 - Marking of guy ropes
 - Adequacy of pegs
 - Adverse weather – wind
- Periodic checks during the day
- Cleanliness if used for food




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Inflatables

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Inflatables


- PIPA scheme for inspection of inflatables:
- National network of 37 inspection bodies
- 3000 inflatables tested every year
- Based on:
 - Health & Safety At Work etc Act 1974
 - Provision and Use of Work Equipment Regulations 1998
 - BS EN 14960:2006 (under revision)

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Inflatables

| | |
|--|---|
| <ul style="list-style-type: none"> • Does not cover: • Bungee • Zorb balls • Water borne inflatables • Water supported buildings • Domestic toys | <ul style="list-style-type: none"> • Does cover: • Bouncy castles • Inflatable slides • Inflatable obstacle courses |
|--|---|



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Inflatables

- 42 criteria checked
- Common hazards include:
 - Fall-off height
 - Entrapment
 - Seam security
 - Flame retardancy
 - Slide run-out
 - Anchor points
- Details of capacity, max. height recorded
- Risk assessment enables flexibility


- Every compliant inflatable gets a tag with a unique number and a test certificate
- The inflatable must be retested on an annual basis to remain compliant
- Operators with PIPA-tested equipment can register on the PIPA website

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Inflatables

- Several ways to check compliance
 - Ask for the tag number and enter it on the PIPA site to check status
 - Ask to see a copy of the certificate
 - Scan the tag's QR code with a smart phone and enter the number

Look for the



PIPA tag

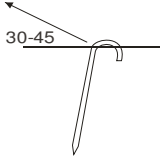
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Anchor points

Minimum Length = 380mm

All Components of anchor system shall withstand 1600N

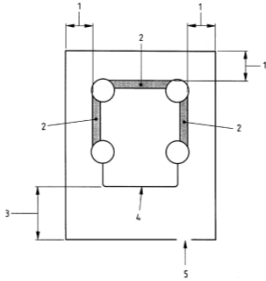
- Maximum protrusion from ground = 25mm



- Check them yourself

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Layout



- Check the distances:
 - 1 – at least 1.8m wide
 - 2 – walled side
 - 3 – at least 3.5 m
 - 4. Open side with apron and crash mat
 - 5 gateway – 1m

Check labels for capacity and height restrictions

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Liquefied Petroleum Gas

Propane

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LPG - Propane

- Minimise the amount on site
- No more than 2 bottles per unit – must be on a manifold
- Spare bottle storage – off site
- No changing bottles while public are on site



- Orange hose in good order
- Jubilee clips
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- Site outside structure
- Stand upright
- Protect from public

- Protect public from hot surfaces

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LPG - propane

- Off – site storage
 - Only bring what is needed
 - Organiser could provide a central secure storage area properly labelled
- In vehicles
 - High and low level vents
 - Signage
 - No smoking
 - Security

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Other flammables

- Kindling
- Barbecue fuel
- Bonfire
 - Security
 - Check for animals / children
- Petrol
 - NO!
 - Petrol generators need extra protection
 - NEVER fill while hot
 - 2 x 9 litre approved containers

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Fireworks

- Additional safety measures required:
- www.hse.gov.uk
- Giving your own firework display: How to run and fire it safely HSG 124
 - Free download

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Electrical safety

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Electrical safety

- **Generators:**
 - No petrol
 - Security and siting
 - Trailing wires
- **Overhead wires**
 - Connections
 - Capacity
 - Earthing
- **On site supply:**
 - Competent electrician
 - Capacity
 - Trailing wires
 - Connections



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Animals


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Animals

- Guidance from Health and Safety Executive
 - ACDP/96/P6/Annex 1
- Clear faeces from the ground (risk assessment?)
- Provide hand washing facilities
 - Running water (H&C or mixed), soap, drying facilities
- Advisory Notices



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Animals

- Rest areas for animals
- Shelter
- Feed storage
- Drinking water
- Nearest vet in case of emergency



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Questions?


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NOISE

Noise Control


Environmental Noise

Occupational Noise

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Environmental Protection Act 1990

- Statutory nuisances –**
- Section 79(1) – The following matters constitute “statutory nuisances” that is to say:**
 - (a) any premises in such a state as to be prejudicial to health or a nuisance;
 - (b) smoke emitted from premises so as to be prejudicial to health or a nuisance;
 - (c) fumes or gases emitted from premises so as to be prejudicial to health or a nuisance;
 - (d) any dust, steam, smell or other effluvia arising on industrial, trade or business premises and being prejudicial to health or a nuisance;
 - (e) any accumulation or deposit which is prejudicial to health or a nuisance;

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Environmental Protection Act 1990

- Statutory nuisances continued–**
 - (f) any animal kept in such a place or manner as to be prejudicial to health or a nuisance;
 - (g) **noise emitted from premises so as to be prejudicial to health or a nuisance;**
 - (ga) **noise that is prejudicial to health or a nuisance and is emitted from or caused by a vehicle, machinery or equipment in a street;**
 - (h) any other matter declared by any enactment to be a statutory nuisance


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Barr & Others [2012]

- "There is no absolute standard; it is a question of degree whether interference is sufficiently serious to constitute a nuisance. That is decided by reference to all the circumstances of the case".
- "There must be real interference with the comfort and convenience of living, according to the standards of the average man"

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- Judged by a reasonable person = "what objectively a normal man would find it reasonable to have to put up with".
- The judgment needs to consider "reasonable user" and a degree of "give and take".
- Key to that consideration is the idea of "good neighbourliness".


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The excessiveness of the conduct

- **Impact**
- **Time**
- **Frequency & Duration**


Bamford v Turnley 1862

- "that may be a nuisance in Grosvenor Square which would be none in Smithfield Market, that may be a nuisance which is permanent which would be no nuisance if temporary or occasionally".

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Clean Neighbourhoods and Environment Act 2005, s.86

- "(2A) Where a local authority is satisfied that a statutory nuisance falling within paragraph (g) of section 79(1) above exists, or is likely to occur or recur, in the area of the authority, the authority shall
 - (a) serve an abatement notice in respect of the nuisance ...
 - or
 - (b) take such other steps as it thinks appropriate for the purpose of persuading the appropriate person to abate the nuisance or prohibit or restrict its occurrence or recurrence.

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Breach of Notice

- Is the criminal offence
- "If a person on whom an abatement notice is served, without reasonable excuse, contravenes or fails to comply with any requirement or prohibition imposed by the notice, he shall be guilty of an offence"[s.80 (4) EPA 1990]
- Proof of breach to criminal standard, PACE applies

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Environmental Noise Control

- Event Noise Management Plan
- Code of Practice on Environmental Noise Control at Concerts: Published by the Noise Council 1995
- This will provide "due diligence" in defence of statutory nuisance

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Environmental Noise

The table indicates the maximum Music Noise Levels (MNL) recommended by the code of practice for functions that do not go beyond 23:00 hours.

Table Based on:-

- Concert days per calendar year at the same venue
- Venue Category Guidelines

For most community type events in Milton Keynes
The MNL expressed as an LAeq should not exceed 65dB(A) over a 15 minute period

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Environmental Noise Control

- Noise Management Plan/ Noise Control Procedure

Planning for the event

- Determine sound propagation between venue and receptors, and carry out background noise survey (competent person).
- Check viability of event against guidelines
- LA to make use of licensing conditions to implement code of practice

Before the event

- Install and align loudspeaker system, optimise orientation to minimise disturbance
- Carry out a sound test to ascertain maximum level at monitoring position to enable guidelines to be met.
- Letter drop to residents

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Noise Control

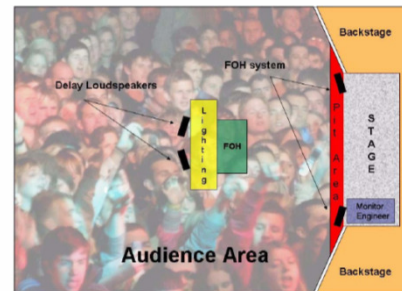
During the event

- Advertise and operate attended complaints line
- Carry out noise monitoring inside and outside the venue
- Actively Manage Noise Control to reflect changes in weather/ music type/ time of day

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Noise Control



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The Control of Noise at Work Regulations 2005

- The Control of Noise at Work Regulations 2005

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Noise at Work Regulations

- Need to know Noise Level's of an "activity" or "operation"
- Need to know the time spent doing it
- Standardised to an 8 Hour Working Day

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Exposure Limit and Action Levels (Regulation 4)

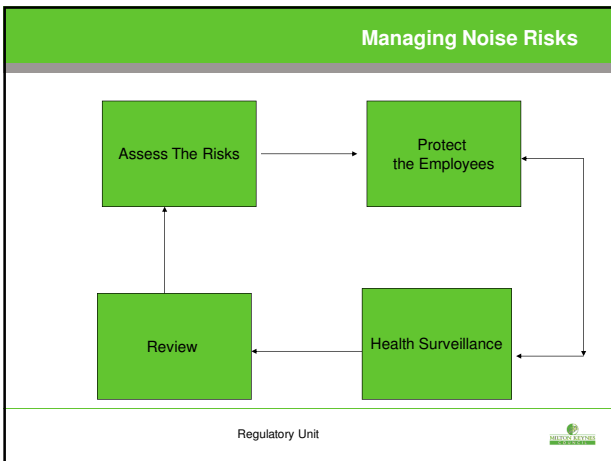
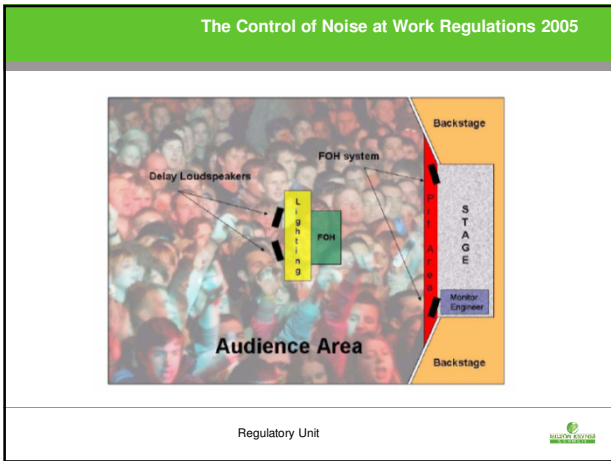
| | dB(A) Leq | dB(C) Peak |
|-----------------------------|--------------|---------------|
| Lower Exposure Action Value | 80 | 135 |
| Upper Exposure Action Value | 85 | 137 |
| Exposure Limit Value | 87 | 140 |

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The Control of Noise at Work Regulations 2005

| Venue Type | LAeq | Time allowed before Exposure Action Value is reached | | LCpk |
|------------------------|------|--|-------------------------------------|-------|
| | | Lower Exposure Action Value 80dB(A) | Upper Exposure Action Value 85dB(A) | |
| Arena (FOH) | 95.6 | 13m | 41m | 137.9 |
| Arena (stage) | 95.4 | 13m | 43m | 133.4 |
| Stadium (FOH) | 99.5 | 5m | 17m | 131.6 |
| Hall (FOH) | 97.7 | 8m | 25m | 134.8 |
| Outdoor Festival (FOH) | 96.2 | 11m | 36m | 127.4 |
| Large indoor (FOH) | 96.5 | 10m | 33m | 131.5 |

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Food Safety & Food Standards

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Agenda

- Who needs to register?
- Who is responsible for food hygiene standards
- What is required
- Trading Standards issues
- Training



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Registration

- Article 6 – Regulation (EC) 852/2004
 - Every food business operator (FBO) must register with the Local Authority where they are based
- There needs to be “organisation and continuity:
 - “1 – off” FBO need not register
 - Still need to comply with Regulations
- If already registered at a premises, does Environmental Health Officer know that you do outside catering?

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Registration

- General duties:
- The FBO must comply with food hygiene requirements even if not registered
- The FBO must ensure that they are registered if they need to be
- It is free and Local Authority cannot refuse to register
- www.milton-keynes.gov.uk

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Responsibilities

- FBO:
 - to register
 - To comply with Food Hygiene and Trading Standards legislation
 - To provide what is necessary to comply e.g. water for hand washing
 - To ensure employees are properly trained commensurate with the activity
 - Provide a HACCP

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Responsibilities

- Organisers:
 - Check on food hygiene record of businesses
 - www.food.org
 - Check registration
 - Check certificates of food hygiene training
 - CIEH Level 2 for high risk open food
 - CIEH Level 1 for low risk foods
 - Provide safe trading location
 - Protect from contamination where possible
 - Consider health and safety e.g. BBQ

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HACCP

- Hazard Analysis and Critical Control Points
- Documented food safety management system
- Safer Food Better Business
 - Download from www.food.org
 - Request and collect from Milton Keynes Council offices




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High and low risk foods


- High Risk:
- Food made of and / or containing:
 - Meat
 - Fish
 - Eggs
 - Dairy
 - Rice
 - Unwashed fruit & vegetables for consumption
- Low risk:
- E.g.
 - Wrapped confectionary
 - Drinks
 - Cakes (without cream)
 - Fruit and Vegetables not for immediate consumption
 - Tinned or canned foods (not home made)

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Requirements


- **Cooking at home:**
- Registration?
- HACCP
- Storage at home in appropriate temperature controlled conditions
- Cleaning
- Personal hygiene
- Training
- Transportation
- Maintaining temperature control




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Transportation to site


- Maintain temperature chain (prove it)
- Cleanliness of containers
- Effectiveness of cool boxes
- Quantity of cool boxes



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On site – Annex II Chapter III

- Siting of stall – protection of food
- Toilet facilities – one dedicated for food handlers if possible
- Personal belongings storage - security
- Hand washing – H&C water, soap, hand drying
- Suitable clothing
- Protection from pests – birds, animals, insects
- Surfaces in good condition
- Provision for cleaning stall and equipment –
 - Detergent
 - Sanitiser

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On site – Annex II Chapter III

- Provision for cleaning foodstuff
- Hot and/or cold potable water – suitability and cleanliness of containers and stand pipe
- Storage and disposal of food and other waste
- Arrangements for monitoring / maintaining suitable temperature conditions
- Avoiding risk of contamination

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Temperature monitoring

- Refrigerator or cool box
- Food - max 8°C
- Air – about 5°C
- 4 hour exemption – prove it
- Hot food
- Cook to 75°C
- Hold over 63°C
- 2 hour exemption – prove it

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Temperature monitoring

- Temperature probe
- Calibrate in iced water - + or - 1 °C
- Probe wipes or use sanitiser on kitchen paper
- Probe food



This type for probing food, NOT air temperature



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Trading Standards

• What is Food Pre-packed For Direct Sale?

- Food pre-packed for direct sale is food pre-packed by retailers and offered for sale to the consumer on the same premises or from a vehicle or stall used by them.



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Trading Standards

- These foods are required to have limited labelling, as follows:
- a name or description
- a declaration of the category name of any of the following additives if present: preservative, antioxidant, colour*, flavouring, sweetener or flavour enhancer
- a declaration if the food or ingredients have been irradiated and/or contain genetically modified material, if relevant

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Trading Standards

- Products containing the colours Tartrazine (E102), Quinolone Yellow (E104), Sunset Yellow (E110), Carmoisine (E122), Ponceau 4R Blue (E124), and Allura Red (E129) must be labelled with the warning: '(E number/name of colour) may have an adverse effect on activity and attention in children'.
- Meat products must be marked with the quantity of meat ingredients unless they are sandwiches, filled rolls and similar products which are ready for consumption without further processing, pizzas or soup.

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Pre-packed foods

- Labelling requirements vary from product to product but as a general guide the following information is normally required on pre-packed foods:
 - the proper name of the food
 - list of ingredients, in descending order by weight
 - a percentage declaration (QUID) for named characterising ingredients which might affect consumer choice - for example, ham sandwich, ham 10%
 - storage conditions or conditions of use
 - a date mark (durability indication – a use by date or a best before date)

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Pre-packed foods

- name and address of the manufacturer, packer or seller
- place of origin (if by omitting it might be misleading)
- instructions for use (if it would be difficult to make use of the food without such instructions)
- any allergenic ingredients
- Organic claims or any genetically modified ingredients added
- any additives (such as colours or preservatives) each name or 'E' number must be preceded by the category name of the additive in the ingredients
- an indication of quantity if required
- The labelling must be in English, but other languages can be used in addition to English.

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Pre-packed food

- The required labelling information must be marked:
 - On the packaging; or
 - On a label attached to the packaging; or
 - On a label that is clearly visible through the packaging.
- The information must be easy to understand, easy to read, easy to see and marked in a permanent and tamperproof way.

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Training

- Food handlers to receive training commensurate with the work activity
- Handling high risk foods – CIEH Level 2 or equivalent
 - Supervision of untrained staff
 - Training on HACCP
- Low risk foods – Level 1 / Hygiene awareness

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Questions?

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Community Event Planning

Milton Keynes Safety Advisory Group (SAG)

- To promote good safety and welfare practice in event planning
- To assure that the impact of any event on the local community and environment is minimised.
- To act in an advisory capacity to both the organiser of an event and other agencies/individuals involved
- To provide a forum within which the local authority and other agencies may develop a coordinated approach to event safety and welfare.
- To review each large scale event through a formal debrief (including any significant incidents or "near misses") and make recommendations where appropriate for improving safety.
- To ensure a multi-agency contingency plan is in place for dealing with major incidents

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Community Event Planning

Highways/ Traffic and Transport

Please note that Milton Keynes Council no longer provides Traffic Management Services free of charge. Any event requiring Road Closures, must be accompanied by a Traffic Management Plan

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