

DOWN DISTRICT COUNCIL

Down District Community Safety Partnership

ORGANISING AN EVENT?

DO YOU KNOW WHAT YOUR RESPONSIBILITIES ARE?

A GUIDE FOR EVENT ORGANISERS

The most important element is the safety of those taking part in events, spectators and anyone who may be affected by it. Organised events entail legal requirements which should be considered during planning. Permission will be required from property owners and various licensing permits may also be necessary.

The Emergency Services would appreciate your full co-operation and need to be kept informed of your plans, so that they are best equipped to meet the many demands placed on them.

The following are guidelines to help the emergency services and statutory bodies to help you.

Matters Affecting the Police Service of Northern Ireland

- ✧ Advise your local police about events in public places.
- ✧ Obtain the correct licences for charity collections and flag days.
- ✧ Get a licence from the Northern Ireland Office for certain categories of fireworks, including *garden fireworks*.
- ✧ Give at least 28 days notice for any parade or procession.
- ✧ Obtain any relevant permission for events and/or use of property from your local Council, tel (028) 44 610800; Department of Regional Development (previously known as the DOE), tel (028) 44 612211; Housing Executive, tel (028) 44 613551; etc.
- ✧ If in doubt about any of the above issues, local police will be glad to be of assistance, tel (028) 44 615011

Matters Affecting the Coastguard

The Coastguard needs to know about any activity at or near the coastline or Lough Neagh, particularly involving large numbers of people. This includes activities:

- ✧ on beaches, in Marinas or Harbours;
- ✧ which hinder access to the shore, harbours or jetties;
- ✧ which involve pyrotechnics or bonfires, ie fireworks displays;
- ✧ which involve people being on the water, ie parties afloat on boats, ships or floating viewing platforms.
- ✧ Contact HM Coastguard, tel (028) 427 460917.

Matters Affecting the Fire Service

The Fire Service would appreciate early information on events and early applications for licences as time will be required for processing before a licence can be issued. Apply early and avoid disappointment. Contact local Fire Station or Operations Department, tel: (028) 92 664221.

Matters Affecting the Ambulance Service

Early notification of events will enable the ambulance service to deploy resources to maximise service delivery. The response to events will be planned as early as possible. The earlier the Northern Ireland Ambulance Service is advised of events, the earlier plans can be made to provide the standard of service expected. Contact NI Ambulance Service tel (028) 90 402222.

Matters Affecting Down District Council

Depending on the nature of the event your organisation may be required to apply to Down District Council for an Entertainment Licence, which would entail your organisation placing a public advertisement in the local press giving at least 6 weeks notice of the event. For further advice/guidance, please contact the Council's Entertainment Licensing Administration Section, telephone (028) 44 610808.

If you wish to use Council property to hold your event, you should seek permission from the Council's Building Services Section, tel (028) 44 610868.

First Aid Organisations

St John's Ambulance Belfast Division, tel (028) 90 755792.

Red Cross, Tel (028) 90 322325.

Order of Malta Belfast Division, tel (028) 90 741309.

Planning Considerations for Event Organisers

- ✧ Insurance cover – Public Liability, Cancellation/Abandonment, Adverse Weather, Fire and Perils, All risks, Equipment, Employers Liability
- ✧ The estimated numbers of persons likely to attend and plan accordingly
- ✧ Risk Assessment
- ✧ Health and Safety audit of the event
- ✧ Site Layout
- ✧ Crowd Management – Points of entry, points of exit, dispersal of crowd, transport arrangements etc
- ✧ Communication – Provision of a Public Address System, 2-way radios etc
- ✧ Parking and Traffic Management – Road closures
- ✧ Barriers
- ✧ Temporary Structures – Health and Safety

- ✧ Electrical Systems – Health and Safety
- ✧ Control of Sound and Noise
- ✧ Fire Fighting Equipment
- ✧ Medical, Ambulance and First Aid Provision. Access to injured
- ✧ Emergency Procedures and Contingency Planning
- ✧ Safety of People at Work
- ✧ Facilities for People with Disabilities
- ✧ Information and Signage
- ✧ Food and Drink – Health and Safety
- ✧ Litter and Waste Disposal
- ✧ Licensing – Entertainment Licence, Firework Licence, Public Procession Licence, etc
- ✧ At functions entertainment should be sectioned off
- ✧ Extent of any Fireworks Display
- ✧ Stewarding Arrangements
- ✧ Toilet facilities and locations
- ✧ Street Furniture
- ✧ Groups whose activities involve working with children or young people should have Child Protection procedures

The above information is to help you in planning a safe and successful event.

Discussion on the above issues at an early stage will assist you in considering what you should realistically attempt to do and plan.

For further information:

Contact: Down District Council
24 Strangford Road
DOWNPATRICK
BT30 6SR

Telephone (028) 44 610800
Fax (028) 44 610801