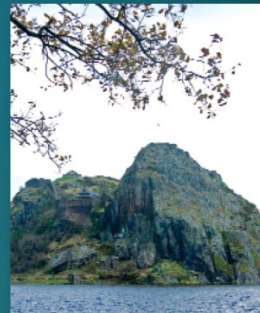


# REGULATORY SERVICES

## GUIDANCE FOR ORGANISING AN EVENT





## Contents

Introduction	3
1. Licensing	4
2. Health & safety	4
3. Food safety and hygiene	5
4. Toilets	6
5. Camping	7
6. Noise pollution	8
7. Water	8
8. Waste reduction, collection and disposal	9
9. Trading laws and standards	9
Contacts	11

## **Introduction**

West Dunbartonshire provides access to the rugged beauty of the west highlands and a network of busy towns and villages. It is the gateway to Scotland's National Park and home to Inchmurrin Island, Levensgrove, Balloch and other beautiful parks, Dumbarton Castle and the Erskine Bridge. The district has a rich cultural heritage forever shaped by its worldwide reputation for shipbuilding and textiles.

West Dunbartonshire is a natural location for water sports, golf, walking and fishing. Hosting many of the harbours and marinas that line the Clyde coast, we welcome friends and visitors. From the drama of Dumbarton Rock and Clydebank's Titan Crane, to the long-established bonded whisky warehouses with their famous guardian geese, West Dunbartonshire seamlessly combines waterfront locations, urban and rural lifestyles, less than 30 minutes from Glasgow city centre. West Dunbartonshire is a great place to live, work and visit.

West Dunbartonshire and Loch Lomond has been the location of many successful major events and pop concerts in the past and this guide has been produced to help you. We want events in the West Dunbartonshire area to be a great success and ensure that as far as possible employee and public safety is maintained and our community protected. Although we will try to help we know that the success of any event and the safety of employees and public is ultimately the responsibility of the organiser and their contractors.

Within West Dunbartonshire any business which is found to be operating at an event in contravention of any legal requirement enforced by officers from licensing, trading standards, environmental health, the police or any other law enforcement agency risks being reported to the Procurator Fiscal.

We want to avoid that and Regulatory Services has produced this guide to inform organisers and potential organisers about event safety and other issues which they should consider when planning an event. It covers matters which are dealt with by officers in the licensing, environmental health and trading standards teams.

We would like to emphasise that event organisers should contact Regulatory Services at an early stage when planning an event. If we are not involved until the later stages the organiser may have to make considerable changes at short notice which could prove disruptive and costly.

On the pages which follow we have tried to provide a useful summary of the things organisers should think about when planning any event together with a useful contact section.

## **1. Licensing**

Anyone wishing to organise an event may require a Public Entertainment Licence and/or alcohol licence or an occasional licence. In some cases street trading licences may be required. When we receive the valid application, supporting documentation and necessary fee, copies are sent to Strathclyde Police, Strathclyde Fire & Rescue, various sections of the Council and sometimes other organisations for comment. Details of occasional licences are also advertised on the Council's website for a period of seven clear days after receipt.

Providing there are no objections or representations made then the application can normally be granted under delegated powers, otherwise the application may have to go before the next available Licensing Committee and/or Licensing Board for determination. Other sections of the council as well as the emergency services may contact organisers direct for further information during the application process.

After organisers have had a chance to read this guide and consider all the elements that apply to their event we would strongly urge that they contact the licensing team for detailed advice. If you leave it too late we may be unable to process and grant your licence and you would need to cancel your event

Contact details for the licensing team are provided in the contacts section.

## **2. Health & safety**

The requirements under Health & Safety legislation will vary greatly depending on the size and nature of the proposed event however the following topics should be addressed.

- A health & safety policy, event risk assessments and event site plan should be submitted at least 2 weeks prior to the event, ideally with the application.
- Crowd control and safety – consider methods of controlling entry, barrier construction, communication systems, and provision of sufficiently trained stewards. Particular attention should be given to the safety of children and those with disabilities
- First Aid – consider number and locations of trained medical personnel.
- Traffic marshalling and pedestrian segregation – how will this be controlled, consider car parking and location.
- Safe procedures during event set up and breakdown – consider traffic management, work at height, inclement weather and wind, safety of members of public.
- Electrical safety – electrical installations at events can range from very basic to complicated and extensive. In all cases the electrical installation should be installed, tested and maintained in accordance with the IEE Wiring Regulations. Back up facilities should be considered in event of a supply failure
- Noise at Work – implement measures to ensure that employees at the event will not be exposed to noise levels that will exceed the legal maximum.

- Gas safety - Valid GasSafe Certificate if applicable.
- Fairground equipment - Should there be plans to include fairground equipment as part of the event the enforcement responsibility for Health & Safety will fall to the Health and Safety Executive who should be notified
- Fireworks, strobes, lasers- due to their hazardous and complex nature these should only be used by competent, trained personnel.

Organisers should contact the Environmental Health Section for further detailed information. Contact details for the team and the Health and Safety Executive are provided in the contacts section.

### **3. Food safety and hygiene**

All vehicles or stalls that are providing catering at any event must comply in all respects with the Food Hygiene Regulations. In particular, the undernoted matters will need to be addressed

#### **Physical standards**

- Hot and cold running potable water.
- Adequate sinks plus a separate wash hand basin.
- Bactericidal hand wash and detergent.
- Adequate temperature controlled storage for perishable foodstuffs.
- All open food should be adequately protected from contamination – full overhead cover, pest screens/covers etc.
- Food Temperature Monitoring Probe and spare batteries.
- Suitable and sufficient disposal arrangements for waste and waste water.
- Suitable flooring in beer tents behind bar areas.

#### **Other management matters**

- A fully documented Food Safety System based on HACCP principles. To include,
  - Details of food suppliers
  - Food storage policy
  - Cross contamination policy
  - Personal hygiene policy
  - Staff health policy.
- All staff trained in food hygiene, preferably with at least one member of staff holding an up to date qualification to REHIS Elementary Food Hygiene Training equivalence.
- Training records should be available within the stall/vehicle for all food handling staff.
- Food hygiene Certificate of Compliance from home authority.

- To complete food temperature monitoring daily record sheet for every day of trading.

Organisers should contact Environmental Health for further detailed information. Contact details for the team are provided in the contacts section

#### 4. Toilets

- Adequate provision should be made for the number of people expected to attend the event.
- Considerations should be given to location, access, construction, type of facilities including hand washing, maintenance, cleaning, lighting, sewage disposal and signage.
- Particular attention should be given to accommodating the needs of people with disabilities. Unisex accessible facilities should be provided on level ground without steps and if ramped, at no more than a 1:20 gradient.
- The cubicle should have at least the minimum dimensions 1400mm X 1600mm with an outward opening door.

The table below from Health & Safety Executive produced: The Event Safety Guide: A Guide to health, safety and welfare at music and similar events. ISBN 0113410727) which is currently being reviewed. Applicants should therefore check to see whether the table below has been changed.

Please note that these are guidelines to the minimum number of facilities required.

Events with a gate opening time of six hours or more		Events with gate opening time of less than six hours	
Female	Male	Female	Male
1 toilet per 100	1 toilet per 500 + 1 urinal per 150	1 toilet per 120	1 toilet per 600 + 1 urinal per 175

**Important: At least one accessible toilet with hand washing facilities must be provided for every 75 disabled people expected at an event.**

If you are proposing to have a large event, for example more than 5,000 people we would expect that your organisation will provide additional sanitary conveniences in the nearby town centre area(s) and in remote car parking/drop of points. This will help to prevent/minimise complaints from residents regarding individuals making their way to or from the venue causing nuisance and annoyance.

Organisers should contact Environmental Health for further detailed information. Contact details of the team are provided in the contacts section

## 5. Camping

Camping is increasingly becoming an integral part of many outdoor events. The requirements will vary greatly depending on the size and nature of the proposed event however the following topics should be addressed.

- Avoid camping on fields also used for animal grazing or stock holding. This will help to prevent infection by E. coli O157 or other similar bacteria. Where this is not possible the risks can be greatly reduced by adopting the following precautions:
  - Keep farm animals off the fields for 3 weeks prior to use.
  - Remove any visible droppings at the beginning of the 3 week period.
  - Mow the grass, keep it short and remove the clippings before the fields are used for camping.
  - Keep farm animals off fields during use.
  - Provide soap, clean towels and hot running water for handwashing.
- The site should be chosen carefully and should be well drained, level and grass cut short to minimise the spread of fire.
- Consider and identify areas within the campsite to provide identifiable areas for campers, allow for the management of the areas, control the density in each area, provide information and communication, allow access for emergency vehicles and services and be able to identify the location of any incident.
- Provide camping pitches at the site to a level or standard as required or agreed by the Council as licensing authority and the emergency services
- To reduce the risk of a fire provide simple to follow common sense rules for all campers to follow. These could include never smoke or use candles or lighters in a tent; bring and use a torch; cooking should only be allowed in an identified area; prohibit flares and fireworks; have an escape plan. Consideration should be given to provision of a watchtower and emergency lighting.
- Have a stewarding plan and ensure that the campsite(s) are stewarded to a standard approved by the Council as licensing authority and the emergency services.
- Parking of vehicles and areas for campervans or similar shall be separated and segregated from main camping areas and subject to Strathclyde Fire and Rescue approval.
- Ensure that the designated campsite is managed and adheres to the relevant legislation/guidance relating to drinking water points, provision of sanitary accommodation, washing facilities, maintenance, cleaning and stewarding of toilets, collection and disposal of sewage waste, collection and disposal of grey water, collection and disposal of litter and refuse and recycling of waste.

- Campsites may require planning permission and detailed advice should be sought from Development Management. Contact details are provided in the contacts section.

Organisers should contact Strathclyde Fire and Rescue and Environmental Health for detailed information on camping and contact details are provided in the contacts section.

## **6. Noise pollution**

The organiser must limit the impact that their event has on the surrounding area and local residents. Consideration should be given to any element of the event that involves noise that is likely to be audible at any other properties in the vicinity. To minimise noise disturbance careful consideration should be given to the positioning of speakers and stages and the duration and finish time for the event(s).

It is recommended that if noise from an event is likely to be audible at any properties in the vicinity that prior to the event the occupiers of these properties be advised in writing as to the times of the event and an organisers contact name and telephone number be provided. It is also recommended that the event organiser or other responsible person should assess noise levels during the event and that if it is felt necessary take steps to reduce noise levels.

Noise levels measured 1 metre from the most affected façade of any dwelling shall not exceed Leq 65dB(A) over a 15 minute period.

Organisers should contact Environmental Health for further detailed information on noise control. Contact details for the team are provided in the contacts section. Another useful source document is the Code of Practice on Environmental Noise Control at Concerts which is published by the Noise Council.

## **7. Water**

An adequate supply of potable water must be available for people attending the event and must satisfy the requirements of the Water Supply (Water Quality) Scotland Regulations 2001. If you intend to use a mains water supply via a standpipe you must seek prior approval from Scottish Water.

Organisers should contact Environmental Health if further information and details of how to contact the team are provided in the contacts section. Scottish Water details are also included.



## **8. Waste reduction, collection and disposal**

Organisers must make adequate provision for receptacles available to ensure waste does not accumulate within the event site or cause a nuisance. Appropriate arrangements must be made for the disposal of all waste produced at the event.

As the cost of disposing waste to landfill continues to rise, there's never been a better time for an event organiser to reduce, reuse and recycle their waste which in turn will help to lower their waste collection and disposal costs. This will help to promote a positive message about the event and about the benefits to the community of the three R's, Reduce, Reuse, and Recycle.

Waste Aware Scotland through Waste Aware Business and Waste Aware Construction provides information about how companies can deal with their waste in a more sustainable way. The website contain a directory which gives information on a range of service providers throughout Scotland who can provide reuse and recycling services as well as details of case studies and how to guides etc.

For more information visit  
[www.wasteawarebusiness.org.uk](http://www.wasteawarebusiness.org.uk) and  
[www.wasteawareconstruction.org.uk](http://www.wasteawareconstruction.org.uk).

## **9. Trading laws and standards**

Laws exist governing the ways organisers and contractors carry out their business. A brief explanation of the rules which are most likely to affect traders is as follows

- Customers are entitled to know who they are buying from. This is particularly important if problems arise (e.g. the goods prove faulty or an accident occurs). For this reason the Companies Act requires you to display the name of your company, or, if a sole trader or partnership, the name(s) of the relevant individual(s).
- When promoting or advertising an event the information must be accurate and truthful. If selling tickets via the internet or telephone, prescribed information must be provided e.g. full business name and postal address and how long it will take to give a refund must be evident.
- Retailers of goods are required to display prices, which should be the final price a customer has to pay including VAT and any other taxes. If something is on sale or special offer you should make clear to the customer the nature of the "bargain" e.g. give the previous price or, if comparing against a recommended price or someone else's price make this clear.
- If you sell food and/or drink for consumption on the premises we advise that you display a notice clearly indicating the prices.

- A seller of goods has various legal obligations. Goods must correspond with their description and be of satisfactory quality (i.e. be fit for their purpose, free from minor defects, safe, durable and of satisfactory appearance). If a defect is brought to the customer's attention before purchase or someone changes their mind they have no right to redress. Otherwise, a customer may be entitled to a repair, replacement or part or full refund depending on the circumstances.
- Draught beer must be sold in measures bearing an official stamp unless dispensed from a stamped beer measuring instrument. For safety reasons we would advise that an organiser ensure stamped plastic measures are used. Likewise, stamped equipment must be used for spirits and wine which have to be sold in prescribed metric quantities. A notice to customers showing which quantities you are selling must be displayed.
- It is illegal to sell any goods which are counterfeit and operators should ensure this is avoided. The most common counterfeit goods we find are CDs, DVDs, computer software, designer sports and clothing brands
- There are specific regulations concerning the safety of particular products such as toys and electrical items and how they should be labelled. All such goods should carry a CE marking. This mark is a declaration by the manufacturer that it conforms to the minimum safety standard.

In addition, there is a general safety requirement that all goods should be safe to use for the purpose they are designed for.

Organisers should contact trading standards if they need further detailed information on trading laws. The contact details for the team are provided in the contacts section

## Contacts

### West Dunbartonshire Council

Email: <a href="mailto:regulatory.services@west-dunbarton.gov.uk">regulatory.services@west-dunbarton.gov.uk</a>	01389 738290
Email: <a href="mailto:licensing@west-dunbarton.gov.uk">licensing@west-dunbarton.gov.uk</a>	01389 738741
Email: <a href="mailto:environmental.health@west-dunbarton.gov.uk">environmental.health@west-dunbarton.gov.uk</a>	01389 738290
Email: <a href="mailto:trading.standards@west-dunbarton.gov.uk">trading.standards@west-dunbarton.gov.uk</a>	01389 738282
Email: <a href="mailto:development.management@west-dunbarton.gov.uk">development.management@west-dunbarton.gov.uk</a>	01389 738563
Email: <a href="mailto:waste.aware@west-dunbarton.gov.uk">waste.aware@west-dunbarton.gov.uk</a>	01389 732345

#### Websites:

[www.west-dunbarton.gov.uk/law-and-licensing/](http://www.west-dunbarton.gov.uk/law-and-licensing/)  
[www.west-dunbarton.gov.uk/environment/environmental-health/](http://www.west-dunbarton.gov.uk/environment/environmental-health/)  
[www.west-dunbarton.gov.uk/law-and-licensing/trading-standards/](http://www.west-dunbarton.gov.uk/law-and-licensing/trading-standards/)  
[www.west-dunbarton.gov.uk/building-and-planning/](http://www.west-dunbarton.gov.uk/building-and-planning/)  
[www.west-dunbarton.gov.uk/environment/waste-services/](http://www.west-dunbarton.gov.uk/environment/waste-services/)

#### Regulatory Services

(Licensing, Trading Standards and  
Environmental Health)  
Council Offices  
Rosebery Place  
CLYDEBANK  
G81 1TG

#### Fleet and Waste Management

Waste Uplift & Recycling  
Richmond Street  
CLYDEBANK  
G81

#### Development Management

Council Offices  
Rosebery Place  
CLYDEBANK  
G81 1TG

#### Strathclyde Fire and Rescue

2 Kilbowie Road,  
Hardgate,  
Clydebank  
G81 6QT  
Telephone 01389 385999  
[www.strathclydefire.org](http://www.strathclydefire.org)

#### Health & Safety Executive

Mercantile Chambers  
50 Bothwell Street  
Glasgow  
Tel: 0141 275 3000  
[www.hse.gov.uk](http://www.hse.gov.uk)

#### Strathclyde Police

123 Pitt Street  
Glasgow  
G2 4JS  
0141 532 2000  
[www.strathclyde.police.uk](http://www.strathclyde.police.uk)

#### Scottish Water

0845 601 8855  
[www.scottishwater.co.uk](http://www.scottishwater.co.uk)

#### Waste Aware Scotland

[www.wasteawarebusiness.org.uk](http://www.wasteawarebusiness.org.uk)  
[www.wasteawareconstruction.org.uk](http://www.wasteawareconstruction.org.uk)

November 2011