

The Gibraltar Event Safety Guide

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Introduction

The Ministry for Culture in conjunction with emergency services and other stake holders have agreed that cultural events in Gibraltar will be managed to the highest standards of safety.

The purpose of the guide is to provide the tools and direction for those organising events to ensure that events take place in a safe environment, whilst at the same time aiming that it is an enjoyable experience for those attending.

Background

Cultural Events in Gibraltar are frequent and the Ministry of Culture continues to encourage events taking place. However history has shown us that events carry corresponding risks and at times unfortunate incidents, which have caused either risk to life or in extreme cases loss of life. As such event organisers, Government agencies and other stake holders need to work together to promote safety standards across all events.

With the above in mind, the Ministry of Culture has reviewed current practices and introduced positive changes to current processes to increase the safety at events.

Aim

This guide has been created with a view to provide event organisers with information which will assist in safe planning for an event.

Method

In the guide, Event organisers will find documentation that requires to be submitted prior to an event taking place.

To ensure that events are safely managed a Safety Advisory Group (SAG) has been formed that will through a process of evaluation review events taking place in Gibraltar.

Safety Advisory Group

The Terms of Reference for the SAG can be found at [appendix A](#).

Legislation

Before an event can take place in unlicensed premises, an entertainment license needs to be obtained from the licensing authority, which in this case is the Ministry of Culture.

The Entertainment Act can be accessed via the link provided: <https://www.gibraltarlaws.gov.gi/articles/1949.06.01.pdf>

Licensing

A copy of the license application form can be found at [appendix B](#). The application form needs to be completed and forward to the Ministry of Culture, together with an event notification Notice.

Event Notification Notice

The Event Notification Notice can be found at [appendix C](#).

You are required to complete the form as soon as practicable, taking specific note of the submission timelines when looking at crowds exceeding 500 persons.

Event Management Plan

Depending on the type of event the SAG could request an event plan to be submitted for evaluation. There could be various reasons as to why the SAG might request an event plan and this could be, but not limited to, numbers attending, crowd profile or other event specific peculiarities.

An event plan template can be found at [appendix D](#).

To assist with the Event planning an A – Z Guide has been published.

A - Z Guide

The A – Z guide can be found at [appendix E](#).

The guide should be referred to when formulating an event plan.

Useful Contacts

Gibraltar Cultural Services	20075669 / 20067236
Gibraltar Electricity Authority	20076283
Gibraltar Fire and Rescue Service	20072936
Gibraltar Health Authority Ambulance Service	20007396
Gibraltar Sports & Leisure Authority	20078409
Ministry of Culture	20047592
Technical Services Department	20042098
Office of Civil Contingencies	20049522
Royal Gibraltar Police	20072500