

Appendix E

# Gibraltar Event Planning A- Z Guide

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When organising an event, no matter how small there are certain key areas that an event organiser should be considering when formulating their event plan.

The information contained in this document will offer practical advice to event organisers and should help in the delivery of safe, legal and successful events. The guide has been broken up alphabetically for ease of reference.

Not all the guidance provided will be applicable to your event and organisers can if unsure contact any of the organisations or agencies via the contact numbers provided on *The Gibraltar Event Safety Guide or A – Z Guide* for advice.

**YOU ARE TO NOTE THAT EVENT SAFETY IS ULTIMATELY THE RESPONSIBILITY OF THE EVENT ORGANISER AND AS SUCH, IT IS RECOMMENDED THAT THE GUIDANCE PROVIDED BE FOLLOWED.**

<p>Accident Reporting</p>	<p>As the event organiser you have responsibility to ensure that all accidents, incidents and near misses are investigated. Details of findings should be recorded for future reference.</p> <p>All accidents and incidents, which occur during an event, should be recorded and the name and address of the person(s) involved the nature of the injuries and how they occurred should be logged, photographs taken and a report submitted to the SAG. You will also need to advise your own insurance company.</p> <p>Where a serious accident or fatality has occurred then measures should be taken to preserve the scene of the incident until emergency services respond.</p>
<p>Accessibility</p>	<p>Event organisers have a legal and moral obligation to ensure their experience can be equally enjoyed by all. This includes attendees who have special accessibility requirements.</p> <ul style="list-style-type: none"> <li>• Ensure those who use a mobility device (wheelchair or scooter) can access the venue and have access throughout the venue and destination.</li> <li>• Provide ground transport that is accessible.</li> <li>• Provide accessible toilets.</li> <li>• Be inclusive of those who are deaf or have limited hearing.</li> <li>• Be inclusive of those who are blind or have limited vision.</li> <li>• Ensure safe movement.</li> </ul>
<p>Aerial Displays</p>	<p>All aerial displays need to conform with the Civil Aviation Regulations: <a href="https://www.gibraltarlaws.gov.gi/articles/2009s008.pdf">https://www.gibraltarlaws.gov.gi/articles/2009s008.pdf</a></p> <p>Further advice can be obtained from the Director for Civil Aviation. See Appendix A for contact details.</p>
<p>Child Protection</p>	<p>It is to be noted that children are vulnerable and unfortunately exposed to risk of harm or abuse.</p> <p>Child protection (also known as Safeguarding) simply means:</p> <ul style="list-style-type: none"> <li>• Protecting children from maltreatment</li> <li>• Preventing impairment of children’s health or development</li> <li>• Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care</li> </ul> <p>Based on the above when planning events that involve children event organisers need to ensure that children are:</p> <ul style="list-style-type: none"> <li>• Safe</li> <li>• The experience is enjoyable and rewarding</li> </ul> <p>Basic principles to apply and recommended are:</p>

	<ul style="list-style-type: none"> <li>• Designate a competent person to act as a point of contact (POC) for all child welfare matters.</li> <li>• Ensure that volunteers and staff working with children are vetted.</li> <li>• Introduce a processes dealing with child related matters, i.e. lost or sick child, etc.</li> <li>• Contact number for child’s parents or responsible adult.</li> <li>• Encourage the early reporting of suspicious activities around children to the POC.</li> </ul> <p>Further advice can be obtained from the RGP. <b>See Appendix A for contact details.</b></p>
Claims	<p>Should any person declare an intention to make a claim following an alleged incident associated with the event, you should contact your insurers immediately. They may also require a completed accident form.</p>
Contingency Plans	<p>As part of your event management plan you will need to consider the need for any contingency or emergency plans in order to deal with any unplanned incident during the event.</p> <p>Your event risk assessment will be good starting point for developing any such plans. This will help you focus on areas that will need to be considered and may include:</p> <ul style="list-style-type: none"> <li>• the type of event, nature of performers, time of day and duration</li> <li>• audience profile including age, previous or expected behaviour</li> <li>• existence or absence of seating</li> <li>• geography and location of venue</li> <li>• potential for fire / explosion</li> <li>• structural failure</li> <li>• crowd surge / collapse</li> <li>• public disorder</li> <li>• lighting or power failure</li> <li>• weather, e.g. excessive heat / cold / rain</li> <li>• safety equipment failure (e.g. PA system)</li> <li>• delayed start, shortening or abandonment of the event</li> <li>• partial or whole evacuation of the site</li> </ul> <p>The plan should provide a flexible response to any incident. The person responsible for the plan must have a good understanding of the impacts of the risks and will not necessarily be the event organiser. <b>The appointment of an event safety officer should be considered.</b></p> <p>Your plan will need to consider the involvement of other agencies, such as the emergency services or other government agencies. For large events it maybe that those agencies are already involved in the planning stages.</p> <p>The submission of the <b>Event Notification Notice</b> will provide event organisers the first opportunity to engage with such agencies.</p>

Contractors	<p>The Event organiser is to ensure that all contractors are competent to undertake the tasks required of them. Wherever possible personal references should be obtained and followed up. Ask contractors for a copy of their safety policy and risk assessments, and satisfy yourself that they will perform the task safely. Where the functions they undertake are covered by safety certificates ensure you are provided with a validated copy. Always ask to see their public liability insurance certificate, which should provide a limit of indemnity of at least £5 million. Arrange liaison meetings to ensure they will work within your specified parameters.</p>
Control Centre	<p>For large scale events (over 1000 persons) a control centre to act as a central administration office, should be identified and set up by the event organiser.</p> <p>The control centre will normally house, the management team, emergency services, security team.</p> <p>The location and equipment required should be considered. e.g. – radios, site plans, computers, white boards etc.</p> <p>A person should be appointed to facilitate the running of the centre by the event organiser.</p>
Electricity	<p>The Event organiser or an appointed suitably qualified person registered with the Gibraltar Electricity Authority is to be responsible for the electrical safety of all electrical equipment and portable appliances in use at the event. The qualified person needs to have his own insurance, or be covered by the event’s insurance.</p> <p>In order to comply with the Electricity at Work regulations the Event organiser is to request valid maintenance certificates for all electrical equipment to be used in the event. An electrical maintenance certificate does not substitute any equipment certificates carried out under Provision and Use of Work Equipment Regulations 1998 (PUWER).</p> <p>The Event Organiser may request the Gibraltar Electricity Authority to carry out independent safety checks to the incoming supply to the attraction/ ride, which are in addition to the requirements stated above. The Gibraltar Electricity Authority will issue a certificate for every attraction tested on the day. The Event organiser is required to contact the Gibraltar Electricity Authority if the event is extended or any attractions are relocating.</p> <p>Further advice can be obtained from the Gibraltar Electricity Authority’s Customer Services Engineer. See Appendix A for contact details.</p>
Environment	<p>Ensure single-use plastic items are kept to a minimum or avoided all together.</p> <p>Ensure recycling facilities are provided and clearly available for use by the attending public.</p>

	<p>Liaise with the Department of the environment, sustainability and Climate Change to ensure any sensitive environments are not adversely affected (including, but not limited to, events in close proximity to the Marine Environment or Upper Rock Nature Reserve).</p> <p>Any noise pollution should be kept to a minimum and the Environmental Agency consulted to ensure compliance with all local regulations.</p> <p>The Government of Gibraltar is committed to taking affirmative action to maintaining and improving air quality locally. In the event that no other options are available and the use of portable generators, or other machinery to be used at any event, is required, the event manager must ensure that all emission exhaust points are located at a minimum distance and height to be determined by the Environmental Agency. This will ensure no detrimental effects to human or animal life.</p> <p>All energy requirements for any given event should be kept to a minimum and sourced, ideally, from renewable energy sources. Where possible, all lighting should be provided from LED sources.</p> <p>Further information and advice can be sought from the Department of the Environment, Sustainability and Climate Change. <a href="#">See Appendix A for contact details.</a></p>
Event Management Plan	<p>An event management plan should include an overview of all the arrangements being made for the event and be shared amongst the co-ordinating team and external partners such as the emergency services.</p> <p><a href="#">An event plan template can be found on appendix D of the Gibraltar Event Safety Guide.</a></p>
Emergency Lighting	<p>If the event takes place during the hours of darkness, the Event Organiser must include in his Event Management Plan details of the emergency lighting installation.</p> <ul style="list-style-type: none"> <li>• Are Stewards kitted out with torches?</li> <li>• Are the luminaires self-contained (i.e. contains a battery to operate)?</li> <li>• Will the luminaires been recently tested before installation at the event?</li> </ul> <p>In a larger event; does the generator auto start in the event of loss of power? If not who will be responsible to start the emergency generator?</p>
Event closing	<p><b>Site condition.</b></p> <p>After the event, another inspection should be carried out to make sure nothing has been left on the site that could be hazardous to its future use. This inspection should also identify any damage, which may have been caused during the event. If any structures are left overnight, ensured they are left in a safe condition and are safe from vandalism etc. If numerous structures are left, specific security arrangements may be required.</p>

Fairground Rides	<p>If you wish to include amusement rides at your event, it is important to meet the statutory obligations under PUBLIC HEALTH (SAFETY OF FAIRGROUND EQUIPMENT) RULES, 1999: <a href="https://www.gibraltarlaws.gov.gi/articles/1999s016.pdf">https://www.gibraltarlaws.gov.gi/articles/1999s016.pdf</a></p> <p>Health &amp; Safety Executive publication: HSG 175 provides guidance on safe practice for fairgrounds and amusement parks.</p> <p><u>All fairground attractions will require: proof of annual certification, a risk assessment per attraction when set up on site and the relevant letters from the Health and Safety Inspectors (structural, mechanical and electrical engineers) once inspected and declared fit for use.</u></p>
Fire Safety	<p>To ensure fire safety at your event you will be required to:</p> <ul style="list-style-type: none"> <li>• Carry out a Fire-safety risk assessment, or engage the services of a competent person to do so</li> <li>• Consult and liaise with the GFRS at the planning stage, and thereafter as required</li> <li>• Draw up a fire-management plan</li> <li>• Identify potential ignition and fuel sources</li> <li>• Establish the control measures</li> <li>• Calculate the Occupancy and Exit flow rates of the venue(s)</li> <li>• Have an evacuation plan in place</li> <li>• Implement and enforce appropriate process and general fire precautions at all stages of the event</li> <li>• Provide adequate means for raising the alarm, and suitable and sufficient escape routes</li> <li>• Provide suitable and sufficient fire-fighting equipment</li> </ul> <p>Further guidance can also be obtained from;</p> <p>UK Government Fire safety risk assessment guides, Open air events and venues; Small and medium places of assembly (<a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14888/fsra-small-mediumassembly.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14888/fsra-small-mediumassembly.pdf</a>) and also large places of assembly (<a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14889/fsra-largeassembly.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14889/fsra-largeassembly.pdf</a>).</p> <p>The Purple Guide to Health, Safety and Welfare at Music and other Events; <a href="https://www.thepurpleguide.co.uk">https://www.thepurpleguide.co.uk</a></p> <p>The Guide to Safety at Sports Grounds (The Green Guide), <a href="http://www.safetyatsportsgrounds.org.uk/publications/green-guide">http://www.safetyatsportsgrounds.org.uk/publications/green-guide</a></p>
Fireworks / Pyrotechnic Display	<p>If you are organising a major public event, you will require an RGP Fireworks permit together with a robust and detailed approach to planning, as well as professional involvement. If you are holding a local firework display (schools / sports clubs) you still need to plan responsibly but not to the same detail as a major event.</p>

	<p>Please note that all documentation submitted covering the relevant permits need to be in the English language.</p> <p>Before the event consider:</p> <ul style="list-style-type: none"> <li>• Who is going to operate the display</li> <li>• Is the site big enough for the display</li> <li>• Can the fireworks land away from spectators</li> <li>• Are there any overhead obstructions</li> <li>• Wind direction</li> <li>• Reputable supplier</li> <li>• response in case of an emergency</li> <li>• Firework storage</li> </ul> <p>The day of the event:</p> <ul style="list-style-type: none"> <li>• Recheck whether conditions / wind direction</li> <li>• Cordon off launching area</li> <li>• Only let authorise personnel in launching area</li> <li>• Personal protection equipment to be used by operators</li> <li>• Response in case of fire (fire extinguishers readily available)</li> <li>• Do not tamper with unexploded fireworks</li> </ul> <p>After the event:</p> <ul style="list-style-type: none"> <li>• Dispose of fireworks safely</li> </ul> <p>Considerations for a major Public Display with large crowds</p> <ul style="list-style-type: none"> <li>• Demarcate spectator area and keep away from landing zone</li> <li>• Pedestrian access to and from site</li> <li>• Ensure emergency vehicle response routes are unobstructed</li> <li>• Ensure you have enough stewards and marshals</li> </ul>
First Aid	<p>Event organisers are required to provide equipment and personnel to enable First Aid to be given to any person who becomes ill or is injured during the event.</p> <p>The Gibraltar Ambulance Service will provide recommendations on the type of first aid cover required on submission of the Event Notification notice.</p> <p>The minimum first aid qualification accepted to cover any public event is a First Aid at Work qualification, which has been issued by a registered first aid training centre (competencies in sea extrication/rescue are required for marine events)</p> <p>Check the background of the first aid supplier, looking at the equipment and the training team members have. The age of a first aider must be 18 years or over. Younger persons may be present <u>in addition to</u> if under training.</p> <p>If a life-threatening incident arises it is the responsibility of the onsite first aid manager to phone 190 and request a GAS frontline ambulance.</p>

	<p>Requirement for medical cover will be assessed on a case by case basis.</p> <p>Further advice can be obtained from the Gibraltar Ambulance Service. <a href="#">See Appendix A for contact details.</a></p>
Food safety	<p>Whether supplying your own food or having the food provisioned by a supplier you need to ensure that there is compliance with the Food Hygiene Regulations: <a href="https://www.gibraltarlaws.gov.gi/articles/1977s036.pdf">https://www.gibraltarlaws.gov.gi/articles/1977s036.pdf</a> and a sustainable catering policy is encouraged.</p> <p>Site catering facilities sensibly, away from attractions such as children’s activity areas and near to water, drainage and power supplies etc.</p> <p>Ensure adequate space is left between catering facilities and adjacent attractions to prevent any risk of fire spread.</p> <p>Obtain food hygiene certification from vendors and caterers.</p> <p>Advice and permits can be obtained from the Environmental Agency. <a href="#">See Appendix A for contact details.</a></p>
Generators	<p>Generators pose hazards from moving parts, heat and fuel. It is recommended that:</p> <ul style="list-style-type: none"> <li>• Prior to use a visual inspection is made to ensure suitability for use</li> <li>• Moving parts and exhaust are fenced off from public contact with appropriate warning signs on all angles of approach.</li> <li>• Generators are positioned in a location which reduces the length of cable required to a minimum and impact of exhaust is minimised.</li> <li>• Fuel supplies are stored safely in a suitable container at least 12m away from a potential ignition source</li> <li>• They are switched off when refuelling and refuelling takes place before events commences.</li> <li>• A suitable fire extinguisher is on standby in case of combustion.</li> <li>• Qualified personnel to be present at all times whilst the generator are running.</li> </ul>
Inflatables	<p>If you wish have inflatables at your event, it is important to meet the statutory obligations under PUBLIC HEALTH (SAFETY OF FAIRGROUND EQUIPMENT) RULES, 1999: <a href="https://www.gibraltarlaws.gov.gi/articles/1999s016.pdf">https://www.gibraltarlaws.gov.gi/articles/1999s016.pdf</a></p> <p>Further to the above Pertexa Inflatable Play Accreditation (PIPA) inspection scheme forms part of the process to ensure that the inflatable is safe for use.</p> <p><b>What is PIPA?</b> PIPA is an inspection scheme set up by the inflatable play industry to ensure that inflatable play equipment conforms to recognised standards.</p> <p><b>How was PIPA established?</b> One of the main reasons behind the drive to establish PIPA was the recognition by the inflatable play industry that people’s safety and health, not to mention its own reputation, could be put at risk by a small number of rogue companies who were willing to cut corners and safety standards in search of quick profit.</p>

PIPA should eventually eliminate such traders by providing users and authorities with a simple way of identifying the professional companies who recognise the vital importance of users' safety and place the highest priority on it.

The scheme was set up by all the trade organisations involved in the industry.

#### **Why do we need a scheme?**

While inflatable play is normally a very safe and a good way to exercise whilst having fun, poorly designed or badly worn equipment can increase the risk of injury to users.

Under the Health and Safety at Work etc. Act 1974 (HASAWA), manufacturers, hirers, operators and users have a responsibility to ensure minimum risk. Clearly that risk is more easily managed if the equipment conforms to accepted standards. PIPA provides a means for everyone in the supply chain to know that the equipment itself is safe - both on initial use and throughout its life.

BS EN 14960, the European standard that most manufacturers and some operators now work to, is the standard to which inflatable play equipment is tested through the PIPA scheme. British standards are not the law but following them is regarded as "best practice" and would usually be sufficient to demonstrate compliance with HASAWA.

#### **How does the scheme work?**

Each piece of conforming equipment supplied by a reputable manufacturer or importer is "tagged" with a unique number which stays with the inflatable throughout its life.

The tag number is logged into a central database where the results of its initial test and subsequent annual tests are recorded.

Anyone can access the PIPA database via the PIPA website and can therefore check the inspection status of any tagged equipment. A digital report is also issued with each test.

Common recognised hazards with inflatables include:

- Instability and blowing away in windy conditions
- Falls from the structure
- Tripping (particularly over anchorages)
- Access to dangerous parts of the machinery
- Electrical hazards

Safety inspections should be carried out by the operator before use. These should include checking that:

- The site is suitable with adequate crowd control measures
- Anchorages are intact and ropes not worn or chafed
- There are no holes or rips in the fabric or seams
- There is sufficient blower pressure to give a firm footing
- There are no exposed electrical components and no signs of wear and tear on plugs, sockets, cables and switches
- The blower is correctly positioned, adequately protected and not causing a hazard

	<ul style="list-style-type: none"> <li>• Sufficient numbers of suitably trained staff are available to supervise people using equipment</li> </ul> <p>Operators of devices should never:</p> <ul style="list-style-type: none"> <li>• Ignore prescribed height restrictions or exceed maximum occupancy guidelines</li> <li>• Let inflatables be used when wind speeds exceed 40 km an hour</li> <li>• Allow people to play on the equipment unsupervised</li> <li>• Allow people to eat, drink or chew gum whilst on the equipment</li> <li>• Allow people to play on the step, the front apron or walls</li> <li>• Allow people to play on the equipment whilst it is being either inflated or deflated</li> </ul> <p>The PIPA website provides a list of qualified inspectors around the world including the United Kingdom and Spain.</p> <p><b>Note: Under no circumstances must the equipment be used if any defects are found which could possibly lead to danger</b></p>
Insurance	<p>Insurance is not a legal requirement though you will find that in practice it is very hard to operate without it.</p> <p>Not being in possession of a valid insurance cover would most likely impact the decision of the SAG to support your event.</p> <p>Event insurance will help protect you against the unforeseen, with cover commonly including:</p> <p><b>Public liability</b> – provides cover if you face a claim for compensation payable to a third party, following actual or alleged accidental bodily injury or damage to their property, if the incident happens during your event. You can choose the amount covered (usually a minimum of £ 5million). Additional liability cover can be obtained to cover injury to your own staff or volunteers.</p> <p>There are other bespoke insurance cover options that you could purchase that will protect against:</p> <ul style="list-style-type: none"> <li>• Cancellation of events</li> <li>• Damage to property</li> <li>• If criminal action is brought against you</li> </ul>
Legislation	<p>Event Organisers should be aware of the following legislation when organising an event, as they encompass further statutory obligations and considerations:</p> <ul style="list-style-type: none"> <li>• CHILDREN AND YOUNG PERSONS (ALCOHOL, TOBACCO AND GAMING) ACT 2006: <a href="https://www.gibraltarlaws.gov.gi/articles/2006-11o.pdf">https://www.gibraltarlaws.gov.gi/articles/2006-11o.pdf</a></li> <li>• ENTERTAINMENT ACT: <a href="https://www.gibraltarlaws.gov.gi/articles/1934-38o.pdf">https://www.gibraltarlaws.gov.gi/articles/1934-38o.pdf</a></li> </ul>

	<ul style="list-style-type: none"> <li>• LEISURE AREA (LICENSING ACT): <a href="https://www.gibraltarlaws.gov.gi/articles/2001-24o.pdf">https://www.gibraltarlaws.gov.gi/articles/2001-24o.pdf</a></li> <li>• ENVIRONMENTAL (ASSESSMENT AND MANAGEMENT OF NOISE) REGULATIONS 2006: <a href="https://www.gibraltarlaws.gov.gi/articles/2006s121.pdf">https://www.gibraltarlaws.gov.gi/articles/2006s121.pdf</a></li> <li>• COMMON WEALTH PARK ACT: <a href="https://www.gibraltarlaws.gov.gi/legislations/commonwealth-park-act-2014-3648">https://www.gibraltarlaws.gov.gi/legislations/commonwealth-park-act-2014-3648</a></li> <li>• HEALTH SAFETY AND WELFARE AT WORK ACT: <a href="https://www.gibraltarlaws.gov.gi/legislations/health-safety-and-welfare-at-work-act-1999-1829">https://www.gibraltarlaws.gov.gi/legislations/health-safety-and-welfare-at-work-act-1999-1829</a></li> </ul>
Liquid Petroleum Gas	<p>When handling LPG cylinders the following must be considered:</p> <ul style="list-style-type: none"> <li>• All cylinders should be transported, used and stored in the upright position and caged wherever possible to prevent tampering</li> <li>• The pipes used to convey the gas should be of the recommended type and in good condition, with hose clips conforming to the manufactures specification at each end.</li> <li>• Spare cylinders should be stored at least 12 metres away from those in use.</li> </ul> <p>Further advice can be obtained from the Gibraltar Fire &amp; Rescue Service. <b>See Appendix A for contact details.</b></p>
Noise	<p>Event organisers must consider noise distribution when they plan an event.</p> <p>In general the following points should be considered as part of the event organisation:</p> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Do you have a designated Noise Manager?</li> </ul> <p><b>Music</b></p> <ul style="list-style-type: none"> <li>• What type of music will be played and is it live or recorded?</li> <li>• Where will the music be played?</li> <li>• What time will the music be played and for how long?</li> <li>• Where are the nearest houses?</li> </ul> <p><b>Fireworks</b></p> <ul style="list-style-type: none"> <li>• What time will the display take place?</li> <li>• How noisy will the fireworks be?</li> <li>• Have local residents been advised or invited?</li> <li>• Where are the nearest houses?</li> <li>• Will they disturb pets or other animals?</li> </ul> <p><b>Fairgrounds</b></p> <ul style="list-style-type: none"> <li>• Where will the fair be located?</li> </ul>

	<ul style="list-style-type: none"> <li>• Will it clash with other music / noise?</li> <li>• Has the operator been informed of any noise issues?</li> <li>• What time will it be operating and for how long?</li> </ul> <p><b>Public Address System</b></p> <ul style="list-style-type: none"> <li>• Is the volume controlled?</li> <li>• Will it be used as little as possible?</li> <li>• Can it only be heard in the area required?</li> </ul> <p><b>Generators</b></p> <ul style="list-style-type: none"> <li>• Are they necessary – could mains be supplied?</li> <li>• Can temporary shielding be provided?</li> <li>• Do they incorporate adequate sound attenuation?</li> <li>• Are they situated away from homes?</li> <li>• Will they only be used when necessary?</li> </ul>
Parades, marches and carnivals	<p>It is the responsibility of organisers of parades, marches and carnivals to provide their own marshalling services, whether through the deployment of volunteers or a paid traffic management contractor.</p> <p>The RGP and Technical Services Department (Highways Section) can provide <a href="#">advice</a> and <a href="#">guidance</a> to ensure a successful and safe event. <a href="#">See Appendix A for contact details.</a></p>
Performers	<p>Ensure all performers have their own insurance and risk assessments and the same considerations will apply as for contractors. Where amateur performers are being used, discuss your detailed requirements with them well in advance and ensure they will comply with your health and safety rules and event plan.</p>
Police	<p>Most events should be capable of being carried out without the need for Police attendance. However, depending on the nature and size of the event, Police may be involved in planning meetings and/ or attendance on the day.</p> <p>The assessment of the need for police attendance will be principally based on the need to discharge the police service’s core responsibilities which are as follows:</p> <ul style="list-style-type: none"> <li>• Protection of life and property;</li> <li>• Prevention and detection of crime;</li> <li>• Preventing or stopping breaches of the peace;</li> <li>• Traffic regulation</li> <li>• Activation of a contingency plan where there is an immediate threat to life and co-ordination of resulting emergency service activities.</li> </ul> <p>The level of Police resources committed to any event and the action undertaken will be proportionate to the assessment of risks posed by the event.</p> <p>Police may charge for their officers’ attendance at events, and organisers will be advised by the police where this appears appropriate. Early discussion with Police by event organisers is strongly advised.</p> <p><a href="#">The responsibility for event safety remains with the organiser</a></p>

<p>Risk Assessments</p>	<p>It is important when planning your event to complete a written risk assessment. The aim of a risk assessment is to identify potential hazards to the public, participants and employees attending the event, assess the risks arising from these hazards and then look at appropriate measures to eliminate or control the risks.</p> <p>A hazard is anything that could cause harm and the risk is the chance, high or low, that someone could be harmed by the hazard.</p> <p>A guide to carrying out a risk assessment:</p> <ul style="list-style-type: none"> <li>• <b>Identify the Hazards</b> Look for hazards that could cause harm such as: slipping/tripping, moving vehicles, water, chemicals etc.</li> <li>• <b>Decide who might be harmed and how</b> Look at groups of people who may be affected such as spectators, your staff, contractors etc.</li> <li>• <b>Evaluate the risks</b> For each risk consider whether or not it can be eliminated completely. If the risk cannot be removed decide what must be done to reduce it to an acceptable level.</li> <li>• <b>Record your findings and implement them</b></li> <li>• <b>Review your assessment regularly and update if needed</b></li> </ul> <p>Contractors, suppliers and performers involved in your event should supply their own risk assessments. It is important that as event organiser you are aware of the hazards associated with these services and are satisfied that suitable control measures are in place for them to operate safely.</p>
<p>Road Closures</p>	<p>If you are planning any kind of event which may have an effect on public roads or pavements, Technical Services Department (Highways Section) need to know about it. This includes causing an impact on traffic or parking arrangements, or a closure or restriction of the use of a road or pavement</p> <p>The Ministry of Transport has responsibility for most of the roads and pavements in Gibraltar and has a duty to manage their use. If the impact of an event is not taken into account it could cause disruption to local residents and traffic, and make access to the event difficult. It is illegal to obstruct a public highway without approval. It is important therefore, that appropriate arrangements are made to manage traffic during an event.</p> <p>The Ministry will do its best to help your event run smoothly by allowing specific traffic or parking requirements to be put in place and ensuring that things like road works do not disrupt your event.</p> <p>They will meet to advise you if the event you want to hold requires legal permission or if particular measures should be put in place. The type, size, location and timing</p>

	<p>of an event will determine what, if any, action is required. However it is your responsibility to ensure that you are aware of and comply with all legal requirements.</p> <p>Events that are likely to have a major impact on the use of roads or pavements will require advance planning and early consultation with the Ministry.</p>
Security	<p>Event organisers must take into account any security measures required at their event. These will depend on circumstances such as the presence of VIPs, large amounts of cash or valuable equipment and the sale of alcohol.</p> <p>There are a number of local security companies which the event organiser can approach to engage professional services.</p> <p>It is advised that security responsibilities are solely conducted by trained professionals.</p>
Stewards	<p>An event organiser will be expected to provide stewards for their event.</p> <p>The recommended guidance for stewarding is 1 to 250 for seated events and 1 to 100 for all other events. The SAG could recommend different ratios and either increase or decrease the requirement based on the risk assessment. For example at a high profile event or where there are large numbers of children or where there is a likelihood that large numbers of spectators that will not comply with safety instructions, the ratio would need to be increased.</p> <p>The number of stewards required will depend on the size and nature of the event and whether seated or standing, factors to consider include:</p> <ul style="list-style-type: none"> <li>• Is the event indoors or outdoors?</li> <li>• What are the likely weather conditions?</li> <li>• What type of event is it and who is the target audience?</li> <li>• Is alcohol to be sold at the event?</li> <li>• What time does the event operate?</li> <li>• Does the chosen site have hazardous characteristics?</li> </ul> <p>Small scale, community type events may use local helpers and volunteers as stewards, whereas for large-scale events it will be necessary to employ stewards provided by a professional company. Local security companies can also provide stewarding.</p> <p>For any event it is essential that all stewards are well briefed and are easily identifiable.</p> <p>It is the event organiser's responsibility to ensure all stewards are trained and briefed and there is a clear line of communication.</p> <p>Where applicable the Police may also want to attend the steward's briefings.</p>
Temporary Structures	<p>Staging/Lighting Towers:</p>

	<p>If staging, lighting/sound towers etc are to be erected this must be done by a competent person. Written confirmation should be obtained from them to say that the structures are safe in all foreseeable conditions.</p> <p>All staging and/ or structures should be positioned so as not to obstruct any entrances or exits from the site.</p> <p>Fall protection for the edge of the stage facing the audience is not normally provided but the edge should be clearly marked. Other physical obstructions, unprotected edges, edges by gaps and stair nosings should all be marked with white, luminous or reflective tape (guidance suggests such markings should be a minimum of 25mm wide to be visible, but 50mm is preferable).</p> <p>All staging and structures should be free from trip hazards and other physical hazards (i.e. sharp edges/points/protruding support members).</p> <p>(For further information, see the Institute of Structural Engineers publication Temporary Demountable Structures. Guidance on procurement, design and use. (Third Edition) (2007) and the HSE website. (opens new website)).</p> <p>Marquees/Tents:</p> <p>If marquees and tents are to be erected then advice should be sought from the Fire Service on safety aspects including their siting, construction, flame retardency and the provision of exits, emergency lighting etc.</p> <p>Arrangements should be made to stop unauthorised persons gaining access to or interfering with equipment etc when the event is open to the public.</p> <p>The wind loading specification for each marquee should be obtained for use when planning for possible emergencies.</p> <p>Your risk assessment should identify what is a safe distance between marquees, caravans, vehicles and other structures.</p> <p>Access routes for emergency services should be maintained behind marquees, tents and other structures</p> <p>(For further information see the Performance Textiles Association Publication – the MUTAmarq Best Practice Guide for the Safe Use and Operation of Marquees and Temporary Structures).</p>
Toilets	<p>Organisers of events should ensure that adequate sanitary conditions are provided for the number of people expected and that consideration is given to the location, access, construction and signage. They should not be situated in the immediate vicinity of food stands.</p> <p>Ideally use toilets which are connected to mains services but temporary units may have to be provided. If no main units are to be used provision for safe and hygienic waste removal must be arranged.</p> <p>Consider the location, access, construction, type of temporary facilities, lighting and signage.</p> <p>Provide handwashing facilities (no less than 1 per 10 toilets) with warm water, soap and hand drying facilities. Antiseptic hand wipes or bacterial soap should be provided where warm water is not available. Antiseptic hand wipes and bacterial soap are not to be used as a substitute for water.</p> <p>Regularly maintain, repair and service toilets throughout the event to ensure that they are safe, clean and hygienic.</p>

	<p>Ensure floors, ramps and steps of the units are stable and of a nonslip surface construction.</p> <p>Numbers of conveniences required will depend on the type of the event and the nature of the audience. These figures assume a 50:50 male/female split.</p> <p>Female conveniences: 1 WC for 100 females</p> <p>Male conveniences: 1 WC for 100 or fewer males 2 WCs for 101 – 500 males 3 WCs for 501 – 1000 males</p> <p>The above ratios are calculated for an event of 8hrs or more.</p> <p>The number of toilet facilities can be reduced if the event is for a shorter period:</p> <p>Up to 6 hours – 80%</p> <p>Up to 4 hours - 75%</p>
<p>Transport and traffic management</p>	<p>Technical Services Department (highways Section) in consultation with the RGP will need to agree the traffic management strategies. Organisers are encouraged to get in touch as early as possible in order that they can give preliminary comments which will inform the planning process.</p> <p>Event organisers need to consider how traffic will reach the venue and how the visitors will travel on the day. This will form part of the event management plan and needs to identify whether any signs or traffic management will be required, in order that approval can be obtained.</p> <p>These details need to be set down on maps, plans and text in order that they may be considered for approval. For large events these details will need to be presented to the Safety Advisory Group at the earliest opportunity.</p> <p>Pre-event information included in local papers and tickets is a good method to make the Public aware of traffic management strategies.</p> <p>Information to be conveyed will include transport and traffic routing for event support and participants alike.</p> <p>The following guidance identifies some of the questions that should be considered in developing the plan, along with the more common standard requirements:</p> <p><i>Transport Management Plan</i></p> <ul style="list-style-type: none"> <li>• How will delivery vehicles reach the event site before, during and after the event?</li> <li>• How will visitors to the event travel to the venue?</li> </ul>

- Will pre-event information provide details of transport options to the venue, recommended routes and details of parking?
- What car parking arrangements will be made for those using their own transport?

#### *Traffic Routing*

A plan indicating directions of travel for vehicle access and egress should be produced. Consider the following:

- Can directions be provided in advance using permanent traffic signs?
- Will access to the venue require the restriction of traffic and / or parking on the roads nearby?

#### *Direction Signs*

Where additional temporary direction signs are necessary these need to be pre-planned to identify the signs needed and the appropriate safe locations for placing them.

#### *Types of Signs*

Signs required conveying messages to road users need to conform to Traffic Signs Regulations. Some alternative forms of signs may be authorised where these are intended only for participants during the course of an event. These will be supplementary to other information (such as direction arrows indicating a route to be followed during a cycle event).

#### *Location of Signs*

Signage used for traffic control will usually need to be free standing and therefore mounted on frames. Direction signs may make limited use of permanent street furniture e.g. lamp posts. Care is needed in the latter case to ensure that signs do not distract drivers from permanent signs or obstruct the passage of vehicles, pedestrians, cyclists. Visibility between road users must not be obstructed and particular care taken to protect sight lines for pedestrians. The size, weight and construction of signs need to be considered to determine the suitability of fixing. Medium sized based signs may usually be fixed for short periods using cable ties or string.

#### *Headroom*

Where signs are located over footways the lower edge should be no less than 2.1m above ground level.

#### *Working at Height*

When fixing signs, attention is needed with regard to working at height. Ladders must not be leant against posts and columns.

#### *Restrictions*

	<p>Street furniture should not be used to put up temporary signage if it has the potential to obstruct the visibility of permanent traffic signs or traffic signals.</p> <p><i>After the Event</i></p> <p>Immediately after the event all temporary signs and fixings must be removed.</p> <p><i>Professional Services</i></p> <p>Event organisers are recommended to employ experienced traffic management operators for traffic control where the use of temporary signals or stop / go boards is authorised.</p> <p><i>Traffic Regulation Orders</i></p> <p>If any proposals involve restrictions to traffic (including vehicles, pedestrians, or cycles) such as road closures, prohibited turns authorisation will be required. This aspect should be identified as early as possible and a request supported with the overall traffic management plan.</p> <p><i>Permanent Traffic Signals</i></p> <p>Some events need permanent traffic signals to be switched off. This should be indicated as part of the detailed traffic management plans. Organisers need to be aware that only the Ministry of Transport may turn signals off.</p>
Waste	<p>When planning an event you will need to consider what waste will be created - e.g. food waste, packaging or glassware - both before, during and after the day. It is the responsibility of the event organiser to ensure that safe and legal methods of disposal are arranged and that you pay consideration to any negative environmental impact.</p> <p>Further advice can be obtained from the Environmental Agency. <a href="#">See Appendix A for contact details.</a></p>
Work Equipment	<p><u>"Use of Work Equipment Directive 2009/104/EC"</u> concerns the minimum health and safety requirements for the use of work equipment by workers at work.</p> <p><b>When a company, organisation or individual makes available any equipment in return for payment, they become subject to the Health and HEALTH, SAFETY AND WELFARE AT WORK ACT, 1999. This act places a duty of care on everyone involved in the transaction. This means that the operator, the operator's employees, the hirer, the hirer's employees as well as the owner or manager of the premises should do everything possible to ensure the safe use of the equipment.</b></p> <p>It places obligations on businesses and employers to take into account potential dangers to operators and other persons using or affected by machines and</p>

	<p>equipment. It includes confirmation that new, second-hand and existing equipment is safe, suitable for use and fit for the purpose intended and has been correctly installed and is properly used and is properly maintained.</p> <p>In general terms, the directive requires that all equipment provided for use at work is:</p> <ul style="list-style-type: none"><li>Suitable for the intended use;</li><li>Safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case;</li><li>Used only by people who have received adequate information, instruction and training;</li><li>Accompanied by suitable safety measures, e.g. protective devices, markings, warnings.</li></ul> <p>In addition the Provision and Use of Work Equipment Regulations 1999 (PUWER) require that all work equipment, and that includes inflatable play, must be tested by a competent person at suitable intervals (usually once a year).</p>
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## APPENDIX A

1. Director of Civil Aviation – 20061774 / [dca@gibraltar.gov.gi](mailto:dca@gibraltar.gov.gi)
2. Environmental Agency – 20070620 / [admin@eag.gi](mailto:admin@eag.gi)
3. Gibraltar Ambulance Service – 20007396
4. Gibraltar Electricity Authority - 20076282
5. Gibraltar Fire & Rescue Service – 20072936 / [info@gibfire.gi](mailto:info@gibfire.gi)
6. Technical Services Department (highways Section) – 20042098  
[alan.banda@gibraltar.gov.gi](mailto:alan.banda@gibraltar.gov.gi) / [eddie.tellez@gibraltar.gov.gi](mailto:eddie.tellez@gibraltar.gov.gi)
7. Royal Gibraltar Police – 20072500