

As part of the licensing process, organisers should consider the four licensing objectives:

- Prevention of crime and disorder.
- Public Safety.
- Prevention of public nuisance.
- Protection of children from harm.

### Environmental issues

- Venue suitability: Event organisers must take into account environmental concerns. For instance, whether the venue is suited to the type of event proposed or if there is a flood risk.
- Noise control: Events with loud music, or using a public address system may cause noise disturbance. Advice should be sought from Environmental Health about noise control.
- Local residents: Attention should also be given to the concerns of local residents in respect of noise, litter, toilets, lighting and temporary structures.
- Animal welfare: The council has a responsibility to ensure the health and welfare of animals. Organisers should give careful consideration to the welfare of animals taking part in any event.
- Food: Any food preparation must be carried out in hygienic conditions and comply with the relevant legislation. Food providers must be rated 3 stars or above. Hygiene ratings can be checked at [ratings.food.gov.uk](https://ratings.food.gov.uk)
- Water: Caterers must have access to clean running water. Event goers should also have access to drinking water.

- Temporary structures: Any temporary structure which will bear loads must be installed in strict compliance with health and safety regulations.
- Waste Management: You must make arrangements for the correct disposal and management of all waste generated due to your event taking place.

### Traffic management

Organisers will need to consider the impact the event will have on the road network.

Closing public highways can be a complex legal matter. An application should be made in writing as early as possible so the implications of the closure can be assessed. Only closures of minor roads can generally be considered. All temporary signs will require specific approval from North Yorkshire Council Highways.

### Notify us of an event

To notify us of your event and to receive safety advice please contact Environmental Health using the details below or complete the online Event Notification Form at least three months before the event.

### Contact us

Online: [northyorks.gov.uk/contact-us](https://northyorks.gov.uk/contact-us)

By telephone: **0300 131 2 131**

North Yorkshire Council, County Hall,  
Northallerton, North Yorkshire, DL7 8AD

You can request this information  
in another language or format at  
[northyorks.gov.uk/accessibility](https://northyorks.gov.uk/accessibility)



# Are you planning a public event?

Safety Advisory Group



## Holding a public event?

Thousands of people enjoy the wide range of public events on offer in the Hambleton area every year. Public safety should be a priority at any event held. Organisers have responsibility for the safety of members of the public at their event.

North Yorkshire Council's Safety Advisory Group (SAG) aims to ensure people remain safe at events.

Organisers should consult with SAG when planning an event. They may also be invited to the group's meetings to discuss their proposals.

## The Safety Advisory Group

SAGs are usually co-ordinated by a local council and made up of representatives from the council, emergency services and other relevant bodies.

SAGs exist to:

- ensure public safety is built into the planning stages of events
- promote high levels of safety and welfare at events by giving advice and guidance
- promote good practice in safety and welfare planning for events
- ensure events have a minimal adverse impact on the community.

They meet at regular intervals, or when necessary, to review event applications and advise on public safety. They tend to be based on LA boundaries but may be event or location specific.

SAGs do not have legal powers or responsibilities and are not empowered to approve or prohibit events from taking place. They provide independent advice to event organisers, who retain the legal responsibility for ensuring a safe event. Some of the member organisations of

the SAG have powers to require event organisers to comply with their legal obligations and take action to ensure public safety.

## Useful information

To assist you in planning a safe event the following are useful websites:

- The **Health and Safety Executive** - Guidance on running events safely. As event organiser you have a duty to plan, manage and monitor the event to make sure that workers and the visiting public are not exposed to health and safety risks.

For many events, all that's required is a basic series of tasks. This webpage will take you through the steps getting started, managing an event, after an event, planning for incidents and emergencies and help you make sure you are doing what you need to do.

[hse.gov.uk/event-safety](https://hse.gov.uk/event-safety)

- The **Purple Guide to Health, Safety and Welfare at Music and Other Events** has been drawn up by the Events Industry Forum in consultation with the UK events industry, including representatives from regional and national Government. £30 for 12 months. [thepurpleguide.co.uk/index.php/thepurple-guide](https://thepurpleguide.co.uk/index.php/thepurple-guide)

The guide aims to help those who organise music or similar events, so that the events can run safely. As an employer, the event organiser - whether an individual, collective or local authority - has a general duty to ensure, so far as reasonably practicable, the health, safety and welfare of their employees. They also have a duty to ensure, so far as is reasonably practicable, that others - including volunteers and spectators - are not exposed to risks to their health and safety arising from the operation of the event.

## Risk assessments and event plans

A risk assessment is a careful examination of the potential risks an event may create. It also includes information on how these risks may be reduced or eliminated. Organisers will need to carry out a risk assessment to ensure all the necessary health and safety measures are in place. A standard risk assessment form can be obtained from local authorities.

The risk assessment must include all aspects of the event including:

- crowd control
- evacuation procedures
- barrier safety
- traffic management
- medical provisions
- a fire risk assessment.

Security and counter terrorism measures may need to be considered in light of the current threat to events.

**Remember:** Organisers have responsibility for the safety of members of the public at their event.

## Licences

The sale of alcohol and the provision of regulated entertainment may require authorisation from North Yorkshire Council.

Authorisation may be granted in the form of a temporary event notice for small-scale, time-limited events or a premises licence for larger events or ongoing activities. Organisers must give sufficient time for applications to be processed.