

## Guidance Notes for Holding Events on Box Moor Trust Land

### General - Background:

1. The Trust is committed to making best use of its land and facilities for the benefit and enjoyment of everyone within Hemel Hempstead and Bovingdon (the “area of benefit”)
2. The Trust is also committed to doing all that it reasonably can to ensure the health, safety and well-being of everyone who uses and enjoys the land which it owns. This means that the Trust expects all users and event organisers to comply with its byelaws and all other legislation affecting use of Trust land.
3. The Trust relies on users to ensure that they have gained any relevant permissions and given any necessary notifications to local authorities including, if necessary, the police and other emergency services. Initial enquiries should be made to Licencing, Dacorum Borough Council 01442 228859 or email: [licensing@dacorum.gov.uk](mailto:licensing@dacorum.gov.uk)
4. The Trust does not take responsibility for obtaining any necessary permissions or the making of any arrangements in relations to any use of its land, property or services, unless specific written agreement has been entered into with an appropriate named officer of the Trust. Your initial contact is Louise Baldwin 01442253300 or email: [louisebaldwin@boxmoortrust.org.uk](mailto:louisebaldwin@boxmoortrust.org.uk)

### Specific Conditions (as appropriate) (to be read in conjunction with the *Trust's Application Form*):

5. For large events, the Trust requires of applicants at least 3 months notice of the requested use (in order to give the applicant time to apply for a Licence from Dacorum Borough Council if it is necessary). In addition each application will be considered by the Events & Publicity Committee and time is needed for this process. For smaller events, the Trust requires at least 6 weeks notice of the requested use.
6. The Trust classes an event as large, if the anticipated audience is likely to exceed 499 people.
7. Applications must be made on the official “Box Moor Trust Application Form for Licensing 3<sup>rd</sup> Party Events” provided.
8. The area of Trust land required; the day or days of use (including build up and break down) and the hours of use must be clearly stated on the application.
9. The person responsible for the event or officers of organisations must be clearly identified and full contact details given on the application form. This must include details for contacts available on the day(s) of event and the person responsible for health & safety during the event if different.
10. A site plan must be provided identifying the area to which the request refers. It must identify any structures, signposting, equipment or special vehicles to be brought onto the site for use in events or as attractions to events. *The Trust can supply outline maps for you to base your application on.*

11. The nature and siting of any structures must be clearly identified.
12. Car parking arrangements must be clearly identified as must details of proposed stewarding of parking.
13. The likely number of people and cars you are hoping to attract or to participate must be identified.
14. Traffic management in the local area may need to be considered and if any road closures and/or signage is necessary this will be your responsibility to arrange and manage.
15. The nature of the activity and the objectives of your organisation must be clearly indicated. The Trust does not permit use of its land for party political purposes.
16. You must provide details of any admission or car parking charges that you are planning to charge.
17. Compliance with all Health, Safety and Hygiene Regulations is of paramount importance. Sufficiently competent persons must be identified to be responsible for ensuring that participants, Trust Staff and the public are not put at risk at any time.
18. You must provide a risk assessment for the Event regardless of the event size.
19. You must provide an Event Safety Plan for all but the smallest and simplest of Events. See Event Safety Plan guide at the back of this document. A fire risk assessment should also be attached to the Event Safety Plan along with emergency and major incident plan.
20. If you are using suppliers and contractors (e.g. marquee, catering, large screens), you must ensure they supply you with all relevant documentation and you are satisfied with their competence. This includes their risk assessments, food hygiene certificates etc.
21. Adequate first aid provision and access for emergency vehicles must be made. The type and amount of cover will depend on the type and size of the Event. The purple guide "The Event Safety Guide" ([www.hse.gov.uk](http://www.hse.gov.uk)) gives further advice on numbers.
22. There must be early discussion of any requirements for the provision of electricity, water, drainage or similar services. Please make this clear on your application form.
23. Depending on the type and size of the event, adequate toilet facilities must be provided. Calculations should be shown following the purple guide "The Event Safety Guide" ([www.hse.gov.uk](http://www.hse.gov.uk)) or other similar method of calculation.
24. Applicants must confirm to the Trust (by producing written confirmation 21 days before an event) that they have adequate insurance cover and indemnify the Trust against any claims arising out the Event/activity. This will typically be £5m for the event but this will depend on the size and nature of the Event and it is your responsibility to ensure there is sufficient insurance cover.

25. Suitable arrangements must be made for removal of litter and refuse, including timely removal from the site.
26. Open fires and Barbeques are not permitted unless specifically authorised by the Trust in writing.
27. Organisers must ensure that nuisance is not caused to neighbours, other users of the Trust Land or to stock. This includes noise and traffic nuisance.
28. Organisers must undertake that they and other participants will comply promptly with any and all reasonable requests of officers of the Trust and any statutory bodies (e.g. police, fire service, environmental health).
29. If any of the above is not clear then please contact your named Trust liaison officer for clarification.

We do hope that you enjoy your permitted use of the Trust Land. We emphasise however that it is YOUR responsibility and NOT that of the Trust to comply with all relevant legislation, to keep the public safe and to protect the Trusts' reputation for doing its best to meet public expectations of its stewardship of land which is here for everyone's benefit and enjoyment.

Applicants are asked to keep the Trust informed on the progress of any other relevant application and copy such applications to the Trust.

## **The Event Safety Plan**

The Event Safety Plan is a plan of how you will run the Event safely. An Event Safety Plan is expected for all events but the size and detail will increase with the size and complexity of the Event. The information below is based on the Purple Guide “The Event Safety Guide” which although is primarily written for licensed music events the principals for good safety management within do cover all Events.

The Event Organiser, whether an individual or an organisation has responsibility for protecting the health, safety and welfare of everyone working at, or attending, the event.

This information provides a list of headings which you need to fill in the detail to show basic standards and safety measures you will take to manage the Event safely.

We acknowledge that each event will be different and will require a range of these elements, management, services and provisions depending on the Event size and complexity. Good planning and management are fundamental to the success of any event.

All event organisers are recommended to use the headings as a checklist for planning the requirements for their event. By applying a risk assessment approach to the type and size of event, it should be straightforward to decide which elements are relevant and to assess the level and type of provisions needed at a particular event.

The event safety management plan should include the following:

- Safety policy statement / organisation chart
- Contact details of those involved in event safety management
- Event risk assessment
- Detail of the event including venue design, structures, audience profile and capacity, duration
- Major incident planning (emergency planning) – who will do what
- Communication methods
- Structures / Marquee's
- Barriers / Fencing
- Electrical installations and lighting
- Food, drink and water
- Toilets
- Waste Management
- Fire Safety – how to prevent a fire, what to do if one breaks out
- Medical, ambulance and first-aid management - first aid plan of procedures for giving first aid on site / arrangements with local hospitals.
- Special effects - fireworks and pyrotechnics
- Amusements, attractions and promotional displays
- Access and exits
- Sound: noise and vibration - music levels
- Information and welfare
- Children
- Performers / Exhibitors
- Site safety plan showing map of site
- Crowd management plan detailing the numbers and types of stewards, methods of working, chains of command
- transport management plan detailing the parking arrangements, highway management issues and public transport arrangements
- Merchandising and special licensing

- Unfenced or unticketed events
- Camping or overnight accommodation on site
- Facilities for people with special needs
- TV and media

Remember the event safety management plan is your working documents and will need to be reviewed and updated as new information is received either before or during the event.