

# *safe events*

## **LICENSING SAFE EVENTS**

### **Health and Safety Considerations in Local Authority Licensing of Temporary Events**

**Chaired by: Jeffrey Leib, Institute of Licensing Editor and Board Member &  
Watford Borough Council Licensing Team Leader**

Local Authority Licensing Managers have the responsibility under the Licensing Act 2003 of issuing licences in respect of temporary events. These can range from community street parties to large open air festivals.

Local Authority Environmental Health Officers need to scrutinise applications to ensure that the application conforms to health and safety and legal requirements. The Licensing Officer also requires a full awareness of potential health and safety implications in order to advise applicants. This one day conference provides Licensing Officers, EHOs and other local authority staff involved in licence provision, with a background to the key areas they will need to consider when granting licences.

The conference will look at good practice in licensing and focus on key areas such as noise and nuisance, crowd dynamics, audience profiling and risk assessment. Delegates can select further key considerations, relevant to local events, through a range of workshops.

**Date:** Tuesday, 13th September 2005

**Venue:** Local Government House Conference Centre,  
Smith Square, London SW1

**Who should attend:** Licensing Managers and Officers  
Environmental Health Managers and Officers  
Members Responsible for Environmental Health  
Members responsible for Licensing  
Officers involved in Event Planning

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## Health and Safety Considerations in Local Authority Licensing of Temporary Events

Tuesday, 13th September 2005

Local Government House Conference Centre, Smith Square, London SW1

### MORNING PROGRAMME

- 10:00 **Chair's Welcome & Introduction**  
Jeffrey Leib, Institute of Licensing Editor & Board Member  
Watford Borough Council Licensing Team Leader
- 10.05 **Keynote Address: Using Licensing to Ensure Safe Events**  
Frank Wenzel, Licensing Manager, Poole Borough Council  
Poole Borough Council have been commended by Health and Safety experts for good practise in event licensing. In this address Frank Wenzel, the Licensing Manager at Poole will examine the key role of local authority staff in promoting safer events through the licensing process. The address will provide a background to the areas on which the authority should focus and the licensing procedures necessary to promote health and safety in events.
- 10.35 **The Role of Risk Assessment in Licensing of Events**  
Alan Law, Capita-Symonds  
Alan Law is one of the country's leading Health and Safety Event consultants. In this address he will look at the role of risk assessment in scrutinising proposed temporary events.
- 11.00 **Questions & discussion**
- 11.15 **Refreshments**
- 11.30 **Workshop 1**
- 12.20 **Understanding Crowd Dynamics**  
Dr G Keith Still, Crowd Dynamics Ltd  
Audience profiling and awareness of crowd dynamics is an essential part of planning a safe event. In this address Dr Keith Still will discuss the relevance of crowd dynamics to safe event planning and the role of the local authority in ensuring necessary attention has been given to this key issue. Dr Still is an internationally renowned crowd dynamics expert having advised at Wembley, the Sydney Olympics and the Hajj Pilgrimage in Saudi Arabia
- 12:50 **Questions & discussion**
- 1.00 **Lunch**

### AFTERNOON PROGRAMME

- 1.50 **Noise & Public Nuisance**  
Speaker to be confirmed  
Local authorities must ensure that licence applications for temporary events have considered noise and nuisance issues. This address will provide a background to legislation governing noise and the issues that event managers should have considered in applications for events.
- 2.20 **Questions**
- 2.30 **Workshop 2**
- 3.20 **Workshop Feedback & Discussion**
- 3.45 **Chairs Closing Remarks**  
Jeffrey Leib, Institute of Licensing Editor & Board Member  
Watford Borough Council Licensing Team Leader
- 3.50 **Conference Close**

## WORKSHOPS

Delegates may select two workshops to attend. The workshops will allow delegates to focus in-depth on areas of health and safety of temporary events most relevant to their authority.

Workshops will commence with a presentation and then provide a forum for discussion of the key issues.

All workshop facilitators are renowned experts in the particular workshop subject.

### A **Staging & Temporary Structures**

Roger Barrett, Director, Star Events Group Ltd

This workshop will focus on safety of staging and temporary structures. It will provide the delegate with a guide to assessing competence of workmanship and the safety of structures.

### B **Traffic Management Issues**

Alan Law, Capita Symonds

This workshop will look at traffic management issues at temporary events. It will provide an in-depth look at health and safety issues around traffic management and the key areas a local authority will need to consider when reviewing licence applications.

### C **SIA Door Stewarding and Marshalls**

Chris Williams, Awax Security

Workshop C will focus on the importance of ensuring events have considered the implications for competent and trained door stewards and marshalls. The workshop will outline the key assurances the authority should require by event planners.

### D **First Aid Provision**

Ambulance Service representative

This workshop will provide a view on the first aid provision that must be available at temporary events. This will include on-site first aid provision, liaison with medical services and assessment around possible first aid and medical risks including risks associated with weather, crowd movement, alcohol and aggression

### E **Fireworks and Pyrotechnics**

Wesley Williams, Oldbury Fire Safety Service

The West Midlands Fire Service will provide an in-depth look at the health and safety requirements for events that include fires, fireworks or pyrotechnic displays. The workshop will provide information to assist local authority personnel involved in licensing of events to assess whether due consideration has been given to safety around pyrotechnics.

## **PSS**

Public Sector Strategies has been facilitating and producing conferences for the public sector since 1994, often in partnership with local government and central government agencies and departments. For a list of forthcoming events please visit [www.PSSstrategies.co.uk](http://www.PSSstrategies.co.uk)

## **About Speakers' Organisations**

### **Capita Symonds**

Capita Symonds now incorporates the Symonds Leisure Safety Division, an internationally renowned company at the forefront of Health and Safety advice to the public and private sector.

### **Institute of Licensing**

The Institute of Licensing is the professional body for public sector licensing officers. It seeks to promote good practice and to act as a collective, respected and powerful voice at government levels on areas of concern.

## **Conference Objectives**

- To provide an overview of key health and safety considerations for those involved in licensing temporary events
- To look in-depth at the licensing considerations around noise, nuisance, crowd dynamics and audience profiling
- To enable delegates to assess the risks of applications for temporary event licences
- To provide good practice examples of the role of licensing and Environmental Health in promoting safer temporary events

## **Speakers include:**

- Frank Wenzel, Licensing Manager, Poole Borough Council
- Alan Law, Health and Safety Consultant, Capita-Symonds
- Dr G Keith Still, Crowd Dynamics Ltd

## **Workshop Facilitators include:**

- Wesley Williams, Oldbury Fire Safety Service
- Roger Barrett, Director, Star Events Group Ltd
- Chris Williams, Director, Awax Security
- Ambulance Service representative

## **Further Information**

For further information on this, or other Public Sector Strategy (PSS) conferences, please telephone PSS on **0118 933 2636** or email [info@PSSstrategies.co.uk](mailto:info@PSSstrategies.co.uk)

For booking queries please contact Benedict Business Resources on 01483 203536