

safe events

MANAGING LOCAL AUTHORITY LIVE EVENTS SAFELY

Chaired by: Tony Ireland, *Special Events Manager, Luton Borough Council,
General Council, National Outdoor Events Association*

Local Authorities organise a vast number of community events from small localised street parties to large concerts and festivals catering for thousands of people. Local Authorities are charged with responsibility for public safety and the authority therefore needs to ensure that events adhere to health and safety legislation and good practice guidelines. This is vital for public protection and to protect the authority from potential liability claims.

This one-day conference will focus on the key areas of consideration for successful event production and management including licensing applications, risk assessment, fire risks and emergency planning. The conference will look at relevant legislation covering these areas, including recent regulations and guidelines, as well as the Licensing Act 2003, coming in to force in 2005. The conference will also provide valuable case studies of good practice.

This timely conference is designed to provide event managers and health and safety professionals with the information required to produce safe community events.

Date: Wednesday, 23rd February 2005

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

Who should attend: Chief Recreation Officers
Leisure Services Managers
Licensing Officers
Health and Safety Officers
Emergency Planning Officers
Chief Legal Officers
Event Managers

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Wednesday, 23 February 2005

Local Government House Conference Centre, Smith Square, London SW1

MORNING PROGRAMME

- 09.50 **Chair's Opening Remarks**
Tony Ireland, Special Events Manager, Luton Borough Council
General Council, National Outdoor Events Association
- 10:05 **Keynote Address: Keeping Events Safe**
Bill Myers, OBE, Joint Chair HELA (Health & Safety Executive Local Authority Liaison Group)
and Director of Technical Services, London Borough of Wandsworth
- 10.25 **Risk and Site Assessments**
Alan Law, Principal Health and Safety Consultant, Capita Symonds Ltd
In order to ensure appropriate safety standards event managers will need to carry out comprehensive site and event specific risk assessments. This address will look at the components inherent in a risk assessment including assessment of the site or venue, profile of attendees and historic information. Alan Law of Capita Symonds, one of the leading health and safety consultancies, will provide a comprehensive look at risk assessment in preparation for events. Alan Law has been responsible for Health and Safety at Earls Court, Olympia and the Isle of Wight festival.
- 11.20 **Questions**
- 11.30 **Refreshment Break**
- 11.45 **A Legislative Overview**
Philip Day, Health, Safety & Licensing Solicitor, Horsey, Lightly, Fynn Solicitors
An examination of the legislative framework to health and safety related to the organisation of events by local authorities.
- 12.15 **Questions**
- 12.25 **Fire Safety**
Gary Fredericks, Senior Divisional Officer, London Fire Brigade
This address will consider the assessment and planning for fire safety in the organisation of events. It will cover the main risks, preventative measures, liaison with local fire brigades, evacuation procedures and other key issues relating to fire safety.
- 12.45 **Questions**
- 1.00 **Lunch**
During the break for lunch a 'Health & Safety Clinic' will be held allowing delegates to discuss specific issues and to ask one to one questions.

AFTERNOON PROGRAMME

- 2.00 **Emergency Planning**
Speaker to be confirmed
This session will look at Emergency Planning relating to local authority management of community events. It will look at preparation, risk assessment, guidelines and good practice.
- 2.25 **The Role of Licensing in Safer Events Management**
Institute of Licensing, speaker to be confirmed
The single licensing system being introduced in 2005 by the Licensing Act 2003 reforms current arrangements for public entertainment, the sale of alcohol and late night refreshments. The Act charges authorities with consideration of crime and disorder and public safety in the issuing of licences. This address will look at the forthcoming changes and assess the impact on local authorities and how authorities can use the new licensing powers to enhance public safety at community events.
- 3.00 **Questions**
- 3.10 **Good Practice Case Study**
Lorenzo Visentin, Principal Occupational Health and Safety Officer,
Walsall Metropolitan Borough Council
A good practice case study of local authority event management taking account of legislation and guidelines. This address will look at local authority policies, procedures and responsibilities for Public Safety at local authority managed events.
- 3.35 **Event Nightmares - the lessons learnt**
Alan Law, Principal Health and Safety Consultant, Capita Symonds Ltd
This final address will focus on the lessons learnt by health and safety professionals from event nightmares.
- 4.00 **Questions and Panel Discussion**
- 4.15 **Chair's closing remarks**
Tony Ireland, Special Events Manager, Luton Borough Council
General Council, National Outdoor Events Association
- 4.20 **Conference Close**

Delegates to this conference may attend in-depth follow-up training sessions on the key conference issues at a discounted cost. Information on training courses will be made available to delegates at the conference.

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

ABOUT SPEAKER ORGANISATIONS

HELA

HELA is the Health and Safety Executive's Local Authority Liaison Committee. HELA was set up in 1975 to provide effective liaison between the Health and Safety Executive (HSE) and local authorities (LAs). It seeks to ensure that health and safety legislation is enforced in a consistent way among LAs, and between LAs and HSE.

National Outdoor Events Association (NOEA)

NOEA is the professional association for managers of outdoor events. It promotes professionalism and best practise in event organisation. NOEA includes a local authority committee with working parties in the outdoor events industry looking at matters such as Best Value, Licensing and other aspects of event planning.

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 local authorities with the information required to provide safe community events.
- To focus on the key areas for consideration in event management including fire risks and emergency planning.
- To look at the provision of the Licensing Act 2003 and the public safety and crime and disorder implications for local authorities of the Act.
- To provide an in-depth look at risk assessment procedures for proposed events.
- To provide an overview of health and safety legislation relevant to the management of events.

Speakers include:

- Bill Myers, OBE, Joint Chair HELA (Health & Safety Executive Local Authority Liaison Group) and Director of Technical Services, London Borough of Wandsworth
- Gary Fredericks, Senior Divisional Officer, London Fire Brigade
- Alan Law, Principal Health and Safety Consultant, Capita Symonds Ltd
- Philip Day, Health, Safety & Licensing Solicitor, Horsey, Lightly, Fynn
- Representative of the Institute of Licensing
- Lorenzo Visentin, Principal Occupational Health and Safety Officer, Walsall Metropolitan Borough Council

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

For booking queries please contact Benedict Business Resources on 01483 203536