**What is a Safety Advisory Group (SAG)?**

A Safety Advisory Group is a group of professionals from the statutory agencies whose role is to provide competent and consistent advice on event safety to event organisers and venues. Additionally, a SAG will liaise with event organisers and ensure that any contingency plans made by the organiser work in conjunction with emergency plans for major incidents prepared by the statutory agencies.

The Safety Advisory Group does not have legal powers and does not approve or ban events, however, many of the agencies who sit on SAGs may have the legal power to prevent unsafe practices.

The Group will consider events which are either: -

|  |  |
| --- | --- |
| Events of an unusual nature | Events with significant numbers of attendees |
| Events with a significant or unusual level of risk | New venues or Organisers |
| Events or venues where there have been previous issues or incidents | A Member or Organiser requests SAG support/advice |

To access the Group please complete the following form. The Group recognises that Event Planning is a fluid process, but please provide as much information as possible. If a section is not applicable to your event mark N/A.

**Event Notification Form**

**A) Event Organiser Details:**

Name:

Email:

Contact No:

Are you organising as part of a Committee/Charity/Company YES/NO

Please provide details:

**Landowner Details:**

Landowner Name:

Contact No:

Email:

Address:

**B) Event Details:**

Event Name:

Type of Event:

Event Date:

Event Location:

‘What3Words’ Location:

Start Time:

Finish Time:

Setting up time & take down time:

Anticipated Attendance Number:

Anticipated Attendance at any one time during the event:

Anticipated audience type (i.e. family, adult etc):

Description of the event and related activities, including a site plan and whether the event is either indoor/outdoor (please use a separate sheet of paper if necessary):

|  |
| --- |
|  |

Do you have an Event Safety Officer (if yes, please provide details): YES/NO

Have you completed risk assessments for the event (if yes, please attach) YES/NO

**Fire Fighting Measures**

Do you have a Fire Risk Assessment? (if yes, please attach): YES/NO

Do you have an Emergency Evacuation Plan (if yes, please attach): YES/NO

Will Fire Fighting Equipment be provided on site (if yes, please provide details) YES/NO

Please identify who is trained and expected to use the provided equipment:

**Medical Provision (First Aid)**

Will Medical Provision be available? (Please provide the following information) YES/NO

Name of organisation(s) providing the medical cover:

Name of Lead provider:

Contact No:

Is the organisation registered with the Care Quality Commission? YES/NO

What level of cover is being provided (please state numbers/provide an outline etc.)

Defibrillator – please state nearest location to event if not provided by medical provider:

Medical Facilities:

First Aiders:

Ambulances:

First Responders in Emergency Care: Level 3 Level 4

Paramedics:

Emergency Care Practitioners:

Nurses:

Doctors:

**Security Measures / Volunteers / Stewards**

Do you intend to use:

Professional/Paid Event Stewards/Security YES/NO

(if yes please provide details, including no’s, contact name, contact number, training, and qualifications etc.)

Volunteer Stewards/Marshals YES/NO

(if yes please provide details, including numbers, lead contact name, contact number, training and qualifications etc)

**Highways**

Will road closures or parking restrictions be required, have you discussed with Highways? YES/NO

(NB Highways require a minimum notice period of 3 months to implement)

How will Traffic Management be implemented?

(NB: The Police DO NOT provide this service)

LCC Highways require Event Organisers to register all public and private events which may impact upon the use of the highway. The link below takes you to the relevant web page.

<https://www.lincolnshire.gov.uk/transport-and-roads/traffic-management/events-affecting-the-highway/36947.article>

**C) Licensable Activity:**

Please mark if activity is taking place:

|  |  |  |
| --- | --- | --- |
| Activity | Indoor  (please state times taking place) | Outdoor  (please state times  taking place) |
| Live music |  |  |
| Recorded music |  |  |
| Dancing |  |  |
| Performance of plays |  |  |
| Films (Type) |  |  |
| Bar/ Alcohol |  |  |
| Late night refreshment (sale of hot food and drink between 11.00pm and 5.00am) |  |  |
| Boxing or wrestling – medical provision present |  |  |

If you plan on organising an event with a licensable activity on either Boston Borough Council or South Holland District Council Land, do you intend to apply to use their Premise Licence? YES/NO

If not, do you intend to apply for a Premise Licence (please allow a minimum 3-month period to complete the application process) YES/NO

If not, do you intend to apply for a Temporary Event Notice (please allow 10 clear working days’ notice for a Standard TEN) YES/NO

Please refer to the below websites for further information on Licensing and to obtain the relevant application forms:

[**https://www.boston.gov.uk/licensing**](https://www.boston.gov.uk/licensing)

[**http://www.sholland.gov.uk/article/3528/Alcohol-and-Entertainment**](http://www.sholland.gov.uk/article/3528/Alcohol-and-Entertainment)

**PLEASE NOTE: ORGANISERS OF LARGE-SCALE EVENTS WILL NEED TO COMPLY WITH BOSTON BOROUGH COUNCIL/SOUTH HOLLAND DISTRICT COUNCIL’S LICENCING POLICY**

**Large Scale Events**

Organisers of major festivals and carnivals should approach the Licensing Authority and Responsible Authorities at the earliest opportunity to discuss arrangements for the licensing of those activities falling within the provisions of the Licensing Act 2003.

In respect of some events, the organisers may seek a single premises licence to cover a wide range of activities at varied locations within the premises.

Anyone wishing to hold such an event should notify the Licensing Authority no less than 6 months before the event is due to happen. This will allow time for the preparation of a substantial operating schedule, by the applicant, which may be required to ensure promotion of the licensing objectives.

**D) Street Trading**

If an event is free for members of the public to attend and there are people selling goods for profit and not for charity you may require a Street Trading Event Consent depending on Council area.

Is the event free for attendees? YES/NO

Will there be stalls/caterers selling goods for profit? YES/NO

Have you applied for a Street Trading Event Consent? YES/NO

**E) Possible Hazards at Event:**

Please review the following list and indicate (√) the hazards that apply to the event. Provide details of the hazard and list the controls that are in place to minimise the related risk.

|  |  |  |
| --- | --- | --- |
| **Section 1 -Event Hazard** | **√** | **Details of Hazard and Controls** |
| Marquee/Tent/Gazebo |  |  |
| Stage (what type?) |  |  |
| Stalls (approx how many) |  |  |
| Catering Facilities  (provided by organiser or external caterer, are they Food Registered, food vehicles) |  |  |
| Propane Gas/Compressed Air/Chemicals |  |  |
| Decorations (Flowers, banners etc) |  |  |
| Performers/Acts |  |  |
| Caravans/Camping |  |  |
| Car Parking – onsite/off site? |  |  |
| Traffic movements during the event |  |  |
| Strobe/Flashing/Infrared or ultraviolet lights |  |  |
| Fireworks |  |  |
| Fairground Rides (please state type and numbers) |  |  |
| Inflatables (bouncy castle) |  |  |
| Animals |  |  |
| Procession/parade |  |  |
| Other hazards not listed above (please state nature): | | |

**F) Attendees**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **√** | **Number and Details** | **Supervision/Assistance** |
| |  | | --- | | Children (under16) and/or Senior Citizens (65+) | |  |  |  |
| Disabled person or person requiring assistance |  |  |  |
| Vulnerable Persons/Group |  |  |  |

**G) Insurance**

Public Liability Insurance:

Provider: Expiry Date:

Employers Liability Insurance (applicable if your Event has volunteers or stewards and not covered in the Public Liability Insurance):

Provider: Expiry Date:

Copies included with application: YES/NO

**H) Details for the person completing the form on behalf of the event (please print):**

Name:

Full Address:

Telephone No:

Email:

Name of Organisation representing:

Position within Organisation:

Signed:

Date:

**PLEASE NOTE**

This form is designed to give Boston Borough and South Holland District’s Safety Advice Group an overview of your event.

Guidance and Template Forms for event plans and risk assessments can be found on the Lincolnshire Event Safety Partnership (LESP) website: <https://www.lincolnshireresilienceforum.org/events/>

SAG details can be found on the following webpages:

<https://www.boston.gov.uk/SAG> / [https://www.sholland.gov.uk/SAG](https://www.sholland.gov.uk/SAG%20)

**Data Protection Statement**

The information you provide on this form will be used only for the purposes outlined below and will not be used for additional purposes without your consent.

By submitting this form, you are agreeing to the details of your event and personal data provided to be shared with the statutory agencies for the purposes of their giving advice on safety at/around the event and to allow them to understand any impact on their core roles.

The information will be used by the Authority to provide contact details should issues arise and form a register of businesses that attend.

In the case of where an accident or incident has happened it may be necessary for your information to be passed on to affected persons.

For further information please see the privacy notice outlined on the Authority’s website.

**Personal Liability**

As the named Event Organiser, you are responsible for the Health and Safety of all volunteers/stewards/ members of the public etc that attend the Event. The paperwork required is to help protect you in case an accident/incident occurs as ultimately you are liable.

**What Happens Next?**

Once the notification has been submitted, you will receive an acknowledgement of receipt. SAG members have two weeks to provide initial responses and ask questions, if you do not hear anything there is no further information required at this stage. You may be asked to attend a Safety Advisory Group meeting or submit your Event Management Plan and Risk Assessment 12 weeks before your event. You will also be asked to submit a final plan one week before for the Emergency Services to hold within their Control Room, should an emergency response be required during the event.

**Please complete and return this form to:**

Food, Health & Safety Team, South Holland District Council, Council Offices, Priory Road, Spalding, Lincs. PE11 2XE or email to: [shdcsag@sholland.gov.uk](mailto:shdcsag@sholland.gov.uk)