



Ribble Valley  
Borough Council

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# Ribble Valley Event Safety Advisory Group (RVESAG) Protocol

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## Policy administration

### Policy ownership

For any queries about this policy, please contact the plan owner.

|                   |   |  |              |
|-------------------|---|--|--------------|
| <b>Department</b> | Community Services                                      |  |              |
| <b>Owner</b>      | Head of Engineering Services (RVESAG Chairman)          | <a href="mailto:winston.robinson@ribblevalley.gov.uk">winston.robinson@ribblevalley.gov.uk</a> | 01200 414461 |
| <b>Committee</b>  | Ribble Valley Events Safety Advisory Committee (RVESAG) |  |              |

This policy is maintained and published on behalf of Ribble Valley Borough Council. A copy of this policy will be published on the Council Intranet and will be reviewed and updated as stated below.

### Version control and review date

| Version | Date          | Reason for Publication                          | Approved by Committee / Date                        | Review Date |
|---------|---------------|---|---|-------------|
| V1.0    | January 2013  | New Protocol                                    | Ribble Valley Events Safety Advisory Group (RVESAG) |             |
| V1.1    | February 2025 | Policy Reviewed and transferred to new template | Ribble Valley Events Safety Advisory Group (RVESAG) |             |

This policy will be reviewed should there be any changes in legislation or guidance. The policy/procedure owner will ensure the document is reviewed as stated.

### Equality implications

|                      | Action   | Yes / No |
|----------------------|--|----------|
|                      | An Equality Impact Assessment (EIA) has been completed | No       |
| <b>EIA Hyperlink</b> |  |          |

### Supporting documents or legislation relating to this policy

| Please include any supporting documents / legislation                      |
|--|
| 1. Ribble Valley Borough Council Statement of Licensing Policy 2021 - 2026 |
| 2. Licensing Act 2003  |
| 3. Health & Safety (Enforcing Authority) Regulations 1998                  |
| 4. Road Traffic Regulations Act 1984                                       |
| 5. Town Police Clauses Act 1847  |

## **1. General Statement of Event Safety**

- 1.1 The Ribble Valley Events Safety Advisory Group (“RVESAG”) is there to provide advice and guidance to event organisers to enable them to hold their event safely and legally. It is the responsibility of event organisers to ensure their event takes place safely. The RVESAG will neither sanction nor stop events taking place: that is not its role. Where, however, there are concerns, it will advise the appropriate members of RVESAG of those concerns and they may take whatever action they feel necessary to fulfil their statutory obligations.

## **2 Local Authority Policy for the RVESAG**

- 2.1 It is the policy of Ribble Valley Borough Council to uphold reasonable standards of safety at all public events in the Ribble Valley, to encourage the well-being of the public at those events and minimise as far as possible any inconvenience to residents, businesses and the general public. To aid these objectives, Ribble Valley Borough Council maintains a Safety Advisory Group for public events, and has established partnerships with selected agencies, which offer specialist advice to the authority or to the organisers.
- 2.2 The role of the RVESAG is to consider large-scale public events and their requirements. The RVESAG remit includes outdoor events, which require a premises licence or Temporary Event Notice (TEN) under the Licensing Act 2003, firework displays, carnivals, parades, music festivals, agricultural shows and other large-scale events of a similar nature.
- 2.3 In general, a “large scale public event” will be treated as being an event where more than 5000 people are expected to attend, although smaller events may require the involvement of the RVESAG, depending on the event.
- 2.4 The Council is the Licensing Authority under the Licensing Act 2003. It will exercise its powers under that Act, taking into account the Council’s Statement of Licensing Policy, and any representations received. It will also take into account any enforcement and other protocols agreed between the Council and responsible authorities.
- 2.5 The Council is an enforcing authority as defined in the Health and Safety (Enforcing Authority) Regulations 1998 for work activities, where the main activity is specified in schedule 1. It will enforce the relevant statutory provisions to ensure the health, safety and welfare of employees, members of the public and any other person affected by a work activity. This includes all outdoor public events including the erection and dismantling of any structures or equipment used in the event.
- 2.6 In certain circumstances, the Health and Safety Executive will be the responsible authority for investigating health and safety breaches and undertaking enforcement action.

## **3. Membership And Administration**

- 3.1 The RVESAG will consist of:

- (a) A group of core members;
  - (b) Invited representatives
- 3.2 The core members will comprise senior officers (or their representatives) from the following agencies:
- Ribble Valley Borough Council
- Head of Environmental Health Services
  - Licensing Officer
  - Head of Legal and Democratic Services
  - Head of Engineering Services (Chairman)
  - Principal Building Control Officer
  - Assistant Engineer
  - Head of Environmental Health
  - Emergency Planning
  - Lancashire County Council – Highways
  - Lancashire Police
  - Lancashire Fire and Rescue Services
  - North West Ambulance Service
- 3.3 The RVESAG shall be chaired by the Head of Engineering Services (RVBC). The Democratic Services Officer (DSO) will act as Clerk for the group.
- 3.4 The core members may invite (either from time to time or by a standing invitation) other representatives to RVESAG meetings. Invited representatives will be encouraged to take a full part in proceedings and to share their expertise and advice with core members. They shall be entitled to have their views presented / reported, considered and recorded.
- 3.5 Invited representatives may be drawn from anybody which the RVESAG considers appropriate. These might include:
- The licence holder and / or event organiser (as appropriate)
  - First aid representation
  - Emergency Planning Unit, Lancashire County Council
  - Primary Care Trust
- 3.6 Sub-Groups of the RVESAG will be convened to deal with specific operational issues or events as required. The Chairman or any other core member may request the setting up of a sub-group, and the Chairman shall invite such representatives as are considered appropriate to meetings of such a sub-group.
- 3.7 The Ribble Valley Safety Advisory Group and any sub-groups shall be administered by the Council.
- 3.8 Ward Councillors will be advised of any events being considered at the RVESAG or sub-group and will be welcome to attend those meetings.

## **4 Terms of Reference**

- 4.1 To ensure as far as possible that risk to public safety is minimised for all large-scale public events.
- 4.2 To maintain an overview of forthcoming events within the Ribble Valley.
- 4.3 To advise the Local Authority in the exercise of its powers under the Licensing Act 2003.
- 4.4 To advise the Local Authority as the enforcing authority as defined in the Health and Safety (Enforcing Authority) Regulations 1998 for enforcement of the relevant statutory provisions.
- 4.5 To act in an advisory capacity to both the organiser of an event and other agencies/individuals involved.
- 4.6 To provide a forum within which the Local Authority and other agencies may develop a co-ordinated approach to spectator safety.
- 4.7 To review with organisers each large event through a formal de-brief (including any significant incidents or “near misses”) and make recommendations, where appropriate, for improving safety.
- 4.8 To advise and develop generic risk assessments / best practice where appropriate.
- 4.9 To ensure that there are in existence agreed contingency plans for dealing with major incidents. This may require liaison with the Lancashire Resilience Forum General Purpose Committee.
- 4.10 To monitor compliance with the standards agreed.
- 4.11 The RVESAG as such cannot take any decisions on behalf of the Local Authority. The Local Authority’s decision-making power remains with the Licensing Committee, or with relevant officers within the Council’s approved Scheme of Delegation.
- 4.12 The Local Authority core members of the RVESAG must declare any material conflict of interest in relation to any item put before the Group, prior to any discussion on that matter. If the interest could be considered prejudicial, then that person should consider if they should withdraw and be replaced by an appropriate party agreed with the Group.

## **5 Meetings of the RVESAG**

- 5.1 The RVESAG shall meet a minimum of 3 times per calendar year. Any core member may request an additional meeting or meetings of the group, whether in response to a particular event or otherwise.
- 5.2 Where matters arise which require consideration by the Core RVESAG, a meeting may be called at short notice.

- 5.3 All relevant agencies should be represented at a meeting of the RVESAG or Sub-Group, and representatives must be fully briefed to ensure a consistent approach and senior enough to enable decisions to be made and implemented.
- 5.4 The RVESAG may request an inspection of the site of a public event (whether before, during, or after an event) as determined by the Chair of the Group in consultation with the event management. Such members as the Group considers appropriate can attend the inspection. Formal minutes and a record of the inspection will be circulated to all relevant parties.

## **6 Roles And Responsibilities of Members of RVESAG**

- 6.1 All members of the Ribble Valley Safety Advisory Group and associated Sub-Groups will operate within the areas identified as their roles and responsibilities below.
- 6.2 Where a member of the Ribble Valley Safety Advisory Group objects to a proposed event, the objection will be in line with their identified roles and responsibilities as detailed.
- 6.3 All members of the Group will retain a high degree of professionalism and probity at all times and will not at any time act in any way which may compromise the position of the Group or members of the Group.
- 6.4 Ribble Valley Borough Council (Head of Engineering Services)
- Chair of Group:
- (a) To ensure that meetings take place on a regular basis;
  - (b) To ensure that due account is taken of the views of all members of the RVESAG, including those attending by invitation;
  - (c) To ensure Minutes are taken at each Meeting and reported to the Council's Licensing Committee.
  - (d) To ensure an up-to-date list of planned events is maintained.
- 6.5 Ribble Valley Borough Council (Licensing Officer)
- (a) To determine whether an event requires licensing;
  - (b) To process applications for licences in accordance with statutory requirements;
  - (c) To develop conditions to be attached to a licence in accordance with the Operating Schedule and any representations from responsible authorities;
  - (d) To monitor and enforce compliance with licence conditions;
  - (e) To provide advice/guidance, where an event does not require a formal licence;
  - (f) To provide technical support to the RVESAG
  - (g) To organise the appropriate meetings with organisers, emergency agencies and other agencies as deemed necessary to process the licensing application.
- 6.6 Ribble Valley Borough Council (Head of Legal Services)
- (a) To provide legal advice to the RVESAG.

- 6.7 Ribble Valley Borough Council Environmental Health Officer (Health & Safety)
- (a) To lead in ensuring compliance with both health and safety and food safety legislation;
  - (b) To provide advice on environmental health issues relating to the event;
  - (c) To provide technical support to the RVESAG.
- 6.8 Ribble Valley Borough Council (Head of Environmental Health Services)
- (a) To provide Environmental Health advice to the Ribble Valley Safety Advisory Group.
  - (b) To specify appropriate noise levels at any event to minimise public nuisance;
- 6.9 Ribble Valley Borough Council (Building Control)
- (a) For licensed events – to ensure compliance with relevant legislation / guidance in respect of temporary stands and stages and other temporary structures;
  - (b) For unlicensed events – to examine details of temporary stands and stages;
- 6.10 Ribble Valley Borough Council as landowner / promoter
- (a) The Council can, at various times, act in the capacity of either:-
    - (i) the event promoter;
    - (ii) as a joint promoter working with an outside body;
    - (iii) as site owner and acting as liaison with event promoter.

The Officer's roles and responsibilities will alter depending in which capacity it acts in either (i), (ii) or (iii) above.

#### As Promoter

Officers will be responsible for complying with all requirements as laid down for the licence and will be responsible for all event organisation.

#### As Joint Promoter

Officers will clarify roles and responsibilities with the promoter so that RVESAG is aware of situation and department will work with the joint promoter to ensure compliance with requirements of any licence.

#### Where the Council is the Site Owner

The Head of Cultural and Leisure Services will ensure the promoter is given clear guidance on roles and responsibilities and will strive to ensure that contractually the promoter is responsible for stated provision and compliance. Officers will also act in a liaison role, where deemed applicable and appropriate, with other bodies and will strive to ensure the promoter complies with all requirements of the licence. However, Officers cannot accept responsibility for any non-compliance.

- 6.11 Ribble Valley Borough Council (Democratic Services Officer)



- (a) To signpost event organisers to the event form and RVESAG information on the Council's website;
- (b) To act as a point of contact for the RVESAG;
- (c) To maintain an up-to-date list of all event information and distribute event forms to the RVESAG each week;
- (d) To maintain an up-to-date contact and distribution list of the RVESAG members.
- (e) To provide administrative support to the Chairman;
- (f) To send out meeting invitations and produce and distribute the minutes of meetings on behalf of the Chairman.

#### 6.12 Ribble Valley Borough Council (Licensing Committee)

- (a) To determine applications for a premises licence having regard to the Licensing Objectives and relevant representations.

#### 6.13 Emergency Planning – Ribble Valley / Lancashire County Council

Following a major incident activate the appropriate emergency plan(s) to support the emergency services and assist with the wider consequences of the incident.

Following the emergency response phase the recovery phase will, as necessary, be co-ordinated by either Ribble Valley Borough Council or Lancashire County Council.

- (a) To respond to a major incident by activation and mobilising of local authority and supporting organisations, to cater for the threat of death, serious injury or homelessness to a large number of people. Services may include reception centres, temporary emergency accommodation, feeding and access to a wide range of special equipment;
- (b) To initiate alerting procedures (local authority and voluntary agencies);
- (c) To take responsibility for identification of and equipping (with Health Authority / Primary Care Trust and Police) of a temporary mortuary;
- (d) To act as a member of the event management team and assist in preparation of the Event Major Incident Plan;
- (e) To undertake cross-boundary liaison and mutual aid (where a venue is close to county or other administrative boundaries, liaison may be required by the emergency planning officers of the local authority, and the ability to provide mutual aid determined);
- (f) To take responsibility for ensuring that arrangements are co-ordinated with the local authority Major Incident Plan.

#### 6.14 Lancashire County Council (Highways)

- (a) Their role is to monitor all authorised events where the highway is affected. This will likely include liaison with statutory authorities and other organisations, giving advice on and, as necessary, arranging for:
  - (i) the maintenance of clear and safe routes for emergency vehicles and traffic of all categories including pedestrians;
  - (iv) any road closure or other temporary traffic management measures which may be necessary;
  - (v) liaison with the statutory undertakers;

## 6.15 Lancashire Fire and Rescue Service

- (a) To provide advice relating to:
  - Site Location
  - Site Design
  - Density Factors (capabilities)
  - Barrier Configuration
  - Amusements / Attractions
  - Concessionaires
- (b) To provide advice on access relating to:-
  - Means of Entry (flow rates)
  - Means of Exit (flow rates)
  - Siting of Entry / Exit
  - Migration On Site / Off Site
  - Emergency Evacuation Routes
  - Holding Areas
  - Emergency Vehicle Access
- (c) To provide advice on planning relating to:-
  - Major Incident Plan
  - Emergency Evacuation Procedures
  - Fire Risk Assessment
- (d) To provide advice on fire safety relating to:
  - Lighting (normal / emergency)
  - Fire Warning Systems
  - Signs (directional / information, etc.)
  - Fire Fighting Equipment
  - Fire Stewards
  - Water Supplies
  - Flammability of Fabrics / Textiles
  - Pyrotechnics (storage / use / siting)
  - Camp Sites (location / design)
  - Marquees / Tentage
  - Portable Structures
  - Field Kitchens
  - L.P.G. (Ribble Valley Safety Advisory Group / storage)
  - Generators (fuel storage, etc.)
- (e) To provide advice on legislation relating to:-
  - Fire Precautions Act 1971
  - Fire Precaution Workplace Regulations 1977
  - Regulatory Reform (Fire Safety) Order 2005
  - Safety at Sports Ground Act (1975)

## 6.16 Lancashire Police

- (a) To provide advice on the prevention and detection of crime;
- (b) To provide advice on the prevention of / or stopping of breaches of the peace;
- (c) To provide advice on traffic regulations within the legal powers provided by statute, ie. a road closure order (Town Police Clauses Act 1847) or a traffic regulation order (Road Traffic Regulation Act 1984);
- (d) To implement the activation of a contingency plan where there is an immediate threat to life and co-ordination of resultant emergency service activities;
- (e) Police resources will not be routinely deployed to tasks which the risk assessment suggests are necessary but for which there are no legal responsibilities or legal powers.

#### 6.17 North West Ambulance Service

- (a) To provide advice on medical and first aid provision;
- (b) To provide input where required relating to the Emergency Plan / Major Incident contingencies (which is where NWAS would be deployed to the site and take command of medical powers / facilities);
- (c) To ensure that the event has minimal / no impact on NWAS normal operations;
- (d) To obtain information and an Emergency Management Plan including a medical plan from the designated providers.

## 7 Notification of Events

- 7.1 Where an event is notified to a member of the RVESAG, it is the responsibility of that member to notify, in writing (including email), the other members of the Group. The organiser should also be directed to the RVBC events page to complete an event form.
- 7.2 On receipt of formal event notices, the event submission will be acknowledged by the auto-response at Appendix 2.
- 7.3 Where an event involves regulated entertainment or the sale of alcohol or late-night refreshment, the Licensing Section must be informed immediately to allow a decision to be made regarding licensing requirements. It should be noted that there are specific (statutory) time scales for applications for a Premises Licence and for a Temporary Event Notice.
- 7.4 The following notice periods are recommended:
  - If less than 500 persons are expected to attend (including persons involved in the event itself) then consultation with the Council should begin as soon as practicable but no later than 2 months prior to the event.
  - If more than 500 persons are expected in total, then consultation with the Council should begin at least 1 month prior to the submission of the Premises Licence application or 10 weeks prior to the event if there are no licensable activities.

- For large events, that will attract several thousands of people and/or are held over multiple days, consultation with the Council must begin at least 6 months prior to the event, with complex events needing 9-12 months notice.

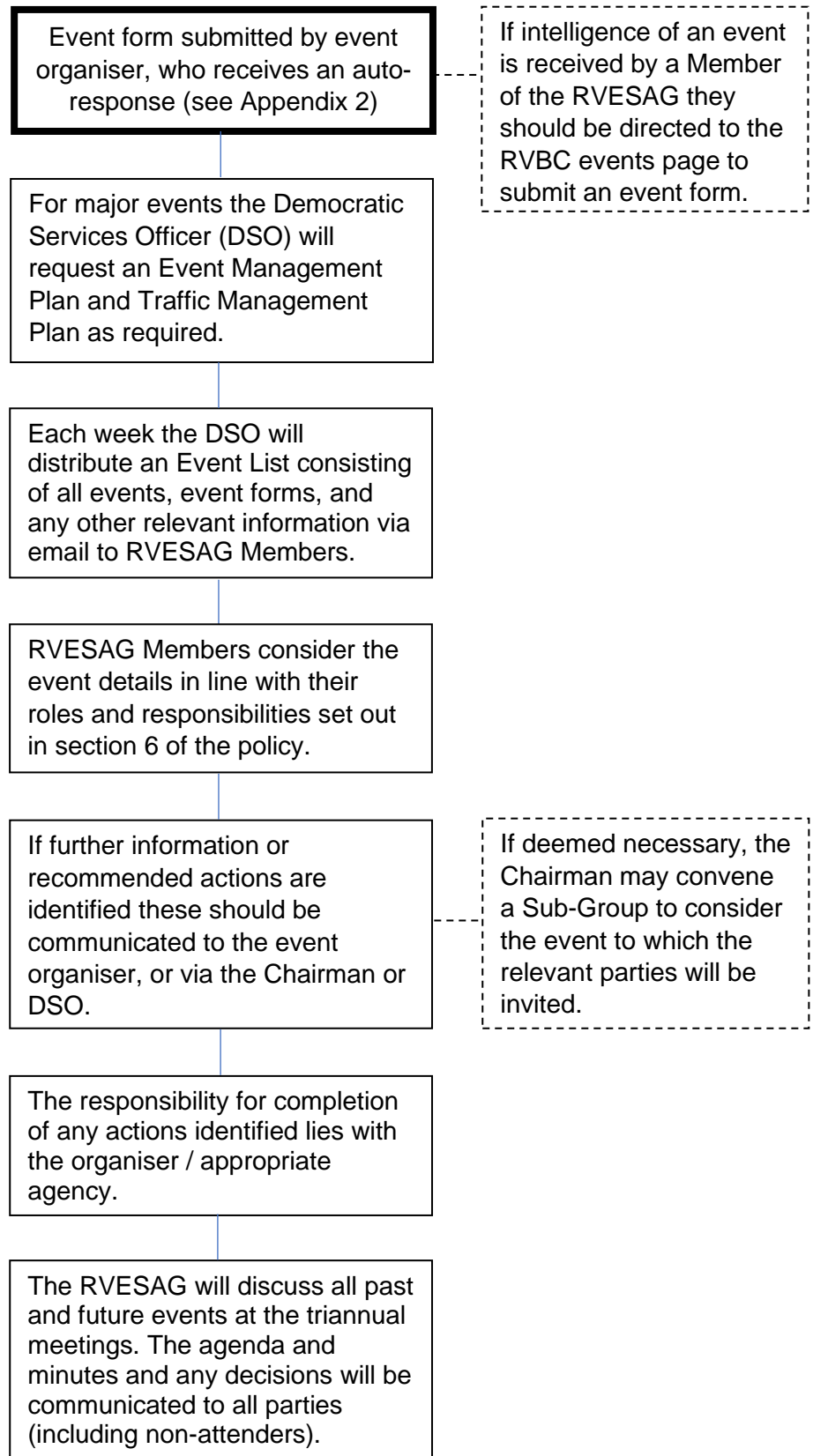
## 7.5 Road Closures

- 7.5.1 Some events may take place, partially or fully, on the highway, or pedestrians may use the highway to access or spectate at an event. In these circumstances, it may be necessary to close part or all of a road and you will need to apply for the relevant road closure.
- 7.5.2 If an event includes a street party, a parade, a procession, a carnival or other festival the Council can temporarily close the roads using our powers under the Town and Police Clauses Act 1847. A minimum of 6 weeks' notice to the Council is recommended.
- 7.5.3 Some other types of events such as sporting events or large scale events may require a [Temporary Traffic Regulation Order](#) from Lancashire County Council (LCC) under the Road Traffic Regulation Act 1984. A minimum of 12 weeks' notice is recommended.
- 7.5.4 If the Council are not able to issue a Road Closure Order under our statutory powers, it is the responsibility of the event organiser to ensure they have the necessary Temporary Traffic Regulation Order from Lancashire County Council and are able to provide a copy to the Council on demand, for any events on the highway.

## 8 Procedures for Dealing with Events

## Appendix 1

8.1 The following procedures have been approved for use by the Safety Advisory Group



## 9 Acknowledgement of Event Form

## Appendix 2

9.1 Following submission of an online event form, the applicant will receive the following response:

This is an automated email generated from the CRM System.

Thank you for submitting an event for **EVENT NAME** to be held on **EVENT DATE**.

That should there be any issues with the event, the relative organisation will be in touch.



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

If you are holding an event in the Ribble Valley you can use this form to let us know the details of the event.

You may also want to view our [Current Tourism Initiatives](#) where we can help with the promotion of your event.

### Procession type events on the highway:

Please be aware that from 2017, the police are no longer able to support such events, either by attending or in an advisory role. The only exception will be for Remembrance Day parades. Previously for such events to take place, an Order under the Town Police Clauses Act 1847 needed to be issued so a rolling road closure may take place. The Order was only issued if either the police attended the event or they agreed that the measures put in place by the organisers are acceptable to them and also acceptable to the Highway Authority, Lancashire County Council (LCC).

In recent years the police have not normally attended events however they, along with LCC, have ratified the organisers arrangements either by a pre-visit or a desk top process, prior to the event being submitted to ESAG. Unfortunately due to the lack of resources neither of these options are going to be available going forward.

In future, for procession type events on the highway to take place, event organisers will need to employ a Traffic Management Company ([see list of approved by LCC](#)) who will produce a traffic management plan (TMP) and provide any qualified traffic stewards for the event. The TMP must then be submitted along with your event notification form to the Event Advisory Safety Group (ESAG) where the Police and LCC will review and, if ratified by the police and LCC, the Town Police Clauses Act 1847 road closure may be issued.

Neighbourhood form grants may be available to Parish Councils that might help with the extra costs for the event. To apply for help to fund this, please contact your Parish Council.