



The Great Glen Ways

Events Guidelines

Introduction

December 2007

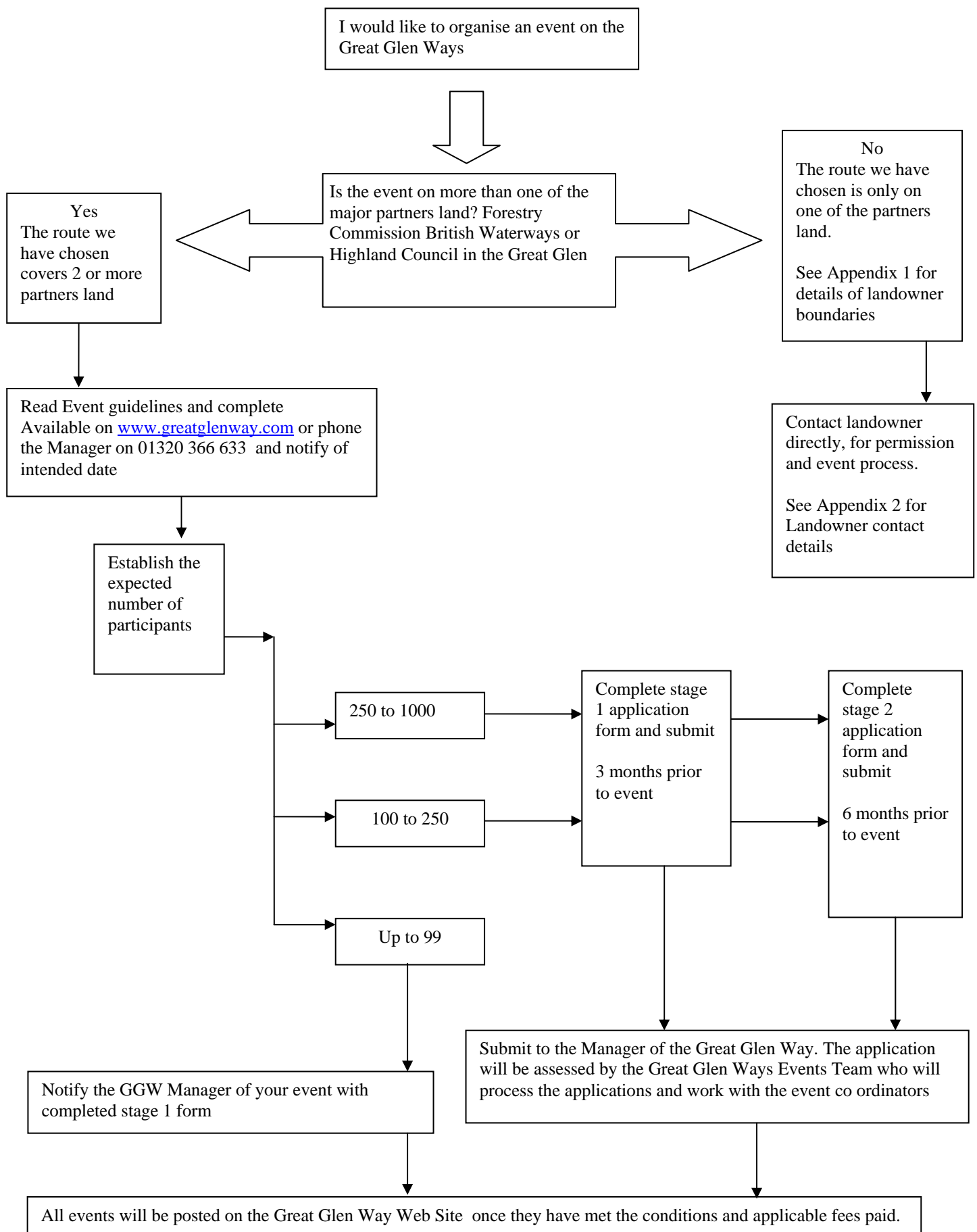
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Flow chart of the Process to follow when considering and organising an Event On the Great Glen Ways



1. INTRODUCTION

The following guidelines outline the basic requirements regarding the holding of an event on the routes of The Great Glen Ways. They are in place to safeguard both public health and property in the planning and staging of events.

These guidelines cover events which are held on either the whole of The Great Glen Ways or parts thereof. For the purposes of these guidelines, references to The Great Glen Ways mean The Great Glen Way, the Caledonian Canal, and The Great Glen Mountain Bike Trails.

The Great Glen Way Events Team, (GGWET) is an operational working group that has developed these guidelines in consultation with the 3 partner organisations – The Highland Council, The Forestry Commission and British Waterways.

GGWET has 3 goals when assisting event organisers:

- To encourage event organisers to organise safe and enjoyable events on The Great Glen Ways.
- To work in partnership with the Emergency Services and local communities.
- To ensure that event organisers meet their responsibilities whenever a major event is staged on The Great Glen Ways.

Please refer to the flow diagram on the previous page for the process.

2. RESPONSIBILITIES OF EVENT ORGANISERS

The main responsibility of any event organiser is to ensure the safety of the public attending the event and that of anyone else who may be involved in or affected by the event. This responsibility extends to avoiding:

- Damage to property,
- Fear or alarm to the public,
- Disruption to the local community/landowner's operations.

The organisation of an event is a considerable responsibility. Event organisers must properly manage, supervise and monitor their event. They should be aware that they may be held liable for the consequences if things go wrong at their event, particularly if there are defects in the planning and control of the event.

It is for these reasons that GGWET require event organisers to:

- Undertake the event with a minimal carbon footprint
- Apply for permission to stage an event on The Great Glen Ways
- Submit an event plan (pre-event build up, on the day organisation and post-event break down) for agreement by GGWET

- Undertake risk assessments and manage risk effects from event publicity and promotion, financial liabilities, damage, accidents and security, amongst other matters
- Familiarise themselves with the relevant health and safety guidance on events and have access to a competent safety advisor
- Keep the event area free of litter and refuse while the event is taking place and to ensure that the event area is left clean and tidy once the event is finished
- Supply and install adequate numbers of temporary toilets and ensuring that they are cleaned, serviced and removed in a timely manner.

Depending on the size of the proposed event an event liaison/planning group of GGWET officers, Emergency Services and event organisers may be required by GGWET to discuss all aspects of the planned event.

3. ROLE OF GGWET

GGWET is based in Fort Augustus and can be contacted as follows:

**The Manager Great Glen Way
Auchterawe
Fort Augustus
PH32 4BT
01320 366 633**

The role of the Events Team is to:

- Ensure that events on The Great Glen Ways are feasible, viable and safe
- Ensure the minimisation of conflict with landowners and other users
- Assess event applications and event plans
- Review risk assessments
- Assess the overall management and impact of the events taking place on The Great Glen Ways and identify improvements for future events
- Ensure that each event has a nominated responsible person
- Work in partnership with the Emergency Services and the local community
- Assist with road closure and traffic management plans
- Assist with the production of event area layout plans
- Ensure the production of event safety plans where appropriate.

4. OPERATIONAL PROCEDURES

4.1 ROUTE CAPACITY OF THE GREAT GLEN WAYS

The capacity of The Great Glen Ways will be reviewed annually and may change over time with route improvements or damage to the route. The route capacity will vary with different types of usage, e.g. bike damage is likely to be more severe than damage caused by foot fall and will be considered by GGWET at the time of application.



The maximum carrying capacity on the Great Glen Way is 1000 participants for walking/running events. The capacity for any cycling or sailing events should be discussed with GGWET. If you are considering any event discuss the event type with GGWET prior to your application.

The maximum carrying capacity will be determined by GGWET, with consideration of many factors. This decision is final. Factors taken into consideration are outlined in 4.8

4.2 START AND FINISHING TIMES

Events will generally only be allowed to operate during daylight hours until 9pm. Exceptions may be made for events such as endurance events. It is expected that all events will be finished and event areas cleared by 10pm to minimise disruption to local residents. Exceptions may be made where appropriate risk assessments are supplied and agreed by GGWET.

Event organisers should note that to operate outside these times will be subject to community consultation and may be granted subject to conditions.

4.3 GROUNDS MAINTENANCE

Grassed areas adjacent to The Great Glen Ways will only be used with the specific approval of the landowner(s) concerned. The use of grassed areas in winter months (1st October – 31st March) or during periods of adverse weather conditions will be limited to protect those areas from potential damage or loss.

The parking of vehicles on grassed areas is to be kept to a minimum at all times. Event organisers will need to obtain prior approval from GGWET or landowner(s) whoever is/are responsible for the area of land concerned.

4.4 VEHICLE USE

The use of motorised vehicles on the footpath sections of The Great Glen Ways is strictly prohibited. Any proposed vehicular use must be intimated to and approved by GGWET prior to such use occurring. Any approved use must be kept to the minimum required and negotiated at the time of the application.

Any authorised vehicular use must have due regard for all route users and animals/livestock and observe the maximum speed limit of 10mph and display hazard warning lights.

Any damage caused by plant and machinery will be charged to the event organiser.

4.5 STAFF WELFARE

Event organisers must comply with the requirements of the Health and Safety at Work Act 1974 (as amended), the Management of Health and Safety at Work Regulations 1999 (as amended), and all other appropriate statutory provisions.

It is the responsibility of the organiser to ensure that a mobile communication system is in operation. It must be compatible to that used by GGWET to ensure that GGWET and those working at the event can remain in radio contact with each other.

Event organisers should ensure that rest breaks are taken by those working at the event to prevent mental tiredness and physical exhaustion.

The event organiser will ensure that suitable facilities are available for persons working at the event.

The minimum age of volunteers without adult supervision is: 18

The minimum age of volunteers with adult supervision in attendance is: 14

4.6 INTELLECTUAL PROPERTY

Any printed publicity and promotional material, including electronic material, must be approved by GGWET before being used for event publicity. No publicity material should be issued before the event organiser has received written confirmation that the event has been fully approved by GGWET.

Prerequisite for approval of all event publicity and promotional material is recognition of the corporate identity of The Great Glen Ways by inclusion of The Great Glen Ways' logo. The logo is available from the Manager of The Great Glen Ways.

4.7 TRADING AT THE EVENT

The event, once approved by GGWET is subject to the laws of Scotland. Information packs will be made available to event organisers from the Highland Council's regulatory bodies.

4.8 FACTORS AND CRITERIA

The following factors are to be taken into consideration prior to the granting of Full Approval for an event to take place:

- Financial Risk
- Legal Constraints
- Proximity to Local Residents
- Security and Public Safety Issues
- Effect on the fabric of the area to be used
- Effect of the event on regular users
- Timing/ Day of the week and time of the year
- Location

- Conflict with landowners maintenance and site management
- Numbers estimated to attend
- Car Parking implications
- Traffic Management Plan/Impact on local transport infrastructure
- The need for specialist stewards/interpreters
- Conflicts with other events and sporting activities
- Impact and overall impression
- Lessons of previous similar events
- Participants carrying poo trowels

The factors and criteria for establishing conditions may relate the fee charged. A higher fee may be charged if an event is considered to have high impact and damage issues. GGWET will discuss this with potential event organisers should it be a likely occurrence.

4.9 EQUALITIES

GGWET is committed to equal opportunities and all event organisers must provide appropriate and accessible services to all sections of the community without prejudice or bias.

4.10 ADVERTISING

GGWET specifically forbid the advertising of an event before full approval has been issued.

The Great Glen Ways seek publicity as an indication of support for the events held. GGWET retains the right to withdraw support and corporate identity should the event plan not meet the expected standards.

4.11 LICENCES

The event organiser is responsible for obtaining all necessary approvals / consents.

The issuing of the Stage 2 full approval permit does not exempt the applicant from obtaining all other appropriate licences that may be required from the Council (e.g. Public Entertainment Licence, Liquor Licence, Environmental Health Approval, Planning Permission etc)

4.12 EXPANSION OF SITE

Any approval given will be for the event detailed on the application form and no other use of The Great Glen Ways or of any other area of land than that authorised must be made.

GGWET reserves the right to withdraw its approval should an unauthorised use take place and in such circumstances GGWET shall require the event organiser to remove all property and persons related to the event immediately.

While every attempt will be made to keep the appendices upto date, the Event Organiser is expected to obtain the necessary approvals.

4.13 FEES

For events that have in excess of 500 participants the fee for the event is £10.00 per head. For events with less than 499 participants, no fee will be charged

Part route fees may apply where the number is above 500. This will be discussed at the initial application stage with the event co ordinator.

In addition to the booking fee, a deposit may be requested and be returned once GGWET is satisfied that:

- The event area is free of rubbish and any other articles left over by the event
- No damage has been caused to the event area
- No fly posting has taken place.

If GGWET has incurred any costs in respect of the event, such costs will be deducted from the deposit. If these costs exceed the deposit, the event organiser will be issued with an invoice for the additional amount.

Example of likely costs:

Signs not removed within 10 working days of the event £10.00

The fee charged will be used for projects to enhance the Great Glen Ways. All fees will be used in the Voluntary Contribution Programme Projects unless otherwise directed by GGWET. The Event organiser can choose the project the fee is used for.

4.14 INSURANCE

The event organiser must indemnify the Great Glen Ways Partners against all claims, costs, proceedings and damages arising out of the event organiser's use of The Great Glen Ways. The event organiser must provide evidence of an appropriate insurance policy in force, which is fully paid up at least 28 days before the event.

The limit of such indemnity will be a minimum of £5m per claim.

4.15 CARBON FOOTPRINT

GGWET encourages all event organisers to consider green alternatives for event organisation. For example:

- use an environmental option for products and items that will biodegrade. This includes plates, glasses, cutlery, sign, etc.
- encouraging participants to reduce their own carbon footprint. For example:
 - car pool
 - carry containers for food (as opposed to food wrappers)

- use rechargeable batteries
- provision of rubbish bins at food stations for separating refuse
- event packs to be on recycled paper
- use email to maximum

GGWET would like to build a resource for other Event Organisers, to do this if you have found a supplier that should be added to the appendix then please let us know.

5. FURTHER INFORMATION

Contact:

**The Manager Great Glen Way
Auchterawe
Fort Augustus
PH32 4BT**

01320 366 633



The Great Glen Ways

Events Guidelines

Guidance Notes 1

June 2007

GUIDANCE NOTE 1

1. EVENT APPLICATION PROCESS

STAGE 1

- APPLICATION PACK REQUEST TO GGWET
- APPLICATION FOR OUTLINE APPROVAL FOR SPECIAL EVENT SUBMITTED
- APPLICATION FOR OUTLINE APPROVAL FOR SPECIAL EVENT CIRCULATED BY GGWET
- COMMENTS EVALUATED
- OUTLINE APPROVAL GRANTED / REFUSED

STAGE 2

- APPLICANT REQUESTED TO SUBMIT APPLICATION FOR FULL APPROVAL
- APPLICANT REQUESTED TO APPLY FOR ENTERTAINMENT LICENCE IF NECESSARY
- APPLICANT REQUESTED TO APPLY FOR LIQUOR LICENCE IF NECESSARY
- APPLICANT PAYS EVENT APPLICATION FEE
- REFERENCES TAKEN UP
- MEET WITH EVENT ORGANISER FOR FURTHER INFORMATION
- BEGIN CONSULTATION PROCESS
- VENUE DATE SECURED SUBJECT TO FINAL HEALTH AND SAFETY REQUIREMENTS
- PLANNING MEETINGS HELD INCLUDING COUNCIL AND EMERGENCY SERVICES
- EVENT PERMIT AND ENTERTAINMENT LICENCES ISSUED
- PRE EVENT SITE INSPECTIONS
- EVENT OCCURS
- POST SITE INSPECTION
- DEBRIEF MEETINGS
- DEBRIEF REPORT PRODUCED
- DECISION TAKEN ON ANY RETENTION OF DEPOSIT

2. EVENT APPLICATION PROCESS – ADDITIONAL INFORMATION

Application forms for events should be submitted **at least 6 months** before the event date, earlier if it is a large or special event, to ensure that adequate consultation and health and safety checks can be carried out. **Late submission of an application may be considered grounds for refusal of an application.**

As part of the application process, GGWET will generally require information as appropriate from organisers explaining the following:

- Health and Safety Requirements
- Acts and Legislation covering outdoor events
- Emergency Services
- Permissions for selling goods
- Inflatable Units

- Information regarding holding a raffle at your event
- Information regarding the sale of alcohol
- Road Closures and traffic regulations
- Bonfires and Fireworks Displays
- Funfair Rides
- Public Liability Insurance
- Notification as to whether you require a public entertainment licence
- Noise levels
- Food safety
- List of services you would expect the GGWET to provide
- Specification of the amount of waste expected to be produced
- Contact list of all event staff
- Details of the planned event publicity
- Private landowner permissions for temporary structure installation

Some events will require a public entertainment licence. In such cases a separate application must be made to the Highland Council for a public entertainment licence. Information Packs are available upon request.

The organiser must adhere to the Full Approval Permits Terms and Conditions. The Full Approval Permit must be signed and returned to GGWET before the event can take place.

Where applicable, before the event organiser is allowed access to the site, GGWET and the event organiser will jointly conduct a pre-event site inspection. Within 48 hours of the end of the event GGWET and the event organiser will conduct a post-event site inspection.

The cost of any damages to The Great Glen Ways as a result of the event will be deducted from the deposit held. Should the cost of the damages exceed the deposit held, GGWET will invoice the event organiser for any additional funds required to pay for the damage.

3. Application Form for Stage 1 – Notification of Event

| | |
|---|--|
| | |
| Name of Event Organiser | |
| Name of Organisation | |
| Event Organiser's Position in Organisation (agent, contractor) | |
| Correspondence Address | |
| Contact Daytime Telephone Number | |
| Contact Mobile Telephone Number | |
| Contact Email Address Number | |
| Contact Fax Number | |
| | |
| Event Title | |
| Purpose of the Event | |
| Venue Required (whole or) If part which part/s | |
| Approximate length of route Required | |
| Date(s) of the Event | |
| Start and Finish Date for Site Build | |
| Dates of Actual Event | |
| Start and Finish Date for Site Dismantle | |
| | |
| Full Description of the Event (cycle, run, walk, trials, water sports, running, endurance, multi sport and participation) | |
| Admission Fee / Donation | |
| What age group is the event targeted at | |
| Expected numbers of attendees | |
| Copy of risk assessment attached | |
| Use of GGWET corporate identity | |
| Additional or adjacent sites required for event (list if required and if private landowner has approved the use) | |
| Does the event involve music and / or dancing | |
| | |
| I the undersigned have read and agree with the terms and conditions stated in the Event Guidelines Document | |
| Signature | |
| Full Name in block capitals | |

| | |
|------|--|
| Date | |
| | |

| | |
|---|-----------------------------------|
| | |
| Office Use Only | |
| 3 months notice | Yes / No |
| Events Before or After | Yes / No |
| Site Previously Used by applicant | Yes / No |
| Charges Made Previously | Yes / No |
| | |
| Decision Date | Date |
| | |
| Passed to Licensing Officer | Date |
| Passed to Environmental Health | Date |
| Passed to Building and Planning Standards | Date |
| Passed to Roads and Transport | Date |
| Passed to Northern Constabulary | Date |
| Passed to Ward Manager | Date |
| Passed to Highland Council Rangers | Date |
| Passed to Highlands and Islands Fire and Rescue Service | Date |
| | |
| Approved Licensing Officer | Yes / No Date |
| Approved Environmental Health | Yes / No Date |
| Approved Building and Planning Control | Yes / No Date |
| Approved Roads and Transport | Yes / No Date |
| Approved Ward Manager | |
| Approved Northern Constabulary | Yes / No Date |
| Approved Highlands and Islands Fire Brigade | Yes / No Date |
| Adjacent Land Owner Approval | Site landowner approval |
| | |
| Outline Approval Granted | Yes / No |
| Full Approval Form issued | Yes / No |
| Comments | |
| | |
| Full Approval Fee | £ |
| Deposit Fee | £ |
| Venue Hire Fee | £ |
| Entered onto GGW Website | |
| Copy of risk assessment supplied | |
| Forwarded to other web sites | |
| Supported by GGWET (list in what form e.g. emergency support, additional sites, marshals, volunteers etc) | |

4. Application Form for Stage 2 Approval

Applicants must complete all sections and return the form plus the documentation requested to: **The Great Glen Way Manager, Highland Council, Great Glen Way Ranger Office, Auchterawe, Fort Augustus PH32 4BT**

A copy of this form, signed by a Council Officer, giving approval for the event to take place must be available for inspection during the course of the hire.

| | |
|--|--|
| CONTACT DETAILS | |
| Event Title | |
| Name of Event Organiser | |
| Name of Organisation | |
| Event Organisers Position in Organisation (agent, contractor) | |
| Correspondence Address | |
| Contact Daytime Telephone Number | |
| Contact Mobile Telephone Number | |
| Contact Email Address Number | |
| Contact Fax Number | |
| EVENT HISTORY | |
| Has this event ever been refused permission by the GGWET previously | Yes / No |
| Has this event run previously | Yes / No |
| If Yes, has there been any problem / accident at the event in the last five years you should reasonably disclose | Yes / No If yes - please give details |
| EVENT DOCUMENTATION | |
| Before you complete the rest of the application form you should have completed: | Included documentation |
| The Event Site Layout | The Event Site Layout Yes / No |
| The Event Risk Assessment | The Event Risk Assessment Yes / No |
| The Event Management Plan | The Event Management Plan Yes / No |
| An Advertising Plan | The Advertising Plan Yes/No |
| You must include copies of each of the above with this application | |
| EVENT INFORMATION | |
| Event Title | |
| Outline Approval Reference No | |
| Purpose of the Event | |
| Venue Required (whole or part) | |
| If part/s which part/parts | |
| Approximate length Required | |
| Date(s) of the Event | |

| | |
|---|--|
| Start and Finish Date for Site Build | |
| Dates of Actual Event | |
| Start and Finish Date for Site Dismantle | |
| EVENT DESCRIPTION | |
| Description of the Event | |
| Expected numbers of attendees | a) Participants a) b) Spectators b) c) Total c) |
| Is there to be a charge for admission | |
| Admission Fee / Donation | |
| Use of GGWET corporate identity | |
| Additional or adjacent sites for event (list if required and if private land owner has given written approval | |
| Supported by GGWET staff (list in what form e.g. emergency support, additional sites, marshal, volunteers etc | |
| Will the monies raised be used for charitable purposes | Yes / No |
| If yes - please give details of the charities that will benefit including charity registration number List of proposed activities N.B. Please provide details of all activities arranged including entertainment, attractions, artistry, participation and side shows including the supplier, anticipated duration and public involvement | |
| Will a public address system be used | Yes / No |
| Will there be music / dancing at this event | Yes / No If Yes please give details |
| Full details of trade stalls | |
| Will food be available for sale at this event | Yes / No If Yes please detail catering arrangements |
| Is it proposed to sell alcohol at this event | Yes / No If Yes please detail the arrangements |
| SANITARY ARRANGEMENTS | |
| Please identify the toilet arrangements N.B You will be required to demonstrate that you have provided | |

| | |
|--|--|
| toilets to meet the following ratios | |
| <p>Males</p> <ul style="list-style-type: none"> • 1 Toilet per 100 • 2 Toilets per 101 - 500 • 3 Toilets per 501 - 1000 <p>Females</p> <ul style="list-style-type: none"> • 1 Toilet per every 100 <p>For an event of 8 hours or more the full quota must be provided</p> <p>6-8 hours 80% 4-6 hours 75% Less than 4 hours 70%</p> | |
| CONSULTATION | |
| Has the event been notified to Northern Constabulary | Yes / No If Yes please provide details |
| Has the event been notified to Highlands and Islands Fire Brigade | Yes / No If Yes please provide details |
| Has the event been notified to Scottish Ambulance Service | Yes / No If Yes please provide details |
| Will Red Cross be in attendance or other recognised First Aid Supplier | Yes / No If Yes please provide details |
| Will this event be the subject of an application for a road closure | Yes / No If Yes please provide details |
| Will this event be the subject of a separate application for a public entertainment licence | Yes / No If Yes please provide copy of application form |
| Community Councils contacted | Yes / No Written, spoken, attended meeting. Date of meeting and contact at the meeting |
| Landowners contacted | Yes / No List landowners contacted and attach letter of approval |
| | |
| | |
| PUBLIC LIABILITY INSURANCE | |
| <p>Name of Insurers</p> <p>Policy Number</p> <p>Expiry Date</p> <p>Total Indemnity Proposed</p> <p>N.B. Your insurance must include an indemnity to Principal's clause and provide cover for at least £5million. The original documents should be forwarded and will be returned.</p> | |
| DECLARATION | |

| | | |
|---|-----------|------|
| I have completed this application as the duly authorised agent for and on behalf of the Event Organiser. I confirm that I have read and understood the Conditions of Hire and agree to pay the hire charge and to observe and perform the Conditions of Hire and to fully indemnify GGWET and partner organisations against any claims for loss or damage to property or any injury or death of any persons arising in any way from the event. Signature | | |
| Full Name in block capitals | | |
| Date | | |
| Office Use Only | | |
| All sections complete | Yes / No | |
| The Event Site Layout provided | Yes / No | |
| The Event Risk Assessment provided | Yes / No | |
| The Event Management Plan provided | Yes / No | |
| The Advertising Plan | Yes / No | |
| Signage proposal and map or list | Yes / No | |
| Certificate of Insurance provided | Yes / No | |
| | | |
| | | |
| Passed to Licensing Officer | Date | |
| Passed to Environmental Health | Date | |
| Passed to Building and Planning Standards | Date | |
| Passed to Roads and Transport | Date | |
| Passed to Northern Constabulary | Date | |
| Passed to Highland Council Rangers | Date | |
| Passed to Ward Manager | Date | |
| Passed to Highlands and Islands Fire and Rescue Service | Date | |
| | | |
| Approved Licensing Officer | Yes / No | Date |
| Approved Environmental Health | Yes / No | Date |
| Approved Building and Planning Control | Yes / No | Date |
| Approved Roads and Transport | Yes / No | Date |
| Approved Northern Constabulary | Yes / No | Date |
| Approved Ward Manager | Yes / No | Date |
| Approved Highlands and Islands Fire Brigade | Yes / No | Date |
| Approval from adjacent landowners | Yes / No | Date |
| | Landowner | |
| Supported from GGWET in what form | | |
| Use of GGWET corporate identity | | |

| | |
|---------------------------|----------|
| | |
| Full Approval Granted | Yes / No |
| Full Approval Form issued | Yes / No |
| Comments | |
| | |
| | |
| Full Approval Fee | £ |
| Deposit Fee | £ |
| Venue Hire Fee | £ |
| Comments | |
| | |



The Great Glen Ways

Events Guidelines

Guidance Notes 2

June 2007

GUIDANCE NOTE 2

Organising the event

1. Introduction

This guidance note has been designed to provide information to organisations wishing to arrange an event The Great Glen Ways. The forms contained within the pack can be used for all events regardless of size, however some parts may not be relevant for smaller events.

2. Risk Assessment

Please remember that organisers of events have a legal responsibility to ensure the Health, Safety and Welfare of any employees, volunteer helpers or contractors involved in arranging the event and to the public and participants attending. This should be ensured by carrying out a detailed risk assessment. All hazards associated with the event should be identified, the level of risk assessed and appropriate action taken to reduce these risks to an acceptable level. All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.

A formal record should be kept of the risk assessments. A simple guidance note and an example form is provided with this pack. Completed forms should be retained for future reference.

Where the event consists of more than one attraction e.g. a summer fete a written risk assessment may be required for each activity. In these circumstances, the enclosed risk assessment form can be photocopied.

Any contractors involved in the event should also carry out risk assessments. Where relevant, you should obtain copies of these.

More information regarding risk assessments can be obtained from the Health and Safety Executive (HSE) publications at HSE information Centre, Broad Lane, Sheffield, S3 7HQ.

Tel: 01787 881165.

3. Pre-planning

Detailed pre-planning is essential to ensure the event is successful. The following need to be considered at this stage:

- **Where.** Make sure the venue you have chosen, is adequate for the proposed event. Do not forget to consider the impact on the local community, how easy it will be for people to get to the venue and any car parking requirements. Consider the suitability of the venue and any existing hazards, which may be on the site such as water hazards, overhead power lines etc. Consider whether or not emergency routes will be adequate.

- **When.** Consider the time of year, including the consequences of extreme weather conditions at an outside event. The day of the week and time will also need consideration regarding the nature of the event, noise and ease of travel etc. You will probably need to arrange lighting for an evening function. The event should not clash with any other major events in the area.
- **Who.** Identify the aims of the event. Are particular groups or types of people to be targeted, such as young children, teenagers, the elderly or disabled? If so, specific facilities may be required to accommodate them or additional stewards to ensure adequate safety standards are maintained.
- **What.** Decide on the type of activities to be held. Will there be any specific hazards such as animals or water sports? If possible also try to establish the size of the proposed event and whether or not an entrance fee will be charged.
- **Specialist equipment.** Will the activities require the use of any specialist equipment such as bungee jumps etc.? If so, does this equipment pose any specific hazards? Will a particular activity need barriers etc? Some equipment may require certificates of erection by a competent person.
- **Code of practice.** For larger events there will be a need to comply with guidance particularly the *Code of Practice for Outdoor Events* published by the National Outdoor Events Association Tel: 0208 6998121, which gives advice on structures, marquees, tents and electrical matters. The HSE *Guide to Safety at Events* is also a very useful reference document.
- **Welfare arrangements.** The organiser must estimate the number of attendees to the event and consider its duration. Toilet and first aid requirements should be based on these estimations. Advice is given in the *Code of Practice for Outdoor Events* referred to above. Permanent toilets should be checked for adequacy and maintained during the event. The provision of drinking water will be necessary. Depending upon the scale of the event, refreshments and other facilities may be required. Provision also needs to be made for lost children, missing persons, baby changing and lost property.
- **Special permission.** A public entertainment licence may be needed if the event consists of music, dancing, singing or similar, or if it includes a display or exhibition of boxing, wrestling, judo, karate or similar sport. The procedure for licensing varies between each Council. Therefore the local licensing officer should be contacted. A fee may be charged for a licence. Refer to the contact list in Appendices. www.highland.gov.uk
- **Insurance.** All events will require public liability insurance. All contractors and performers will also need their own public liability cover with a £5 million Limit of Indemnity. Depending upon the nature of your organisation and the proposed event other insurances may also be required. Quotations should be obtained from your insurance provider.
- **Timescale.** Set out the proposed timescale and give yourself as much time as possible to organise the event. You may need as much as 9 to 12 months

planning. Some specialist advice may be required, and special permission could take time. Do not forget the summer can be a busy time with hundreds of events taking place within your area. The Great Glen Events Team needs a minimum of 6 months notice for large events. Do not be disappointed, plan early.

- **Event plan.** This should include all your health and safety arrangements. Once you have resolved all the issues referred to above, keep records of the proposals as a formal plan for the event. This will help you when carrying out your risk assessments.

Once you have decided on the fundamental objectives behind the activities, you can then start to organise the event in detail. Remember to write things down as you go and to keep the event plan up to date.

- **Establish a committee or designate a responsible person.** Identify specific responsibilities for all committee members. One person should be identified as the event manager and be responsible for liaison with other organisations such as the Council, the local police force and other emergency services. One person, with suitable experience, should be given overall responsibility for health and safety and another person co-ordination and supervision of stewards.
- **Liaison.** Contact the local police, fire brigade, ambulance and first aid providers. Tell them about the event and ask them for advice. Decide what additional information is required regarding specific activities and make contact with the Council and/or the relevant organisations. Other emergency services may need to be contacted such as HM Coastguard for waterborne events at sea.
- **Site plan.** Draw out a site plan identifying the position of all the intended attractions and facilities. Plan out and designate the entrance and exit points, circulation routes, vehicle access and emergency evacuation paths.
- **Emergency plan.** A formal plan should be established to deal with any emergency situations, which may arise during the event. The complexity of this will depend upon the size and nature of the event itself. A simple easy to follow plan will be acceptable for a small event. You may have to liaise with the emergency services, local hospitals and the Council's emergency planning officer and create a planning team to consider all potential major incidents and how you would deal with them. Organisers of larger events may wish to contact the Council for further information.
- **Temporary structures.** Many events will require temporary structures such as staging, tents, marquees, stalls etc. Decide where this equipment is to be obtained, who will erect it and what safety checks will be required. The location of any such structures should be identified on the site plan. Consider whether barriers will be required to protect the public against specific hazards such as

moving machinery, barbecues, vehicles and any other dangerous displays etc. In some cases, barriers will need to have specified safety loadings dependant upon the number of people likely to attend. Temporary structures should only be obtained from experienced suppliers.

If you are installing temporary structures you will need individual landowner permissions to do so. A list of landowners is available from the Manager of Great Glen Way. As this list changes from time to time the list is not included in this document.

You may need additional approval for temporary structures from Building and Planning Standards. Refer to the Appendices for contacts.

- **Catering.** Ensure any caterers have been licensed by their local authority and that they will be sensibly positioned such as away from children's activity areas and near to water supplies etc. Adequate space should be left between catering facilities to prevent any risk of fire spread. Ask to see caterers' food hygiene certification. You may wish to use only caterers who are members of the Mobile Outside Caterers Association. You should obtain a list of their menu and charges to ensure their prices are reasonable.
- **Stewards.** Stewards at larger events must be fully briefed on all aspects of the event including crowd control and emergency arrangements. Written instructions, site plans and checklists should be provided to them. It is important that stewards can be easily identified by the public and that they can effectively communicate with each other, their supervisor, the person responsible for health and safety, and the event manager.

All stewards should be properly trained and competent as they will need to be constantly on the lookout for hazards, which could develop during the event. They may also be required to guide vehicles, clear emergency exits, and sort out any behavioural problems. Specific training should be provided for basic first aid assistance and fire fighting. Stewards may require personal protective clothing such as hats, boots, gloves or coats. For evening events, they may need to be issued with torches. At all day events, duty rotas will be required.

See section on minimum age for volunteers under Staff Welfare - Section 4.5 in the Introduction of this document.

As of November 2007 New regulation concerning stewards was changed and some stewards may need licensing. Refer to the Security Industry Authority regulations for the changes. www.the-sia.org.uk

- **Crowd control.** The type of event and the numbers attending will determine the measures needed. Consideration will need to be given to the number and positioning of barriers, and the provision of a public address system. Some sections of The Great Glen Ways are not suitable for spectators. Refer to GGWET for advice.

- **Numbers attending.** The maximum number of people permitted to participate in the event must be established. This number will be dependant upon the activities being planned. The numbers of people attending the event may have to be counted to prevent overcrowding. Remember that certain sections of the route may draw large numbers of visitors.
- **Provision for the disabled.** Specific arrangements should be made to ensure disabled visitors have adequate facilities, parking and specific viewing areas and can safely enjoy the event.
- **Security.** Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight. Cash collection should be planned to ensure this is kept to a minimum at collection points and that regular collections are made to a secure area. Following your risk assessment, stewards or helpers collecting cash may require money belts or other carrying facilities. Counting and banking arrangements should be given careful consideration.
- **On-site traffic.** Contractors and/or performers vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. It may be necessary to only permit vehicular access at specific times and not during the event itself. Separate entrances should be provided for vehicles and pedestrians with specific arrangements for emergency vehicle access. Car parking facilities will be required at most events and these will have to be stewarded. Consider where such facilities should be situated.
- **Off-site traffic.** Unplanned and uncontrolled access and egress to a site can result in a serious accident. Traffic control both inside and outside the site should be discussed with the police. Adequate signs and directions should be provided in prominent positions on the approaches to the entrances. If road closures, signs on the highway, traffic diversions and/or the placement of cones are required then an application must be made for a traffic regulation order and/or approval from the roads authority.
- **Transportation.** The local rail and bus companies should be advised of larger events to establish if existing services will be adequate. You will also need to liaise with them if road closures or diversions are intended.
- **Contractors.** All contractors should be vetted to ensure they are competent to undertake the tasks required of them. Wherever possible personal references should be obtained and followed up. Ask contractors for a copy of their safety policy and risk assessments, and satisfy yourself that they will perform the task safely. Always ask to see their public liability insurance certificate, which should provide a limit of indemnity of at least £5 million. Provide contractors with a copy of the event plan and arrange liaison meetings to ensure they will work within your specified parameters.

- **Performers.** All performers should have their own insurance and risk assessments and the same considerations will apply as for contractors. Where amateur performers are being used, discuss your detailed requirements with them and ensure they will comply with your health and safety rules and event plan.
- **Facilities and utilities.** Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe. All portable electrical appliances including extension leads etc. should be tested for electrical safety and a record kept. Any hired equipment should come with a certificate of electrical safety.

Where events are taking place outside, residual current circuit breakers should be used and if possible the power supply stepped down to 110volts. All cables will have to be safely channelled to eliminate any electrical and tripping hazards. Potential hazards due to extreme weather should not be overlooked at outside events. Portable gas supplies for cooking should be kept to a minimum in designated areas away from the general public. The same should apply to any fuel supplies items such as portable generators etc. Generators should be suitably fenced or barriered to prevent public access from public areas. All these arrangements should be clearly shown on the site plan.

If you intend to erect any temporary structure for the event you will need individual land owners permissions to do so. The list of current landowners is available from the contact point listed at the end of the Introduction Section. This includes structures like, tents, portable toilets, scaffolding, staging etc

- **Contingency plans.** Consider the implications on the event of extreme weather conditions. Will the event be cancelled? Could specialist matting be hired in at short notice? Or could the event be moved to an alternative inside venue. This will involve a lot of planning and may be too complex for anything other than the smallest of events. There could also be other scenarios, which should be planned for, such as dealing with a disappointed crowd if the main attraction has not turned up.
- **Clearing up.** Arrangements may be required for waste disposal and rubbish clearance both during and after the event. Individuals should be designated specific responsibilities for emptying rubbish bins and clearing the site. At some events there could be discarded hypodermic needles which need to be disposed of safely. This will require specialist training and equipment.
- **Risk assessments.** Taking all the above into consideration, you should establish which specific hazards require individual risk assessment. Initial assessments should be undertaken and any remedial action specified in the updated event plan. A timescale should be specified where necessary.

4. Final preparations

Just prior to the event a detailed safety check will have to be carried out. This should include the following:

- **Routes.** Ensure clear access and exit routes and adequate circulation within the site. Pay particular attention to emergency routes.
- **Inspections.** A checklist is provided as an example. A walk through inspection of the site should be carried out immediately prior to, during and after the event to identify any potential hazards and to check out communications are working. You may want to carry out more than one inspection during the event. All defects should be noted and also the remedial action taken. These checklists should be retained for future reference.
- **Siting.** Make sure that all facilities and attractions are correctly sited as per your site plan. Be certain that the first aid facilities, fire extinguishers and any cash collection boxes are in place. Check waste bins are in their correct locations.
- **Signage.** Ensure adequate signage is displayed where necessary. This should include emergency exits, first aid points, information and lost children points and other welfare facilities such as toilets and drinking water.
- **Vehicles.** Check that all contractors, performers and exhibitors vehicles have been removed from the site or parked in the designated area before the public are permitted to enter.
- **Structures.** Ensure all staging, seating, marquees and lighting structures have been erected safely and that certification has been obtained from the relevant contractors as a record of this.
- **Barriers.** Check that all barriers and other protection against hazards are securely in place and there is no risk of falling from staging or other facilities.
- **Stewards.** Make sure that all staff have arrived and are in their correct location. Ensure all stewards are wearing the correct clothing for easy identification.
- **Lighting.** Check all lighting is working, including any emergency lighting.
- **Public information.** Make sure the public address system is working and can be heard in all areas.
- **Briefing.** Check that all stewards and staff have been fully briefed and understand their responsibilities.

5. After the event

- **Site condition.** After the event, another inspection should be carried out to make sure nothing has been left on the site which could be hazardous to future users. This inspection should also identify any damage which may have been caused during the event. If any structures are left overnight, it must be ensured they are left in a safe condition and are safe from vandalism etc. If numerous structures are left, specific security arrangements may be required.
- **Accidents.** If an accident occurs, the names and addresses of witnesses should be obtained, photographs taken and a report made by the organisers. An accident form should be completed and a copy sent to the landowner. A sample accident reporting form is included in the pack. You will also need to advise your own insurance company. If any accident or dangerous occurrence is reported, action must be taken to prevent any further incidents taking place.
- **Claims.** Should any person declare an intention to make a claim following an alleged incident associated with the event, you should contact your insurers immediately. They may also require a completed accident form.

6. Event guidance note checklist

To ensure that you have fully considered and acted upon all the issues raised in this form (Pre-planning; Organising the event; Final preparation) tick them off below. An **action** column has been provided to allow you to monitor progress. Space has been given at the foot of each stage to allow for brief notes.

Pre-planning

| | Done | To do | By when | By |
|-----------------------------|--------------------------|--------------------------|---------|-------|
| whom | | | | |
| • Where..... | <input type="checkbox"/> | <input type="checkbox"/> | | |
| • When | <input type="checkbox"/> | <input type="checkbox"/> | | |
| • Who | <input type="checkbox"/> | <input type="checkbox"/> | | |
| • What | <input type="checkbox"/> | <input type="checkbox"/> | | |
| • Specialist equipment..... | <input type="checkbox"/> | <input type="checkbox"/> | | |
| • Code of Practice..... | <input type="checkbox"/> | <input type="checkbox"/> | | |
| • Welfare arrangements..... | <input type="checkbox"/> | <input type="checkbox"/> | | |

- Special permission
.....
- Insurance
.....
- Timescale
.....

Notes:

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Organising the event

| | Done | To do | By when | By whom |
|------------------------------|--------------------------|--------------------------|---------|---------|
| • Establish a committee | <input type="checkbox"/> | <input type="checkbox"/> | | |
| • Liaison | <input type="checkbox"/> | <input type="checkbox"/> | | |
| • Site plans | <input type="checkbox"/> | <input type="checkbox"/> | | |
| • Temporary structures | <input type="checkbox"/> | <input type="checkbox"/> | | |
| • Catering | <input type="checkbox"/> | <input type="checkbox"/> | | |
| • Stewards | <input type="checkbox"/> | <input type="checkbox"/> | | |
| • Crowd control | <input type="checkbox"/> | <input type="checkbox"/> | | |
| • Numbers attending | <input type="checkbox"/> | <input type="checkbox"/> | | |
| • Provision for the disabled | <input type="checkbox"/> | <input type="checkbox"/> | | |
| • Security | <input type="checkbox"/> | <input type="checkbox"/> | | |
| • On-site traffic | <input type="checkbox"/> | <input type="checkbox"/> | | |
| • Off-site traffic | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | | |



- Transportation
- Contractors
- Performers
- Facilities and Utilities
- Contingency plans
- Clearing up
- Risk assessments

Notes

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Final preparations

| | Done | To do | By when | By whom |
|--------------|--------------------------|--------------------------|---------|---------|
| • Routes | <input type="checkbox"/> | <input type="checkbox"/> | | |
| • Inspection | <input type="checkbox"/> | <input type="checkbox"/> | | |
| • Siting | <input type="checkbox"/> | <input type="checkbox"/> | | |
| • Signage | <input type="checkbox"/> | <input type="checkbox"/> | | |
| • Vehicles | <input type="checkbox"/> | <input type="checkbox"/> | | |
| • Structures | <input type="checkbox"/> | <input type="checkbox"/> | | |



• Lighting

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• Public address

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• Briefing

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• Accidents

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Notes

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The Great Glen Ways

Events Guidelines

Guidance Notes 3

June 2007

GUIDANCE NOTE 3



Terms and conditions for use of The Great Glen Ways

1. Definitions

- 1.1 "Conditions" means these booking conditions which shall form part of the contract between GGWET and the Event Organiser.
- 1.2 "GGWET" means The Great Glen Ways Events Team and their successors.
- 1.3 "Due Date" means 28 days prior to the date of the Event.
- 1.4 "Event" means the purpose for which the Venue has been booked.
- 1.5 "Event Organiser" means the company or the representative of the organisation booking the Event who pays any fees due under clause 2 below. This booking is personal to the Event Organiser and he may not transfer or sublet this consent to any other person.
- 1.6 "Venue" means The Great Glen Ways in total or parts there of booked for the event [as shown on Footprint Map, Rucksac Reader or Harvey Map) including the immediate surrounding area open to the public.

2. Payment

- 2.1 Payment of all fees and charges must be made in full prior to the Due Date. If payment is not received GGWET shall have the right to cancel the booking immediately.
- 2.2 The Event Organiser will be liable for the full cost of the provision of any services (where available) by GGWET, e.g. electricity, water, marking of pitches etc over and above the hire charge for the event.

3. Deposit

A deposit may be requested which would have to be paid to GGWET 28 days prior to the Event which will be forfeited in the event of any damage or loss to the Venue, [or loss of keys in respect of removable bollards etc.] or held as part payment of any necessary making good. The Event Organiser will be liable for the full costs of any damage, so should this exceed the deposit GGWET will issue an account.

4. Refusal of Booking and Cancellation

- 4.1 GGWET reserves the right to refuse any application for the hiring of a Venue without being required to give any reason for such refusal
- 4.2 GGWET reserves the right to withdraw permission to use the Venue. GGWET will repay any deposits paid on cancelling a hiring but shall be under

no liability for expense incurred or loss sustained by the Event Organiser as a result of the cancellation.

- 4.3 Cancellation by the Event Organiser of a booking must be in writing and the effective date will be the receipt of such information by GGWET
- 4.4 On cancellation of the booking the Event Organiser will be liable to GGWET for the whole of the hire charge together with any additional expenses incurred by GGWET. Hourly rates apply and are updated annually. Seek rates from GGWET prior to completing agreement.
- 4.5 Event Organisers who fail to notify GGWET in writing of cancellation shall forfeit any hire charge paid and shall be liable to GGWET for the whole of the hire charge together with any additional expenses incurred by GGWET.
- 4.6 Substitution and amendments of the nature of the booking must be notified in writing to GGWET which reserves the right either to cancel the booking or amend the hire fee as it considers appropriate. In the event of such cancellation, the Event Organiser shall be liable as stated in Clauses 4.4 and 4.5 above.
- 4.7 GGWET accepts no responsibility for the non-arrival by the Due Date of application forms remittances or cancellations.

5. Emergencies

GGWET shall have the right to cancel any booking in the event that the Venue is affected by an emergency of any kind. GGWET will consider refunding part or all of any fees and charges paid and the amount shall be at the sole discretion of GGWET.

6. Use of the Venue

- 6.1 The Event Organiser shall keep the Venue clean and tidy and shall ensure that the Venue is regularly litter picked during the event. The Event Organiser shall further ensure that GGWET's obligations under the Environmental Protection Act 1990 – Code of Practice on Litter and Refuse are discharged.
- 6.2 All litter and refuse generated by the Event shall be removed from the Venue by the Event Organiser.
- 6.3 The Event Organiser must at all times take good care of the Venue and will be responsible for any damage to the Venue or any part of it or any equipment or other property of GGWET whether forming part of the hire or not.
- 6.4 The property of the Event Organiser and the Event Organiser's agents must be removed at the end of the period of hire or by a time and date to be agreed with GGWET. GGWET accepts no responsibility for any property left on the Venue before, during or after the hire period.

- 6.5 If the Event Organiser fails to perform any of its obligations set out in Clauses 6.1, 6.2 and 6.3 above GGWET reserves the right to perform any such obligations and any costs incurred by GGWET in the performance of such obligations shall be borne by the Event Organiser.
- 6.6 The Event Organiser is responsible for the administration, organisation and running of the Event and for having sufficient stewards and officials to fulfil these Conditions.
- 6.7 The Event Organiser is responsible for the supervision and control of Event participants, officials, visitors and spectators.
- 6.8 The Event Organiser shall not be permitted to remove or obscure GGWET notices or placards displayed on the Venue without the prior written consent of GGWET.
- 6.9 Where it has been necessary to make a road closure order the Event Organiser shall ensure that the road closure equipment provided by GGWET is not moved and shall maintain the integrity of the closure.
- 6.10 The Event Organiser shall not interfere with or attach anything to any item of street furniture or parks furniture.
- 6.11 The Event Organiser shall not excavate or drill pinning holes into the Venue except with the prior written consent of GGWET.
- 6.12 The Event Organiser shall ensure that any unwanted liquids are removed from the Venue and not disposed of into the sewage system or on the Venue.
- 6.13 The Event Organiser shall ensure that no vehicles are parked or driven across any public footpath located within the Venue.
- 6.14 The Event Organiser shall ensure that pedestrians are allowed unrestricted access along any public footpath located within the Venue.
- 6.15 The Event Organiser shall not interfere with or make any alteration to the layout or arrangement of the Venue without the prior written consent of GGWET.
- 6.16 The Event Organiser shall ensure that no noise nuisance shall be caused to occupiers of properties surrounding the Venue or users of the immediate surrounding area of the Venue.
- 6.17 The event must cease 1 hour after sunset and all clearing up operations must be completed within 48 hours

- 6.18 GGWET reserve the right to require the Event Organiser to provide at his own expense temporary sanitary accommodation at such a level as deemed reasonable by GGWET
- 6.19 The Event Organiser must ensure that all users of the event have unrestricted access to the permanent public toilet facilities located within the Venue.
- 6.20 The sale or consumption of alcoholic drinks is strictly prohibited unless prior approval has been granted from the regulatory body and landowner.
- 6.21 The Event Organiser will not allow at the Event any exhibition, performance or entertainment in which animals are or might be involved.
- 6.22 The Event Organiser will not permit the operation or release of any high flying object without the prior written consent of GGWET and the Civil Aviation Authority.
- 6.23 It is the responsibility of the Event Organiser to liaise with GGWET and the Police regarding the impact the Event may have on traffic arrangements in the vicinity of the Venue. The Event Organiser agrees to comply with any requirements of GGWET, Roads authority and the Police regarding traffic management.
- 6.24 The Event Organiser agrees that where the Venue is to be used in the dark then he will provide appropriate lighting to cover all areas to which the public are admitted or have access.
- 6.25 The Event Organiser shall not bring into the Venue any article of an inflammable or explosive character or that produces an offensive smell, or CFC or any oil, electrical, gas or other apparatus without the written approval of GGWET.
- 6.26 The Event Organiser shall obtain approval from GGWET for the use of generators at the Event. If such approval shall be granted the Event Organiser must ensure that any generators permitted at the event are operated in a safe manner and are segregated from the public or are protected by suitable covers or barrier, so as to prevent access by members of the public.
- 6.27 The Event Organiser shall not bring, place or erect any sign furniture, fitting or structure nor place or fix any additional or decorative lighting in or on any parts of the Venue without the prior written consent of GGWET. Written consent for sign erection (directional and other) can be obtained in the approval process with a list and or map of approved sites where the signage will be.
- 6.28 The use of any public address system at the Event must be first agreed in writing by GGWET and must be operated so as not to cause a noise nuisance. Any necessary licences must be obtained by the Event Organiser.

- 6.29 The Event Organiser shall repay to GGWET on demand the cost, as certified by any of the partners of reinstating, repairing or replacing or cleansing any part of or property in the Venue if damaged, destroyed, stolen or removed prior to, during or subsequent to the period of hire if related to or by reason of the hiring. GGWET valuation of any damage/loss is final.

7. Right of Entry

- 7.1 Authorised GGWET officers or Members shall be permitted entry to the Venue at all times during the period of hire.
- 7.2 GGWET reserves the right to refuse admission to or evict any person from the Venue.
- 7.3 GGWET reserves the right to fix a maximum limit for the number of persons participating in the Event.

8. Assignment

The booking shall be personal to the Event Organiser and the right to use the Venue shall not be sublet, assigned or otherwise transferred. The Event Organiser shall not assign the benefit or burden of any part of the Agreement, or sublet or subcontract any part of the facility without the prior written consent of GGWET.

The Event Organiser does not have exclusive use of The Great Glen Ways during the period of hire.

9. Prohibition

The Event Organiser shall not stage or engage in any activities that might be deemed to be ancillary to the main purpose of the booking, e.g. catering, stalls, raffles and any other fund raising/income earning activities without the prior written consent of GGWET.

10. Broadcasting and Television

The Event Organiser may not carry out or allow or permit to be carried out any photography, filming, video recording, taping, television or radio broadcasts or any other recording of any kind of the Event during the period of hire without the prior written consent of GGWET. If such consent is given, GGWET reserves the right to be a party to any negotiations and the terms and conditions of any agreements reached and to share any income and publicity derived there from.

11. Advertisements

- 11.1 No advertising material may be issued nor tickets sold until such time as a binding agreement to hire has been made on payment of the hire charge.

- 11.2 Any contravention of the Town and Country Planning (Control of Advertisements) Regulations 1992 or any amendments or variation thereto may be deemed a reason for the cancellation of a hiring or series of hiring. If there shall be any contravention of these requirements, howsoever, where so ever and by whomsoever caused, permitted or made then the Event Organiser shall reimburse or refund to GGWET the cost of removing any such unauthorised or illicit advertisements or advertising material.

12. Fly Posting

- 12.1 No advertising material is to be displayed anywhere on the Venue or elsewhere in The Great Glen Ways and villages unless it conforms to the permitted displays authorised by the Town and Country Planning (Control of Advertisement) Regulations 1992.
- 12.2 A deposit may be required as a security against the occurrence of fly posting which must be received at least 28 days prior to the Event. The deposit will be forfeited either in whole or in part depending on the extent to which the anti-flyposting provisions are complied with.

13 Permits and Licences

- 13.1 The Event Organiser shall ensure that any licence, permit or other consent which may be required is obtained, whether from the Highland Council or otherwise, before the Event may take place and shall, where requested, produce to GGWET on demand copies of such licence, permit or consent. If any such licence, permit or consent has not been obtained, GGWET reserves the right to cancel the booking forthwith.
- 13.2 When promoting the Event, the Event Organiser will be responsible for exhibiting all necessary permits during the Event.
- 13.3 Nothing shall be done by the Event Organiser that shall or may contravene the terms and conditions of any licence (e.g. Alcohol Licence), permit and/or licences or consent issued in respect of the Venue.

14 Health and Safety

The Event Organiser agrees to undertake a risk assessment for the event and is to ensure that all participants and contractors comply with all relevant health and safety legislation or any other guidelines, relevant thereto at all times during the event and while preparing and clearing the Venue for the event.

15 Indemnity and Insurance

- 15.1 GGWET is not responsible and will not accept liability for any loss, damage, injury or death howsoever, and by whomsoever caused, whether to property or person(s) sustained by any person in the Venue.

- 15.2 The Event Organiser is responsible for all safety aspects of the Venue prior to, during or subsequent to the Event and must accept liability for any loss, damage, injury or death howsoever, and by whomsoever caused, whether to property or person(s) sustained by any person(s) in the Venue.
- 15.3 The Event Organiser agrees to indemnify the Highland Council and partner organisation against all claims, actions, demands, proceedings, cost or awards in respect of any loss, damage, injury or death to persons or property engaged by or assisting the Event Organiser.
- 15.4 The Event Organiser agrees to take out Public Liability Insurance Cover or Third Party Risks [including products liability where appropriate] for a minimum of £5 million (five million pounds) and produce evidence of such insurance.
- 15.5 The Event Organiser will be required to produce evidence of the existence of Public Liability Insurance at such level as required by GGWET in respect of any exhibitor, sub contractor, caterer which the Event Organiser has instructed or authorised to appear at the event.
- 15.6 Failure to provide proof of insurance cover as required under clauses 15.4 and 15.5 prior to the Due Date will lead to cancellation of the Event.

16. Catering

All caterers at the event must comply fully with the requirements of the Food Safety Act 1990 and the Food Safety (General Food Hygiene) Regulations 1995 and any amendments thereto and comply with all instructions given by the Environmental Health Officer.

17. Traders

No commercial traders will be permitted to trade at the Event, unless with the prior written consent of GGWET.

18. Collections or Lotteries

No collections, games of chance, sweep stakes, lotteries or betting of any kind may be conducted at the Venue without (1) the prior written consent of GGWET and (2) any appropriate licence.

19. Property not Removed

GGWET may remove and store any property that is left by the Event Organiser in or upon the Venue after the period of hire. The Event Organiser shall repay to GGWET on demand the costs of such removal and storage. GGWET shall not be held responsible for any damage to or theft of property by or during its removal or storage. GGWET is entitled to remove and sell in such a manner as they think fit any property left at the Venue as a result of the hiring not claimed within 28 days. The proceeds of sale may be retained by GGWET.

20. Variations to Agreement

GGWET reserves the right to vary the conditions of the agreement between GGWET and the Event Organiser at any time on 7 days notice. Any variations so made shall be deemed to be incorporated in these Conditions. The Event Organiser may, within 7 days of receipt of such notice, terminate this agreement.

I have read and understood these conditions and agree to be bound by them.

Sign Date.....

Print Name.....

Name of organisation or company.....

Position with organisation or company.....





The Great Glen Ways

Events Guidelines

Guidance Notes 4

Revised Draft June 2007

GUIDANCE NOTE 4

Event risk assessment guidance note and form

A full risk assessment should be carried out for all events. This will be a legal requirement in many circumstances. The following guidance should aid you in carrying out your risk assessments. A form to record your findings has also been provided.

1. Identifying the hazards

All hazards should be identified including those relating to the individual activities and any equipment. A hazard is something with the potential to cause harm. Only note hazards which could result in significant harm. The following should be taken into account:

- Any slipping, tripping or falling hazards.
- Hazards relating to fire risks or fire evacuation procedures.
- Any chemicals or other substances hazardous to health e.g. dust or fumes.
- Moving parts of machinery.
- Any vehicles on site.
- Electrical safety e.g. use of any portable electrical appliances.
- Manual handling activities.
- High noise levels.
- Poor lighting, heating or ventilation.
- Any possible risk from specific demonstrations or activities.
- Crowd intensity and pinch points.
- Proximity to roads
- Water hazards adjacent to the route

This list is by no means exhaustive and care should be taken to identify any other hazards associated with the activities at the event.

2. Identifying those at risk

For each hazard identified, list all those who may be affected. Do not list individuals by name, just list groups of people. The following should be taken into account:

- Stewards.
- Employees.
- Volunteers.
- Contractors.
- Vendors, exhibitors and performers.
- Members of the public.
- Disabled persons.
- Children and elderly persons.
- Potential trespassers.
- Expectant mothers.
- Local residents.

3. Areas to consider

The following are examples of areas to consider:

- Type of event.
- Potential major incidents.
- Site hazards including car parks.
- Types of attendees such as children, elderly persons and the disabled.
- Crowd control, capacity, access and egress and stewarding.
- Provision for the emergency services and signs to gain access
- Provision of first aid
- Remote sections of the route (i.e. those parts that have no direct vehicle access e.g. Craig Noy forest)
- Provision of facilities.
- Fire, security and cash collection.
- Health and safety issues.
- Exhibitors and demonstrations.
- Structures.
- Waste management.

4. Assessing the risk

The extent of the risk arising from the hazards identified must be evaluated and existing control measures taken into account. The risk is the likelihood of the harm arising from the hazard. You should list the existing controls and assess whether or not any further controls are required. The following should be taken into account:

- Any information, instruction and training regarding the event and the activities involved.
- Compliance with legislative standards, codes of good practice and British Standards.
- Whether or not the existing controls have reduced the risk as far as is reasonably practicable.
- Each hazard identified should be assessed in step 4 with the risk being calculated taking into account the control measures.

5. Further action necessary to control the risk

Classify risks into high, medium and low. Examples of risks falling into these categories are as follows:

| | |
|---------------|---|
| High | Un marshalled crossing of the A82 Conflict with vehicles at any point |
| Medium | Participants with incorrect gear and clothing for the event or time of year. Unsecured sign that may be dislodged by wind or vandals |
| Low | Signs not marking route of event adequately |

For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to an acceptable level. Only use personal protective equipment as a last resort when there is nothing else you can reasonably do. Consider the following:



- Removal of the hazard.
- Preventing access to the hazard eg by guarding dangerous parts of machinery.
- Implement procedures to reduce exposure to the hazard.
- The use of personal protective equipment.
- Find a substitute for that activity/machine etc.

6. Record the risk assessment findings

Use the attached Risk Assessment Form to record all significant hazards, the nature and extent of the risks, and the action required to control them. Keep this for future reference or use. You could also refer to other documents you may have, such as manuals, codes of practice etc.

7. Review and revise

If the nature of the risks change during the planning of the event, the risk assessments will need to be reviewed and updated.

8. Information

Where the risk assessment has identified significant risks, you must provide information to all those affected, regarding the nature of the risk and the control measures to be implemented.

To generate a risk rating you take the hazard and multiply it by the likelihood of the occurrence to give the risk rating. The risk rating and the likelihood are both scored 1 to 3. Three being the highest risk. If a risk rating is 4 or more then additional safety measures must be undertaken.

Do not underscore either the risk or the likelihood to avoid taking further safety measures or incurring higher costs. Should an accident take place during your event **you** will be responsible for justifying your risk assessment and no liability will be accepted by GGWET or the partner organisations.



RISK ASSESSMENT SHEET

Project Name/Reference

| | | | | | |
|----------|--------------------------|--|------------------|--|--|
| SERVICE | Planning and Development | DESCRIPTION OF WORK ACTIVITY OR AREA OF WORKPLACE TO BE ASSESSED:- | NAME OF ASSESSOR | | |
| AREA | | | DATE COMPLETED | | |
| LOCATION | | | DATE OF REVIEW | | |

| STEP 1 | STEP 2 | STEP 3 | STEP 4 | | | STEP 5 |
|--------|--------|--------|--------|--|--|--------|
|--------|--------|--------|--------|--|--|--------|

| | | | | | | |
|------------------------------|---|--|---|--|--|--|
| List Potential hazards here: | List groups of people who are at risk from the hazards you have identified: | List existing controls or note where the information may be found: | Calculate the residual risk taking the presence and effectiveness of control measures into account: Severity X Likelihood = Risk Rating* 1 – 3 1 - 3 Risk | | | List further control measures necessary to reduce risk to an acceptable level AND date of introduction of these measures: |
|------------------------------|---|--|---|--|--|--|

| | | | | | | |
|---|--|--|--|--|--|--|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |

GUIDANCE NOTE 4 Safety Checklist

Walk through safety inspections should be carried out immediately prior to, during and after the event. More than one inspection may be needed during the event. Using this form note all defects and also the remedial action taken. This is not an exhaustive list and care should be taken to identify any other hazards associated with the activities at the event.

Location:

1. Before the event

| | Prior to Event | |
|---|--------------------------|--------------------------|
| | Yes | No |
| 1.1 Site access/egress | | |
| • Are entrances/exits clear? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are staff/stewards in place? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Can emergency vehicles gain access? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are pedestrians segregated from vehicles? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are security precautions in place? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have adequate signs been provided? | <input type="checkbox"/> | <input type="checkbox"/> |

1.2 Site condition

- | | Yes | No |
|---|--------------------------|--------------------------|
| • Is site free from tripping hazards e.g. cables, potholes, footpath defects etc? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are permanent fixtures in good condition e.g. seats, fencing, signage etc? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Has vegetation been cut back, debris removed and the area made safe? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have current weather conditions created new hazards to be addressed? | <input type="checkbox"/> | <input type="checkbox"/> |

1.3 Attractions/activities/structures

- | | | |
|--|--------------------------|--------------------------|
| • Have all structures been completed? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have all structures been inspected and approved by a competent person where required? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are all activities/attractions sited correctly and checked? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have all activities/attractions supplied evidence of insurance and health and safety requirements? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are all potentially hazardous activities segregated and/or fenced as required? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have temporary flags/decorations been installed correctly and checked? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have any unanticipated hazards been introduced? | <input type="checkbox"/> | <input type="checkbox"/> |

1.4 Event provisions

| | Yes | No |
|---|--------------------------|--------------------------|
| • Is emergency entry/exit signs in place? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is lighting in place where required? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have electrical supplies/equipment been checked/certified? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have toilets been provided where required? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are first aid facilities in place? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is control centre in place and communications system working? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are adequate waste bins in place? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are stewards in place? | <input type="checkbox"/> | <input type="checkbox"/> |

Defects noted: _____



Remedial action taken: _____

Printed Name of Inspector: _____

Signature: _____

Date & Time of Inspection: _____

Location: _____

2. During the event

2.1 Site access/egress

- Are entrances/exits clear?

Yes

No



- | | | |
|---|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are staff/stewards in place? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Can emergency vehicles gain access? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are pedestrians segregated from vehicles? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are security precautions in place? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have adequate signs been provided? | <input type="checkbox"/> | <input type="checkbox"/> |

2.2 Site condition

- | | | |
|--|--------------------------|--------------------------|
| • Is site free from tripping hazards eg. cables, potholes, footpath defects etc? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are permanent fixtures in good condition eg. seats, fencing, signage, gates etc? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Has vegetation been cut back, debris removed and the area made safe? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Has current weather conditions created new hazards to be addressed? | <input type="checkbox"/> | <input type="checkbox"/> |

2.3 Activities/structures

| | Yes | No |
|--|--------------------------|--------------------------|
| • Have all structures been completed? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have all structures been inspected and approved by a competent person where required? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are all activities/structures sited correctly and checked? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have all activities/structures supplied evidence of insurance and health and safety requirements? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are all potentially hazardous activities segregated and/or fenced as required? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have temporary flags/decorations/ directional signage or other signage been installed correctly and checked? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have any unanticipated hazards been introduced? | <input type="checkbox"/> | <input type="checkbox"/> |

2.4 Event provisions

Yes **No**

Is emergency entry/exit points signed?

Is lighting in place where required?

Have electrical supplies/equipment been checked/certified?

Have toilets been provided where required?

Are first aid facilities in place?

Is control centre in place and communication system working?

Are adequate waste bins in place?

Are stewards in place?

Defects noted: _____

Remedial action taken: _____

Printed Name of Inspector: _____

Signature: _____

Date & Time of Inspection: _____

Location: _____



3. After the event

3.1 Exhibitors/attractions

- Have all structures been dismantled and removed?
- Have all exhibitors vacated the venue?
- Have all vehicles left the venue?

3.2 Temporary facilities

- Has all equipment been dismantled and removed?
- Have all structures been dismantled and removed?
- Have temporary markers such as stakes, signs, ropes, flags etc been removed?
- Have any holes/trenches etc been made good?
- Have all temporary electric installations been isolated and made safe?

3.3 Waste collection

Has all waste been collected satisfactorily?

Has all waste been removed from the site?

3.4 Venue condition

- Has any damage to permanent facilities, buildings or the ground been reported?

- Has any damage been found during inspection?

If the answer to either of the above is yes then describe briefly below:

4. Accident report form

Event name: _____

Event reference number: _____

Event date: _____

This form is only to be completed by the Event Organiser or their representative and not by the person suffering the loss or injury.

Injured person

Surname: _____ Forenames: _____

Address: _____

Post code: _____

Telephone number: _____ Date of birth: _____

Employee Volunteer Exhibitor Contractor

Member of the public Other: _____

Date and time of accident

Date & time reported: _____

Person reported to: _____

Details in accident book? Tick box Yes No

Details of injury (specify left or right side), and/or loss or damage: _____

Details of action taken: _____

Assisted by event representative (please give name): _____

First-aid administered (please give name): _____

Please tick relevant boxes

Ambulance called Yes No Taken to hospital Yes No

Name and address of hospital attended: _____

Taken home Yes No

Circumstances of accident and location: _____

Appendices

