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## Getting the details right

The advice in this section should be used as an initial a to z guide. Your local authority may have a comprehensive guide to planning events, which will include local contact details and procedures. Also refer to the Playday website for further tips. If you are stuck for ideas, or need advice, tap into other Playday event organisers' expertise and post a question on the Playday forum at [www.playday.org.uk/forum](http://www.playday.org.uk/forum).



### Contacting your local authority

The Directgov website, [www.direct.gov.uk](http://www.direct.gov.uk), has a list of local authority contacts and other useful information about who to contact. UpMyStreet, [www.upmystreet.com](http://www.upmystreet.com), has similar information. If you are planning an event in Northern Ireland, visit [www.northernireland.gov.uk](http://www.northernireland.gov.uk) to find contact details for your local council.

### Child supervision

Children and young people's support needs can vary throughout the day. Make sure that supervisors have enough training to be able to support those attending your event. Consider labelling supervisors for the type of support they can offer, rather than labelling the children. Provide a lost children system or meeting point, and consider advising all organised groups to provide children with a badge or label stating the name of the group and the group leader's mobile phone number. For a large event consider handing out basic maps of the site to people as they enter, then post up large versions of the map throughout the site with 'you are here' pointers.



### **Communication**

Make sure that all key organisers and volunteers have a mobile phone and that all important phone numbers are programmed in. Keep a list of those phone numbers next to any fixed phones.

### **Electrical equipment**

Make sure that any electrical equipment you need is checked for safety and that any cables are kept out of harm's way and can't be tripped over. Where it is necessary to lay cable across paths that are used by members of the public, make sure cable protecting strips are used or cabling is taped safely. Electrical appliances should be protected from weather, physical damage and interference.

### **Emergency services**

It is advisable to inform the police, fire service, local hospital and ambulance service of your event, particularly if large crowds are expected. You should seek advice from the police and the other emergency services about their requirements, for example, emergency access.

### **Fire precautions**

Provide equipment for putting out fires – particularly if you want to have a bonfire as part of your event – such as sand buckets, fire extinguishers and fire blankets. Make sure that everyone helping knows where the equipment

is, and how to use it. The fire service should be called to any fire, however small. There is more information about preventing fires at [www.fireservice.co.uk](http://www.fireservice.co.uk).

### **First aid**

When deciding on first aid provision, take into account the type of event and the number of people likely to attend. Have at least one qualified first aider available, and make sure everyone helping knows who s/he is. Provide an area suitable for first aid treatment including a supply of water and make sure it is clearly marked. For larger events, consider asking a voluntary first aid society to provide a first aid post – it may be possible that St John's Ambulance ([www.sja.org.uk](http://www.sja.org.uk)), British Red Cross ([www.redcross.org.uk](http://www.redcross.org.uk)), or local ambulance corps will carry out the necessary cover in return for a donation.

### **Food and drink**

Your local authority's environmental health department may have specific food hygiene guidelines and advice so it should be your first port of call. Find their details at [www.food.gov.uk/enforcement/laresource/yourarea](http://www.food.gov.uk/enforcement/laresource/yourarea).

If you are selling food and drink, you come under the definition of 'food business' and so should operate to the same standard as any other food business. This includes ensuring that any staff

that handle food are supervised and instructed and/or trained in food hygiene in a way that is appropriate for the work they do. Although not mandatory, a Foundation Certificate in Food Hygiene is sometimes recommended; check with your local authority. An alternative is to consider a professional caterer. Commercial mobile catering units may need a street trading licence; it is their responsibility to obtain this from your local authority.

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## Contact your local volunteer centre to see if there are people available who can help

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If you are having a residents only street party or an event with friends and family and people are contributing food prepared in their own kitchens, you shouldn't need any special permission. However, it is worth following basic food hygiene principles when preparing any food for other people, especially as the weather is likely to be warm in August. The Food Standards Agency provides more information about keeping food safe at [www.eatwell.gov.uk](http://www.eatwell.gov.uk).

## Insurance

Organisers of Playday events need to assess the risks and minimise them, but also consider the need for insurance cover. Public liability insurance (which can be obtained from any insurer) is essential for events open to the general public, but may be advisable for smaller events too. Some venues will want to see proof of a minimum level of insurance cover as a requirement. Some local authorities may insist on proof of insurance cover before agreeing to a street being closed.

If you or your venue already have insurance, it is still important to check that this will cover your specific event and whether or not you need to arrange extra cover. If you are hiring equipment for the event, you should make sure that insurance covers you against damage or loss, and also covers injury to users of it and third parties. It is also advisable to check that all participants such as individual entertainers, attractions, caterers and stallholders, have their own adequate public liability insurance or are covered under your own.





### **Land ownership**

In some cases, it might not be the local authority that owns the land you're planning to hold your event on. Find out who owns the land and get the owner's written permission for the event; this includes the local authority or a housing association, for example.

### **Licences and permits**

#### **Entertainment**

You may need to hold or obtain a temporary events notice or premises licence if your event includes plays, films, some sports entertainment, performance of dance, live and recorded music. If you are just having background recorded music and it's not the main focus of the day, you shouldn't need to apply for a temporary events or premises licence, but check with your local authority.

In some circumstances it is a requirement to obtain a Public Performance Licence (PPL) if playing recorded music in public, to conform to UK copyright law, visit [www.ppluk.com](http://www.ppluk.com) for further details.

#### **Street trading**

Events which will include stalls for selling things or commercial mobile catering units may need a street trading licence; apply to your local authority. If you are holding the event on local authority owned land, for example a recreation ground, the local authority might send you information about selling things from stalls when you ask their permission to hold the event.

#### **Street collections**

If your event is on the street or on public property and you are carrying out a fundraising collection, for example with buckets, you must obtain a street collection permit from your local authority. If you are collecting on private property you do not need a permit but remember to ask permission from the owner.

#### **Prize lotteries/raffles**

A Lotteries and Amusement Licence may be required if you are organising a raffle or small draw; you should check with your local authority. Generally, a licence is not required for a raffle or draw; if it is a one-off small event where the raffle

is not the main focus, tickets are only available at the event, prizes are non-cash up to the value of £250, and the announcement of winners is made at the event.

### Street closure

See below.

### Risk assessment

Children and young people benefit from challenging play spaces. However, they should be able to enjoy playing without being exposed to unnecessary risks, so it is important to carry out a risk assessment of your planned event. Also, some local authorities require a signed risk assessment to be carried out on the site of the event. Identify and manage the risks but don't be scared of allowing children and young people to take risks in play.

In your risk assessment, consider everything that might go wrong and plan appropriately for it. Walk around your venue and think about what could happen on the day. Identify what you can do to minimise the risks, being mindful of balancing the risks with the benefits of challenging play opportunities. Make a note of your findings and planned actions. If you are unsure, seek advice from your local authority or from RoSPA Play Safety.

During your risk assessment, think about:

- what could go wrong
- what the dangers are to people attending
- how different types of weather might affect possible risks
- how the event will be supervised
- first aid cover and accident procedure
- what help you need; for example, Marshals, Police, St John's Ambulance
- how you will manage and minimise the risks without limiting play.

See *Managing Risk in Play Provision: A position statement*, on the Play England website [www.playengland.org.uk/resources](http://www.playengland.org.uk/resources).

*Managing Risk in Play Provision: Implementation guide*, was launched in January 2009 by Play England, the Department for Children, Schools

and Families (DCSF) and the Play Safety Forum. The guidance advises play providers and play space designers on how to manage risk in play provision, and promotes a sensible and practical approach that will help children experience adventure and challenge in their local play space. You can download the publication and order copies at [www.teachernet.gov.uk/publications](http://www.teachernet.gov.uk/publications).

RoSPA Play Safety also provides guidance on risk assessments. For further advice visit [www.rospa.com/playsafety](http://www.rospa.com/playsafety).

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### Safeguarding children

Make sure that the welfare and safety of children is paramount at any Playday event. Visit the NSPCC website for more about safeguarding children at events. You may be eligible to apply for the NSPCC publication *Safe communities: a toolkit to protect children and young people*. For further details visit [www.nspcc.org.uk](http://www.nspcc.org.uk). Play England has published guidance on safeguarding children at play; visit [www.playengland.org.uk/resources](http://www.playengland.org.uk/resources) to download a free copy of the briefing paper *Safeguarding children and young people within play sector*. Organisers in Scotland may also want to visit [www.children1st.org.uk](http://www.children1st.org.uk), which provides further useful free resources.





### **Staying safe**

Good organisation is important for a safe event. Plan ahead and agree a programme, if applicable, well in advance. Let your local authority know what you have planned for the day, so that they can carry out their own safety checks if they need to. Your local authority may have specific safety guidance to help you organise your event, including details of useful local contacts.

### **Street closures**

If you want to repeat the success of the Playday 2007 street parties, you will need to apply to close your street to your local authority's traffic or highways team as much as three months before your event. There will also be things to consider before you send your application in. For example, you will need to invite every house or business in the street to show you have consulted everyone.

Every local authority will be different, and it should be your first port of call when deciding to close your street. You or the local authority will need to consult the fire, ambulance and police services. The road closure notice from the local authority will need to be posted up in the street in time for the event. There may be a charge for closing your street.

You will need barriers and signs to close off a road to traffic. Take into account access for emergency vehicles. Think about alternative traffic routes and how you will direct the traffic. You may just need to close part of your street. Also think about access to the event and consider the implications for cars that are usually parked there.

If you work at a local authority, make sure you work together with the traffic or highways team when organising your Playday event. Consult them at the very early stages of planning. Try to find out what other events are being planned by local groups so that you can inform and work together with the highways team.

### **Sun safety**

As Playday is in August, there is a chance it will be hot. When children are involved, it is particularly important to make sure there is some shade and plenty of water available. Encourage parents and children to bring and apply their own sun cream but also have a supply available.

### **Toilets**

If you are holding a large public event, think about the number of people likely to attend and the toilet facilities available; some local authorities will give guidance on this. If you've thought about things like this, you will be able to respond to questions from your local authority and/or any objections.

### **Waste disposal**

Provide bins and think about how you will dispose of the rubbish. Consider making it easy for people to recycle. Get advice from the recycling team at your local authority. Make sure you have enough volunteers to help clear up at the end of the day. Find a way to make the jobs that nobody wants to do fun – have prizes for the best litter picker!

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#### **Please note**

All events organised for Playday are done so at the organiser's own risk. The health and safety information provided in this guide is for guidance only. Play England shall not be liable for any loss or injury, whether caused by negligence or otherwise, except in relation to personal injury or death caused by the negligence of Play England or its employees acting within the course of their employment and scope of their authority.

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