

# Planning Events in Margam Country Park

[www.npt.gov.uk/margampark](http://www.npt.gov.uk/margampark)

**Do you know  
what you are  
responsible for?**

**Planning Events in Margam Country Park**



Neath Port Talbot  
Castell-nedd Port Talbot  
County Borough Council Cyngor Bwrdeistref Sirol

## **So you want to organise an event?**

The aim of this guide is to give you, an event organiser, some basic advice on organising an event within Margam Country Park. It is aimed at organisers of small events.

Your first point of call for information and help will be Margam Park Staff.

A more comprehensive guide called “Events Safety Information” can be obtained from: Neath Port Talbot Special Events Officer (01639) 860006

## **What Events Need Planning?**

All events, however small, need planning. As an organiser for an event you have a legal responsibility to ensure the Health, Safety and Welfare of employees, volunteers, contactors, artists and visitors.

## **Why Should I Plan It?**

All events must comply with recognised safety standards.

Legally you must carry out a risk assessment to identify possible hazards; check the risks and decide how you will minimise risks. You will need to have a plan which shows how you intend to manage your event safely, this plan then needs to be put into action (this forms your safety manual).

The information in this guide is not new however it has been recognised that many event organisers are unaware or fail to understand fully what they are responsible for. This guide aims to help you with this.

## **When and how do I start planning?**

Start organising the event well in advance so that you can carry out everything required in good time.

### **You need to think about:-**

When is your event? How many visitors do you expect? Is entry to be free, pre-sold tickets or on the gate admission? Who is available to help run the event?

- You may need an Events Committee, no matter how informal. Give everyone a job. Make sure one member is the Event Organiser; this person will be the main contact point for Park Staff and emergency services.
- You may need an Event Manager in overall charge of the event or is this your role?
- Who is going to act as your Health and Safety Officer?

## **You will need to arrange Public Liability Insurance**

**Having this cover is a requirement for running events within Margam Country Park. You will need to provide a copy of this to the Park prior to the event taking place.**

### **No Cover~No event**

You need this to cover you, as the event organiser, against anyone injuring themselves at your event. It is recommended that you cover your event for a minimum of £5 million. In many instances a greater level of cover may be needed.

If you didn't have this cover any claim could be made against you and your private finances!

You need to check that your contractors have their own public liability insurance.

## **You will need to complete a Risk Assessment**

As an event organiser you must produce a full risk assessment for your event. **This is a requirement for running events within Margam Country Park. You will need to provide a copy of this to the Park prior to the event taking place.**

### **No Risk Assessment~No Event**

Please remember it is **your** responsibility to complete a risk assessment for your event.

It is helpful for you to read the free leaflet '5 steps to Risk Assessment' published by the Health and Safety Executive. It gives information on writing a risk assessment.

There is also information in 3 other publications from the HSE:

- "A Guide to Health, Safety & Welfare at Pop Concerts and similar events".
- "Managing Crowds Safely: A Guide for organisers at events and venues".
- "Fire Safety" – An Employers Guide.  
HSE Books, P.O. Box 1999, Sudbury, Suffolk, CO10 2WA.  
Tel: 01787 881165 Fax: 01787 313995  
Website: [www.hsebooks.co.uk](http://www.hsebooks.co.uk)

### **What to consider in preparing the Risk Assessment**

'Hazards' are the things with the potential to cause harm. 'Risk' is how likely it is for something to happen because a hazard is present.

You need to identify all the hazards that may be a part of your event and decide how much risk they are individually or if they combine together to give a greater risk.

You must either remove the risk completely or, if this is not possible, reduce it to an acceptable level.

## **Which site in the Park are you using?**

Prepare a map of the site (preferably to scale) showing positions of all activities/attractions, circulation routes, entry and exit points. Update this if your plans change and ensure that copies are available at the event.

### **Think about:-**

**Crowd control and security:-** How many stewards will you need? Stewards need to be easily recognised and briefed/trained. Information Points, Lost Children & Lost Property, Public Entry and Exit Points, Are safety barriers needed? What disabled facilities are needed? What happens if more people than expected turn up? Are there any public footpaths in your area? Will any access to Park facilities be needed through your site? Where are your visitors going to Park? Who will park the cars? Catering availability. Do you want to have alcohol for sale? Public order. Poor Weather.

**Emergency access:-** Communications/Public Address System. If the event is large designate an emergency route and keep it clear at all times. Mark this route on your plan.

**Fire precautions    Litter collection and clearance**

**Electricity:** - Diesel generators ONLY are allowed on site, consider storage of fuel, trailing cables, earth, PAT testing.

**Temporary structures:-** Staging or structures will need to be installed safely to the required standard, specialist advice may be required.

**First Aid-** consult with Red Cross or St Johns for advice

**Other:-** Toilets, cash handling, water supply.

## **What permission will I need to get?**

Licences:-The law now requires a wide variety of entertainment events including musical and theatrical to be licenced by the Council for reasons of safety and to protect people from nuisance like noise.

Not all events need licences, it is important to talk to the Licensing Officer to find out if you will have to apply.

(Neath Port Talbot Licensing Officer 01639 763333)

## **Traffic Management**

The Park has a traffic policy:-

**All vehicles within the Park must not exceed 15mph and must activate their hazard lights.**

**Pedestrian and animals have right of way.**

Please use this as the basis for your traffic control.

You need to check that you comply with the requirements of the Councils Highways and Police. If the police recommend traffic control on the public highway they will charge for the service. As the event organiser it is your responsibility to create your event in a way that is safe and manageable. Do not leave this to the last minute, it needs to be included from the start of your planning process.

Check with your Margam Park contact for advice.

Keep access and exits free from obstruction, if you are collecting an entry fee do so as far inside the entrance as possible. This stops vehicles backing up and blocking the entrance points.

Impose a curfew with no vehicle movements after a set time. This will keep pedestrians and public separate from vehicles. Try to avoid upsetting the Parks neighbours by not blocking surrounding lanes.

## **What if there is an emergency?**

You should consider what might go wrong on the day and draw up a **Contingency Plan** to deal with each identified emergency.

Think of:

- What action should be taken if an emergency happens?.
- Who is to take that action?
- How will you communicate with your team?

## **How to publicise your event**

Start by thinking about how many people you can cope with at your event. This will guide you as to the need for publicity.

Decide who you want to come and how you tell them about what's going to happen.

Think about fliers, posters, banners, press releases, local radio, website. Your contact will be able to advise you as to the possibility of using the Council WebPages.

**REMEMBER the council has a strict no fly posting policy and you must ensure that you do not carry out, or make arrangements to carry out, flyposting or any other form of unauthorised advertisements for your event.**

## **And After?**

Always have a debrief:-

How can you improve the event for next year?

Note any serious problems with your current event. How can you solve those problems for the future?

## **Who are the events Safety Advisory Group?**

Your event may be required to go before the Safety Advisory Group. The group is a panel of Police, Fire, Ambulance, Local Authority, Health Authority, the Maritime and Coastguard Agency.

It has been formed to discuss and advise on events and safety issues in the Neath Port Talbot area.

Your Margam Park Contact will advise you if you need to make a presentation at the group.

Members of the Group:-

<b>Neath Police Station -</b>	<b>Operational Planning</b>
	<b>01639 640297</b>
<b>Mid West Wales Fire Authority</b>	<b>01792 310919</b>
<b>Welsh Ambulance Service</b>	<b>01639 631501</b>
<b>H.M. Coastguard - Advice on Sea Safety</b>	<b>01792 366534</b>
<b>Neath Port Talbot C.B.C. -</b>	
- <b>Licensing</b>	<b>01639 764326</b>
- <b>Special Events</b>	<b>01639 881635</b>
<b>Health and Safety</b>	<b>01792 512836</b>
- <b>Food Safety</b>	<b>01639 764257</b>
- <b>Traffic Management</b>	<b>01792 512629</b>

**(This brochure is also available in both welsh and large print)**  
**For further information contact**

**Margam Park Office 01639 881635**

**[www.npt.gov.uk/margampark](http://www.npt.gov.uk/margampark)**

**[margampark@npt.gov.uk](mailto:margampark@npt.gov.uk)**