

# **Oxford City Council**

## **Environmental Health Code of Practice For College Balls and Other Similar Events**

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## 1. Audience

This Code of Practice is primarily aimed at the Oxford University Colleges, who have a legal obligation to provide information to the Environmental Health Team on College Balls and other events under the conditions of their Premises Licence. However, organisers planning other types of similar commercial or public events or festivals will also find the guidance useful. The guidance focuses predominantly on noise control and food safety, as these are the two areas of Environmental Health Regulation that have historically given rise to most concern. However, the guidance also provides an overview of some of the other important items which need to be incorporated into the event planning and management.

## 2. Introduction

Event organisers and committees have a responsibility to ensure that balls, events and festivals are safe and do not cause undue disturbance to neighbours. In addition to planning an enjoyable event, it is important to consider potential nuisance, food safety and health and safety throughout stages of planning and holding of the event. It is appreciated that the organisation of balls, events and festivals is complex and so this document has been produced in order to assist organisers with their legal obligations. It is not however a comprehensive list of legal requirements. Organisers holding new or large events should contact Environmental Health directly for information and advice.

Event organisers must contact Environmental Health as soon as possible with the information required by this Code of Practice and it is expected that organisers have regard to the contents of this code in planning an event. If there are still queries after reading this Code, Environmental Health will be able to give advice on noise control and food safety matters in the lead up to the event. Proactive visits are not usually made to college balls and most events and organisers will only usually be contacted if Environmental Health requires further information or have concerns. However, please also be aware that Oxford City Council operates an Out of Hours service, so visits may be made by Officers to events where complaints have been received from members of the public.

Environmental Health are happy to give advice and signpost to information, but cannot act as consultants for event organisers. It may be necessary to engage the services of a private consultant with specific knowledge. Committees should also endeavour, where possible, to share their experience with successive Committees.

The contact details of the Environmental Health team are as follows:

Business Regulation Team  
Environmental Health  
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### 3. Information Required by Environmental Health

This Code of Practice requires information to be returned to Environmental Health prior to an event. The information needed depends on the conditions of the Premises Licence or contractual responsibilities, where relevant. If in doubt, it is strongly recommended that the below documents are returned to Environmental Health regardless, as this provides the opportunity for any possible food safety and noise control issues to be raised and resolved prior to an event.

Please complete the below documents as fully as possible and return to Environmental Health at [foodsafety@oxford.gov.uk](mailto:foodsafety@oxford.gov.uk). The documents should be submitted as soon as possible before the event and by the deadlines below:

Information Required	Appendix	Timescale
<p><b>1. Event Brief and Contact Details</b></p> <p>It is important that Environmental Health are provided with the date of the event as soon as possible along with names, duties and contact details of the representatives (including a senior staff member for college balls). It is essential to indicate which of the contacts will be available to contact throughout the duration of the event.</p> <p>A plan of the College/premises, marked with the locations of all parts of the buildings and the position and dimensions of marquees, stages and other temporary structures to be used during the event.</p>	<p><b>Appendix 1</b></p>	<p><b>At least three months before the event.</b></p>
<p><b>2. Noise Risk Assessment Including:</b></p> <p>A schedule of events listing the times of the bands, DJ's and any other music, including the location within the College and the type of music etc. should be provided to the Environmental Health Officer as soon as possible.</p>	<p><b>Appendix 2</b></p>	<p><b>At least three months before the event.</b></p>
<p><b>3. Event Catering Forms</b> for each of the food businesses catering at the event</p> <p>If the only food/drink provision is to be done in house by the College Catering Team or Events Team please give details of the food provision. E.g. hall catering only, marquee with various stalls, hog roast etc.</p>	<p><b>Appendix 3</b></p>	<p><b>At least one month before the event.</b></p>

#### 4. Regulation

The information required above is largely related to food safety and noise control, as both of these areas of Environmental Health Regulation have historically come under scrutiny following incidents such as food poisoning outbreaks and noise complaints. The guidance note also contains information on other legal requirements, considerations and common problems, which the organiser should have regards to and which are regulated by a range of agencies, e.g. fire service, Health and Safety Executive etc..

Effective event planning and management should allow Events to run successfully and legally. However, where there are serious breaches of legislation, Environmental Health Officers have various powers and duties including:

- the power to seize food, close and/or prosecute food premises
- the duty to serve noise abatement notices where there is a statutory noise nuisance and pursue prosecution for any breaches of that notice.

Event Organisers should be prepared for an unannounced visit from Environmental Health at the time of the Event. All Oxford City Council authorised officers carry identification and will show this at the entrance. This should be examined before allowing people access to site. Obstruction of an authorised officer in the course of their duties is a criminal offence, so security staff must be briefed.

## 5. Licensing Act 2003

Oxford University Colleges will have a Premises Licence issued under the Licensing Act 2003. The Premises Licence will have conditions attached covering all the licensable activities e.g. sale of alcohol, provision of entertainment etc. that can take place at the College. Other events will also have to operate under a Licence if licensable activities are taking place. Please contact [licensing@oxford.gov.uk](mailto:licensing@oxford.gov.uk) for more information about licensing.

It is an offence not to comply with the conditions on a Premises Licence and so it is essential that the event organiser checks and complies with the conditions throughout planning and management of an event.

Some or all of the following conditions are usually attached to Oxford University College Premises Licence:

- 1) The ball or event committee shall notify the Licensing Authority and Responsible Authority for Environmental Health of the selected dates for the ball or event three months in advance of the event.
- 2) Each ball or event shall be subject to an individual noise risk assessment in accordance with the current and relevant Oxford City Council Code of Practice and Guidance on Noise Control at College Commemoration Balls and Similar Events. The assessment shall be submitted to the Responsible Authority for Environmental Health three months in advance of the ball or event.
- 3) One month before the ball or event, the Committee will invite licensing officers and representatives of the relevant responsible authorities to discuss the ball or event.
- 4) Residents in the immediate vicinity shall be notified two weeks in advance by means of a suitable leaflet giving the date and times of the ball or event and a telephone number and contact person to whom complaints can be referred.
- 5) All amplified music in an outside marquee or in the open air shall finish no later than 3.00 a.m.
- 6) No fireworks or other pyrotechnics shall be used other than with the prior written consent of the Licensing Authority.

## 6. Noise

### 6.1. Public Relations

Managing public relations is perhaps one of the most effective ways in which organisers can ensure that events run smoothly and that complaints are minimised.

A brief note should be delivered to each house in the area close to the college, telling residents when and where the Ball is to take place, asking for their tolerance, advising of the precautions being taken against disturbance and, in particular giving a telephone number where someone responsible can be contacted in case of problems.

Experience has shown that where people are aware of what is to take place and how to contact someone if there are any difficulties, then complaints are less likely.

Noise sensitive locations must be identified within the noise risk assessment and appropriate precautions must be taken to minimise disturbance to these areas.

### 6.2. Fireworks

#### 6.2.1 Fireworks Noise

It is usually a condition of the Premises Licence for Colleges that fireworks or other pyrotechnics shall not be used without the prior written consent of the Licensing Authority. Approval will however be given by Environmental Health. If approved, fireworks or other noisy aerial displays must not occur after 23:00 as required by the Firework Regulations 2004. To minimise disturbance to local residents around the college displays should be as short as possible, with the minimum use of loud explosive fireworks.

#### 6.2.2 Fireworks Safety

Fireworks and pyrotechnics must be properly planned and managed by a competent person/company. The HSE have produced [guidance on fireworks](#). A risk assessment should be submitted to the Colleges Fire Officer for approval.

### 6.3. External Entertainment

Where music is played in an outside marquee or in the open air, amplification equipment should not be used without specific agreement of Environmental Health. Where it is used inside buildings, e.g. for bands, volume levels should be carefully controlled in the interests of local residents. As a general rule:

- The main band should finish no later than 1am.
- All amplified music should finish no later than 3am in an outside marquee or in the open air
- Any acoustic music playing in a marquee or open-air venue after 3am must be agreed with the Environmental Health Officer. The music must be played at a background level only and will need to be monitored to ensure that a noise



nuisance is not caused. The Committee should also consider the necessity of programming outside acoustic music after 4.00am as at this stage of the night the ball is finishing, and indoor entertainment venues should be used whenever possible.

Where the Environmental Health Officer considers a venue unsuitable for outdoor events beyond a certain time then the College authorities will be advised accordingly.

#### **6.4. Bands and live music**

The amplification of most bands consists of amplifiers and speakers for the instruments and vocalists. The sound is mixed and balanced by a Sound Engineer at a sound desk prior to the performance. The use of noise limiters/compressors are advised for the main stage as this sets a maximum volume for the music. It is also important to set maximum levels for the low frequency levels (bass) as these cause the most disturbance to local residents. Seek advice from the sound engineer employed.

In order that the performers can be aware of the sound around them, a "backline" of speakers is positioned on stage. This is not controlled by the sound desk and it is essential, therefore, that the Sound Engineer is made fully aware of the necessary restrictions on sound levels and so is in a position to set up the backline to enable full control to be exercised during the performance. Organisers should satisfy themselves that the levels are set accordingly. This is especially important, since when the performance is taking place the sound desk will be in control of only about 15-20% of the total volume of sound produced.

One of the most frequently encountered problems is that an unnecessarily large amount of sound equipment is provided, which makes effective control very difficult. It is recommended that the Ball Committee engage the services of a reputable agency for the supply of bands and equipment. The output of the sound system(s) should be suitable for the size of the event, and as a general rule it should be calculated on the basis of 1KW per 100 people in the audience. When considering the capacity of the sound system the fact that not everybody attending the ball will watch a single band, and also the maximum capacity of the building or marquee in which the event is to be held, should both be taken into account.

It is important that bands booked to appear should be aware of the need to be sensitive to potential noise problems and should accept restrictions that may be imposed. In some cases verbal assurances have proved quite inadequate and organisers are strongly advised to include suitable clauses in contracts so as to ensure that they retain effective control over sound levels.

Another advantage of using an agency to run a particular stage is that the sound engineer will be the same for all bands and this makes liaison much more straightforward.

The number of entertainment venues should be programmed in such a way as to spread the attractions throughout the College. Simultaneous performances should be held at different places so as to minimise the likelihood of large crowds being drawn to one place.

There should be a conscious effort to use quieter entertainment after midnight. Sensitive sites should be used for non-amplified music and only early in the programme. It is always difficult to keep the programme running to schedule. Bands take longer than expected to set up or fail to arrive on time and slippage frequently takes place. Organisers should make sure that sufficient change over time is allowed between bands.

## 6.5. Discos

Most Balls have at least one disco, which operates throughout the night on an ongoing basis or intermittently between bands. A disco is capable of generating significant sound levels and should, therefore, be sited indoors wherever possible, so as to take advantage of the sound insulation properties of the building. Windows and doors facing noise sensitive locations should not be left open, especially after midnight.

Where there is no suitable indoor venue available the following precautions should be taken to:

- Employ a disco which uses circuit speakers (i.e., a range of relatively low powered speakers sited around the hall or marquee rather than one where a bank of speakers either side of the stage force sound down the length of the room). Ensure that the DJ strictly controls the low frequency levels of the music, as this causes the most disturbance to local residents.
- Ensure, when booking a disco that the DJ fully understands the need to work within restrictions imposed and is prepared to accept direction from the Ball Committee regarding sound levels. It is recommended that the contract with performers gives the event organisers control over the location of speakers and sound levels.

## 6.6. Noise Risk Assessment

A Noise Risk Assessment is required for college balls and for other relevant events (template in Appendix 2). The assessment will include a survey to identify all noise sensitive premises around the college likely to experience the highest noise levels.

Organisers will need to demonstrate in the assessment that the location of all external stages and marquees where music is to be played has been planned so as to minimise their impact on the noise sensitive premises identified.

Organisers will need to demonstrate in the Noise Risk Assessment that the programme of events for stages and marquees where music is to be played has been planned so as to minimise the impact on the noise sensitive premises identified.

Any measures to mitigate the noise levels from the music sources must also be considered in the Noise Risk Assessment for example the use of delay or circuit speakers, and compressors or limiters on the sound system, source located within a quad, and windows to be kept closed for indoor venues, etc.

The Noise Risk Assessment form must be completed and submitted as part of the application. It is suggested that the form is completed in consultation with the sound company supplying the equipment.

A senior member of the College staff shall have full control over the sound amplification equipment in an outside marquee or in the open air. The volume shall be adjusted according to the requirements of the Licensing team/Environmental Health.

### **6.7. Monitoring**

Officers of the Environmental Health team will normally be on duty on the nights when Balls are taking place. They should receive co-operation from the College authorities and members in charge of the Ball entertainment when carrying out monitoring inspections. They may monitor the Ball to ensure that no unreasonable disturbance is being caused, no statutory nuisance is being created and the conditions on the Premises Licence are being complied with.

A senior member of the College staff should be designated as the liaison officer responsible for monitoring the noise level of the Ball. The noise level should be monitored throughout the duration of the event and any advice/or instruction given by Environmental Health shall be complied with.

A visit may be made to the college early in the evening to check on the general organisation and layout. Further visits could be made during the course of the night. Officers will request a reduction in sound levels only if they are satisfied that it is necessary in the interests of abating a nuisance or of preventing unreasonable disturbance. The propagation of sound is frequently complex and may be affected by atmospheric conditions. There are occasions when sound levels (especially low frequency music) appear to be relatively low close to the source but are still intrusive some considerable distance away.

Organisers should not rely solely on Environmental Health to advise them of problems. The members of the Ball Committee who are responsible for noise control should arrange to monitor sound levels on regular occasions throughout the night. This should include patrolling the perimeter of the college and listening for noise and visiting the houses nearest the college to assess whether noise is likely to be disturbing.

### **6.8. Fairground Rides, Bouncy Castles etc.**

Fairground rides should only be used on sites where power can be gained from a 3-phase electricity supply. The plant and equipment must not be sited in a noise sensitive area. No sirens or loud music (noise sensitive areas) shall be played on these rides.

If the use of a diesel generator is proposed then the Environmental Health Officer must be consulted prior to the equipment being booked. All plant must be sound proofed (or be the "quiet type") to the Environmental Health Officer's satisfaction and to the best practical means.

## **7. Food Safety**

### **7.1. Planning Catering at an Event**

Food safety problems can arise where supply cannot meet demand, e.g. if caterers overstretch themselves or rush food out before it's ready. There must be careful preparation ahead of an event to ensure from a practical point that there is enough food for all of the guests.

The event organiser needs to establish early in the stages of planning whether food for the event is going to be supplied by the College Catering Team or by external caterers. Catering by the College Catering Team can be easier and lower risk depending on the size and nature of the event. However, if external caterers are used, extra safety checks need to be made.

Catering for several hundred people is a daunting and difficult task. Therefore, it is strongly advised against the event organisers of college ball committee catering for events themselves (unless the organiser is an established caterer with experience of event catering). Proof of food hygiene training and knowledge will be required if the organiser does run food units. The event organiser should make contact with Environmental Health if they plan to carry out any of their own catering.

### **7.2. Preparation before the Event**

#### **7.2.1. Making Decisions on Catering**

All food businesses in the UK must be registered with a local authority, are inspected for food safety on an ongoing basis by Environmental Health Officers and are awarded a Food Hygiene Rating following the inspection. Food Hygiene Ratings can be found online on the [Food Standards Agency website](#), but all businesses will be able to provide this information on request. It is recommended that the event organiser set a minimum acceptable Food Hygiene Rating for Caterers to achieve before they can trade at an event, as this sets a clear expectation of good food hygiene.

The individual food businesses are legally responsible for food safety on their units at an event. However, the event organiser also has an obligation to ensure that the space, infrastructure and facilities are in place to allow food businesses to trade safely and hygienically. There should be a discussion and a formal agreement between the caterer and organiser, settled well before the event, which states what will be provided by the event organiser and what the caterer needs to provide themselves.

#### **7.2.2. Infrastructure and Facilities**

The longer and more complicated an event, the more infrastructure and facilities the event organiser is likely to have to provide, but this must be settled as far ahead of the event as possible. The following infrastructure must be in place for caterers at the event and therefore, it should be built into the pre-event planning and discussions:

- Suitable and sufficient waste storage and disposal. Bins to be located in appropriate and convenient locations.
- Waste water disposal – businesses may need to access to foul water drainage points to dispose of waste water
- Easy access to an adequate supply of potable water (from a mains supply).
- For outside events consider whether the site will be able to operate in different weather conditions. For example, is there likely to be standing water after heavy rain. How will this be dealt with?
- Suitable and sufficient electrical points, which are protected from adverse conditions and weather
- Adequate space available, e.g. how large is the vehicle/stall, space may be needed for an extra refrigerated vehicle.
- Will the event organiser provide facilities or will the caterer bring everything they need? What will the caterer need the organiser to provide anything? E.g. cover, table tops etc. The business should be able to provide the event organiser with information on anything else required to ensure food safety or health and safety on the day

The above information can then be used to plan the site layout.

### **7.2.3. Information Bundle to Request Before the Event**

Many event organisers will require a bundle of information from the caterer long before the event and require this to be kept on site during the event for inspection at any point. Set the expectation that if the caterer does not meet food safety or health and safety requirements, they will not be allowed to trade. Caterers who regularly trade at events, will already expect this. The bundle would usually include:

- Level 2 Food Safety in Catering Certificates for each food handler
- Current Gas Safety Certificate (if gas used on unit)
- Documented Food Safety Management System (FSMS) and monitoring sheets (not usually asked for in advance, but can be checked at the time of the event)
- Employers Liability Insurance and Public Liability Insurance Certificates

### **7.2.4. Food Safety Requirements**

As a basic standard, each food premises must be in good repair, be capable of being kept clean and be kept in a clean condition. Food must be protected from contamination. As a minimum each premises must have:

- All handling of open food must take place under cover, e.g. tent, vehicle etc.
- Adequate food and equipment washing facilities
- Adequate wash hand basin(s)
- A hot water supply accessible to each sink and wash hand basin
- Liquid soap and paper towels at wash hand basins
- Food safe chemical disinfectant/sanitiser/antibacterial spray
- Sufficient fridges, freezers and hot holding units to keep food under temperature control

- Enough storage and preparation space and facilities to ensure that raw food cannot contaminate ready to eat foods
- Sufficient cooking facilities and measures in place to prevent cross contamination during cooking
- Sufficient storage – Food must not be stored directly on the floor, must be stored under cover, must be stored under temperature control where necessary and must be protected from contamination.

### **7.3. Checks at the Time of the Event**

Caterers should be provided with contact details of one of the event organisers who will be available during set up, and who can deal with any problems that arise.

Event organisers should make basic safety and hygiene checks before the event opens. An example checklist can be found in Appendix 4. Effective planning prior to the event should mean that caterers are fully aware of the organisers' expectations and should avoid last minute problems and concerns. However, if the organiser has serious safety or hygiene concerns about the caterers/unit, the event organiser should make the decision on whether the caterer is allowed to operate. Concerns should be reported back to Environmental Health.

### **7.4. High Risk Foods**

Some foods are inherently high risk and should be avoided, e.g. oysters. Don't ruin the memory of the occasion by following the event with an outbreak of sickness and diarrhoea!

### **7.5. BBQs**

If a standalone BBQ is planned for the event, the above requirements in 7.2 still apply. For example, there must be a wash hand basin provided. Pre-cooking the food is advised as this will speed up service and reduce the risk of undercooked food being served.

### **7.6. Chocolate Fountains and Pick 'n' Mix**

Reduce potential for contamination as far as possible by using tongs and scoops rather than hands. Supervision of stalls is recommended.

### **7.7. Water**

Food businesses must have an adequate supply of potable water and this should be mains water. Standpipes and other pipework used to extend the water supply must be hygienic, flushed through prior to the event and cleaned and disinfected prior to use where possible.

### **7.8. Allergens**

Food businesses have a legal duty to identify 14 main allergens in their food and make accurate information available to customers on allergens should they ask for it. Measures must also be put in place to prevent allergenic cross contamination throughout operation.



The event organiser may wish to work with individual food businesses on signage. Managing allergenic cross contamination can be difficult where food is on open display for customers to help themselves, so it is unlikely that allergen-free claims can be maintained in these situations.

## **7.9. Bars**

Ice to be used in drinks must be handled and stored hygienically to avoid contamination. Fruit must be washed or peeled before use in cocktails and prepared hygienically to avoid contamination.

Hand wash facilities with hot water must be available at all open food and drink units and staff must wash their hands regularly. Alcohol gel on its own is not enough at any food or drink unit.

## **8. Organisation and Staffing**

### **8.1. Staffing and Knowledge**

The organising of an event can be very demanding, both on time and resources. The work involved should be divided according to expertise and nobody should be responsible for too much. Problems usually occur at events when there is a lack of knowledge, lack of planning or lack of staff.

Before the event, ensure that staff know their roles and responsibilities and that adequate training is given where necessary. Ensure there are enough staff involved. Decide how staff will be supervised at the event and how they will communicate with each other (i.e. walkie talkies).

### **8.2. Layout and People and Traffic Movement on Site**

It is as important to carefully design a site plan before the event. Does the area to be used have sufficient capacity to safely and practically accommodate the number of guests and units planned? What will the event flow be and where are people likely to gather? Is there enough 'free' space planned? Crush points need to be avoided and free flow encouraged.

Vehicle Movement on site must be carefully managed and should be avoided as far as possible during the event itself.

It may be advisable to have physical barriers and/or staff at key points to help manage crowd and traffic movement. Prevent guests from gaining access to the rear of food premises. Clear signage and maps is essential, especially at larger events.

## **9. Health and Safety**

Health and safety regulation is divided between the Health and Safety Executive (HSE) and Environmental Health depending on the work activity.

The Health and Safety Executive has produced a guidance page on their website [specifically on event safety](#), which event organisers should have regards to.

### **9.1. Site Access**

In addition to 8.2., it is important to carefully plan site access and enough time must be scheduled to set up the event. Site access and movement on site is likely to get increasingly difficult as set up progresses.

### **9.2. Gas Safety**

Liquefied petroleum gas (LPG) is likely to be the main source of fuel for outside catering operations and may also be used on other units. Gas cylinders must be installed, maintained, used and transported safely. All gas appliances and systems must be maintained and must be inspected at least annually, to ensure safety. All operators using LPG must be able to demonstrate a basic understanding of its safe use, its characteristics and emergency procedures. Gas canisters must be stored in a location that is not open to guests to prevent tampering. The area must also be well ventilated and the canisters should be chained to avoid the canisters falling. Failure to manage gas safety could present a significant fire/explosion risk.

The Oxford University Fire Safety Advisor should be contacted if significant amounts of gas or other fuel is to be brought onto site.

### **9.3. Electrical Safety**

Ensure that electrical installations:-

- Are of a suitable rated power output for the intended use.
- Have been tested and certified by a competent person. Colleges should contact the Clerk of Works or college electrician for advice.
- Are sited in a well-ventilated place away from LPG cylinders and combustible material.
- Are adequately guarded to avoid accidental contact by people or combustible material.
- Cables and sockets are appropriate for their intended use. Indoor extension sockets and cable are not acceptable for external use.
- The electrical installation is protected by a residual current device (RCD).

### **9.4. Slips and Trips**

Slips and trips are the biggest causes of accidents. Avoid obstructions in walkways, uneven floor surfaces and trailing cables as far as possible.

### **9.5. Bars**

A member of staff who is trained in changing gas canisters and kegs or casks of beer must be present at the time of the event (if relevant).



A no glass policy is advised at the majority of events for safety reasons.

## **9.6. Temporary Structures**

Temporary structures such as marquees and stages must be fit for purpose, suitable for use, be maintained and installed safely. This page on the HSE website provides [more information](#).

## **10. Fire Safety**

### **10.1. College Balls**

The Management Committee are advised to contact and seek the advice of the Fire Safety Advisor to the Oxford University Colleges regarding their Ball at an early date via [fire.advisor@lmh.ox.ac.uk](mailto:fire.advisor@lmh.ox.ac.uk)

### **10.2. Fire Safety - Other Events**

Otherwise, the Fire Service at Oxfordshire County Council may be able to offer advice on larger events.

## **11. Other Issues to Consider**

### **11.1. Toilets**

Ensure that there are enough toilets for guests and that they are suitably located.

### **11.2. Lighting**

Careful thought must be given to the location of lighting for outdoor events. Consider other structures to be erected and the impact this will have on any existing lighting. Lighting levels must be strong enough to allow guests to move around the events safely and for staff to work safely and hygienically.

### **11.3. Waste**

Ongoing clearing of litter and waste during the event will make the event more enjoyable and make clear up easier. There should be enough staff planned to carry out this activity.

### **11.4. Smoking and Shisha**

Shisha smoking is becoming much more common at College Balls and other events. However, smoking of any kind is illegal in enclosed and substantially enclosed spaces. Any structure with a roof, which is used for smoking (including tents and marquees), must have at least 50% of the wall surface open. Otherwise, both the person smoking and the person allowing the smoking has committed an offence, with the penalty being a fixed penalty notice and/or prosecution.

## **11.5. Insurance**

It is a legal requirement that all employers have adequate employers' liability insurance. However, it is strongly recommended that the event and the individual duty holders have adequate public liability insurance. Event organisers will often request copies of public liability insurance from individual traders prior to allowing them to trade.

## **11.6. Animals**

### **11.6.3. Infection Control**

Where there are to be animals at an event, e.g. a petting zoo or a performing animal, measures must be put in place to ensure infection control. E. coli and cryptosporidium outbreaks have been associated with petting zoos due to a lack of infection control. Infection control is important in all situations where people come into contact with animals, e.g. certain types of salmonella are associated with snakes and other reptiles. Adequate and suitably located wash hand basins are key to controlling risk. Further guidance can be found at ['Visit My Farm'](#). This document also discusses the infection control that should be in place where recently grazed land is used for an event.

### **11.6.4. Animal Welfare**

Performing animals must be licensed and event organisers should check this to help ensure animal welfare.

## **12. Safety Advisory Group (SAG)**

Some event organisers may be invited to attend Safety Advisory Group (SAG). SAG is chaired by Environmental Health and its members are drawn from a number of different regulators including the Police, Fire Service, Licensing Authority and Highways at the County Council. Invitation to SAG is more likely where the event is new, particularly large or high risk in another way or where there have been problems with the event in the past. SAG itself cannot ban, restrict or approve individual events. The purpose of SAG is to provide a single point source for advice about the regulatory issues concerning Events in the City. It is the individual members of SAG that have specific regulatory duties and powers.

### 13. Further Resources

This guide is primarily intended to provide a quick overview of nuisance control and safety for event organisers and does not comprehensively cover all the elements to be considered. There are many other information sources available, which will assist event organisers in planning and managing events, some of which are listed below.

- [Health and Safety Executive](#) - Guidance and resources on various Health and Safety topics
  - [Specific events health and safety advice](#)
  - [Fireworks](#)
- [Food Standards Agency](#)
  - [FSA Northern Ireland food safety at events guide](#)
  - [Allergen guidance](#)
  - [Advice for charity and community groups providing food](#)
- Chartered Institute of Environmental Health - [CIEH National Guidance for Outdoor and Mobile Catering](#)
- [Managing infection control](#) in petting zoos and similar activities
- [Government guide on organising a voluntary event](#)
- Oxford City Council
  - [Food Safety](#)
  - [Smokefree and shisha](#)

### 14. List of Appendices

<b>Appendix 1</b>	Event Brief
<b>Appendix 2</b>	Noise Risk Assessment
<b>Appendix 3</b>	Event Catering Form
<b>Appendix 4</b>	Basic Trader Checklist for Event Organiser