

## Health and Safety Information for Small Events

Please note that a risk assessment should be completed for all significant hazards at your event. This information sheet is for advice only and health and safety responsibility lies with the duty holder.

**Must** = Compliance with the Health and Safety and Fire Safety Law

**Should** = National Standards and Recommended Good Practice

### 1. Structures

- (a) All structures; stalls, gazebos, awnings, tables, **must** be erected and used in line with the manufacturers guidance and must be stable.
- (b) All structures **must** be suitable for the load placed upon them so as not to cause structural collapse, this includes shelves and rails.
- (c) All entrances and exits to buildings/structures **must** be kept clear.
- (d) All walk ways, entrances, exists, and public areas **must** be kept free of obstructions and trailing cables.

### 2. Inflatables (e.g. Bouncy Castles)

- (a) All bouncy castles and other inflatables **should** be sourced from a reputable company. Ask to see an in date PIPA certificate for the selected inflatable.
- (b) Ensure a suitable location is identified which does not impede on pathways and exit routes. There **should** be plenty of room around the bouncy castle and other similar inflatables especially at the entry point to avoid congestion.
- (c) Inflatables **must** be anchored properly by professionals, usually the supply company.
- (d) Every inflatable **should** have at least 6 anchor points, though bigger ones will need more. The operator manual that should be supplied with the inflatable will tell you how many there should be.
- (e) All the anchor points **must** be used, preferably with metal ground stakes at least 380mm length and 16mm diameter with a rounded top. Anchor points on the inflatable should have a welded metal 'O' or 'D' ring fitted to the end. If ground stakes cannot be used then a system of ballast using water or sand barrels should be used. Each anchor point should have the equivalent of 163kgs to give this. Beware of tripping hazards if you secure in this way.
- (f) Blowers **must** be suitably guarded at the inlet and outlet.
- (g) Impact absorbing mats must be positioned at the open side of the bouncy castle and other similar inflatables.
- (h) At least one person **must** constantly supervise the children on the bouncy castle and other similar inflatables.
- (i) The bouncy castle and other similar inflatables should not be overcrowded and **must** not exceed the maximum load capacity. Maximum load will be detailed in the manual or unit label.
- (j) Mixing small children with bigger children **should** be avoided at busy times to prevent small children being crushed by bigger ones.

- (k) Shoes and sharp objects such as jewellery **should** be removed before entering in the bouncy castle and other similar inflatables.
- (l) Inflatables **must** not be used in poor weather conditions such as strong winds or heavy rain. If you are using the inflatable outside, be aware of the weather. BS EN 14960 recommends that the maximum wind-speed in which inflatable play equipment should be used outdoors is 19-24 mph which is Force 5 on the Beaufort Scale. The best way to measure this is by using an anemometer which suppliers **must** have to monitor wind during an event. An indication when wind speed has reached this level is when small trees begin to sway.

### **3. Animal Safety and Infection Control, - e.g. mobile farms and donkey rides**

If you wish to have animals at your event you **must** speak to the Tower Hamlets Health and Safety team. You **must** also note the following:

- (a) Choose a reputable company and ask to see their licence and risk assessment for your event.
- (b) Check the company are bringing any personal protective equipment required for the event-e.g. helmets.
- (c) If you are hiring a mobile farm check that all animals will be securely penned in during the visit.
- (d) Check if the company are bringing their own hand wash facilities. If hand washing facilities are not provided by the hiring company you will be responsible for providing this. Hand washing facilities must be easily accessible, have hot and cold or warm running water, soap and hygienic hand drying facilities.
- (e) Ensure all children are accompanied by an adult.
- (f) Ensure that arrangements are in place to inform people that they must wash their hands after touching the animals.
- (g) Check the company's arrangements for removing the animal waste and clearing the site after the event.
- (h) Check sufficient staff members will be attending the event.

### **4. Face Painting**

- (a) You **should** obtain parental permission before painting a child's face.
- (b) If the child has any open cuts or sores or fresh bruising face painting **should** not be undertaken.
- (c) A skin test is **advised** if the child has any food allergies or allergic reactions to soaps, skin creams, etc. All brands are different, so a reaction to one brand does not mean someone will react to another brand.
- (d) Ensure the parent cleans the child's face before painting.
- (e) Separate wipes/sponges **should** be used for each child.
- (f) Professional hypoallergenic paints and products **should** be used.
- (g) Use clean utensils. Wash containers, brushes and sponges thoroughly after each session. Try to keep them clean during the session.
- (h) Change brush water frequently.

## 5. Henna Hand painting

- (a) Henna also known as mehndi **should** only be carried out by an experienced person.
- (b) The application of henna **should** be restricted to hands and forearms.
- (c) An assessment **should** be made whether a child is too young to have henna applied on their hand(s).
- (d) Black henna (sometimes called natural henna) **must not** be used. Black henna is known to cause permanent scars and cause serious skin allergies.
- (e) Henna **must not** be applied over cuts, spots, eczema, Psoriasis or any other skin conditions.
- (f) Basic hand washing and drying facilities **should** be available for the henna applicator.

## 6. Electrical Safety

- (a) All electrical equipment, including cables and sockets, used **must** be maintained in good condition.
- (b) All electrical equipment especially extension leads and sockets used **must** be suitable for outdoor use.
- (c) Any supply likely to be above a max of 13 Amps sourced from a commercial or private property **must** be done via a competent NICEIC or equivalently trained electrician.
- (d) All outdoor electrical connections **should** be protected by Residual Current-operated Circuit Breakers with a 30mA tripping current which has been regularly tested by a competent electrician.

## 7. Generators

*You must only use a generator to generate electricity if you have permission to do so.*

- (a) Generators **must** be diesel - this is because the fuel is less flammable.
- (b) Generators **must** not be overloaded – use the correct generator capable of safely supplying the electrical load placed upon it.
- (c) Generators **must** be protected from adverse weather
- (d) Generators **must** have adequate ventilation at all times.
- (e) Generators **must** be sited away from the public and/or in a protective cage on a hard standing or firm ground.
- (f) All external plugs and sockets connected to a generator **must** be suitable for outdoor use.
- (g) Electrical connections from generators **should** be fitted with an inline Residual Current Device (RCD) or circuit breakers.
- (h) All generators **must** be located in suitable area that will not cause hazards or nuisance.to.
- (i) Where necessary generators **must** be suitably guarded to prevent access by unauthorised persons.
- (j) Generators **must** be switched off while refuelling.

## 8. Barbeque and hot equipment (Please note that use is only permitted by professional caterers during managed events)

- (a) All Barbeques (BBQs), and other hot appliance/equipment **must** be stable and secure.
- (b) All BBQs and other hot equipment **must** be located in a suitable location that does not cause a hazard to the public or persons on the stall (e.g. block fire exits or fire breaks)
- (c) All BBQs and other hot equipment **must** be adequately guarded to protect the public from the hot surfaces.
- (d) Any hot coals **must** be damped down and cooled sufficiently prior to disposal.

## 9. Use of Liquid Petroleum Gas (LPG)

### 8.1 Appliances

- (a) All gas appliances **must** be suitable for use with LPG.
- (b) All gas appliances used **must** have been serviced by a competent gas safe registered engineer within the last 12 months.
- (c) All fryers **should** be fitted with an automatic high temperature-limiting device (that limits the temperature of the fat or oil used to 250°C or lower)
- (d) All gas appliances **must** be secured on a stable, heat proof table
- (e) All gas appliances **must** be located away from materials that could easily catch on fire. Ideally they **should** be 300mm from the wall of the structure.
- (f) There should be a system in place to ensure the gas supply is cut off in the event of the flame going out to prevent a leak of LPG. Modern appliances use are fitted with a flame failure or flame supervision device and this is the most effective method.

### 8.2 Hoses and connections

- (a) All LPG hoses **must** be in good condition.
- (b) All LPG hoses **should** comply with BS 3212 or BSEN 1763.
- (c) All LPG hoses **should** be less than 2 meters in length from the cylinder.
- (d) All fastenings to connect hoses to appliances, cylinders etc., **should** be crimp fastenings (i.e. Double Ear "O- Ring" Clips).
- (e) All connections **must** be checked for leaks before any cooking commences. This **should** be done via the use of leak detection fluid.

### 8.3 Cylinders

- (a) All cylinders **should** be stored in well ventilated areas.
- (b) All cylinders **should** be stored upright and away from any ignition sources or flames.
- (c) All cylinders **should** be located 2 meters away from any drain or gully.
- (d) All cylinders **must** be fitted with the correct pressure regulator for the gas type (i.e. propane or butane) and appliance and **should** comply with BS 3016 or BS EN 12864.
- (e) All cylinders **should** be fitted with an automatic cut of valve.

- (f) All cylinders **must** be turned off when not in use.
- (g) Where cylinders are 13kg or larger they **should** be appropriately secured to prevent them falling over.

## **10. Special treatments**

- (a) Therapists arranged to carry out treatments such as massage; manicures, pedicures, piercing etc. may be subject to a special treatments licence. An application for a licence **must** be made at least 6 weeks before the event. Special treatments cannot be carried out without a valid licence unless an exemption applies which must be approved by the Council.
- (b) Further advice can be obtained from Tower Hamlets Environmental Health, Health and Safety on 020 7364 5008. E-mail: [healthand.safety@towerhamlets.gov.uk](mailto:healthand.safety@towerhamlets.gov.uk)

## **References**

### **Legislation**

The Health and Safety at Work Etc. Act 1974

The Management of Health and Safety at Work Regulations 1999

The Gas Safety (Installation and Use) Regulations 1998

Electricity at Work Regulations 1989

The Workplace (Health, Safety and Welfare) Regulations 1992

The Reporting of Incidents, Disease and Dangerous Occurrences Regulations 2013

The Regulatory Reform (Fire Safety) Order 2005

The Riding Establishments Acts 1964

The London Local Authorities Act 1991

### **Standards and Guidance**

UKLPG User Information Sheet 017 – Use of clips to secure vapour phase LPG hose and tubing to BS3212 and EN1763 to end fittings

UKLPG User Information Sheet 028 – Safe Use of Propane and Butane Cylinders & Cartridges

Calor Gas Limited, Technical Publication – Guidelines for the Safe Use of LPG in Mobile Catering Installations and Vehicles

Calor Gas Limited, Technical Publication – Calor Cylinder Storage Information

Nationwide Caters Association (NCASS) – Guidance for the Installation of LPG and LPG Fired Equipment in Tented Structures, Stalls and Gazebos

Chartered Institute of Environmental Health (CIEH) – National Guidance for Outdoor and Mobile Catering

Preventing or Controlling Ill Health from Animal Contact at Visitor Attractions Industry Code of Practice

<http://www.facepaintingassociation.com/about-face/code-of-practice.html>

<http://www.hse.gov.uk/entertainment/fairgrounds/faqs.htm> - Inflatable FAQs

<http://www.hse.gov.uk/risk/index.htm> - Risk Assessment and Examples