



LEIGHTON-LINSLADE  
TOWN COUNCIL

## **POLICY & FINANCE COMMITTEE**

**MONDAY, 17 JUNE 2019**

### **ADDITIONAL PAPERS**

Date published: Monday 17 June 2019

Agenda Item 19

EVENTS HEALTH AND SAFETY REVIEW  
To receive a report and consider the  
recommendation/s contained therein.  
(Pages 1 - 2)

PLEASE BRING THE ATTACHED PAPERS TO THE MEETING IN ADDITION TO  
THE PREVIOUSLY CIRCULATED AGENDA.

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## Policy and Finance Committee

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**Date:** 17 June 2019

**Title:** Event Health and Safety

**Purpose of the Report:** To secure independent health and safety advice to review the Council's events

**Contact Officer:** Vivien Cannon, Head of Cultural and Economic Services

<b>Corporate Objective/s</b>	<b>LLTC Three Year Plan –</b> <b>Aim: 2</b> - To continue to support a vibrant town through partnership working and initiatives including management of the street market, support for local businesses, town and community promotions and town centre enhancements.
<b>Implications:</b>	
<b>Financial</b>	√ Use of C&E earmarked reserves up to £4000
<b>Human Resources</b>	
<b>Operational/Service delivery</b>	√ Operational health and safety procedure review for event programme
<b>Procedural/Legal</b>	
<b>Risk/Health and Safety</b>	

### 1. RECOMMENDATION

Should members be minded, the proposal is;

- 1.1 To commission MRL Safety Limited to undertake a supportive review of the Health and Safety aspects of delivering the Council's programme of events drawing down up to £4,000 from earmarked reserves (970/9026 – Cultural & Economic Services)**

### 2. BACKGROUND

- 2.1 In October 2018, Committee undertook a review of the Council's event programme (Ref. 140/CE).
- 2.2 The ongoing success of the events programme and the ambition to enhance and maintain the quality of their delivery was an ongoing theme of discussion. Officers shared details on event operational considerations including overall health and safety management and staffing of events, etc. saying there is a need to always review such matters.
- 2.3 Following on from the discussions, officers sought quotes from qualified and experienced large-scale and outdoor event Health and Safety independent advisers requesting their support in continuing the review focusing on the safety elements for delivering the events programme.

- 2.4 Out of the quotes received, officers identified a provider, MRL Safety Limited (MRL) and secured references for their work and proof of their experience with outdoor, large-scale events.
- 2.5 MRL was commissioned to review the recent Big Lunch Food Festival and reviewed all safety related documentation pre-event, attended the event and provided post-event feedback.
- 2.6 Pre-Event MRL reviewed all event safety paperwork and provided feedback for officers to ensure the safety documentation was both fit for purpose and included the latest amendments to regulations.
- 2.7 MRL identified a number of trader practises throughout the day which contradict the trader's own safety paperwork which included; insufficient provision of firefighting equipment, use of equipment specifically requested not to be used on site and additional anchorage of gazebo's. Their representation on the day meant they ensured that a practical solution to the highlighted issues was found which satisfied the requirements of the production whilst also maintaining a good level of safety.
- 2.8 Having MRL on site gave additional capacity to concentrate on these matters confirming that a focus on trader compliance will be necessary as we move forward.
- 2.9 The feedback gained from MRL will allow us to respond to traders whose working practises can be improved upon and ensure we improve the safety of those working at and attending our events.

### **3 CONCLUSIONS**

- 3.1 Maintaining the quality of delivery of the Council's event programme is key to their success. The employment of a third-party critical friend has proven invaluable in addressing on-the-day issues as well as informing future event practices.
- 3.3 Having tested the delivery of MRL's work and benefited from their insightful independent review of the Big Lunch event, officers recommend that Committee commission MRL to continue the event review approach for the Council's events programme.

**END**