

# Holding your event at Whitlingham

## Guidance and information

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## Introduction

We welcome applications from the public and organisations who wish to organise public activities in the park. This pack provides information on how to make an application and guidance for organising your event. Please visit the website [www.whitlinghamcharitabletrust.com](http://www.whitlinghamcharitabletrust.com) to see the list of current events.

When planning and organising an event we strongly recommend that you refer to *The event safety guide (ISBN 9780717624539)* produced by the Health and Safety Executive (HSE) t: 01787 881165. This will give you advice and guidance on best practice when organising your event.

For voluntary and community events the Government has produced a [“can do” guide](#) which will give you useful information on planning your activity.

For any event we would recommend that you discuss your activity with us before you make your application.

Give yourself as much time as possible to organise the event. Some specialist advice may be required and special permission could take time. Do not forget the summer can be a busy time so early booking is recommended.

For large and high risk events it is important that we meet with you to discuss your plans a minimum of six months in advance. For some events you will be required to present your plans to South Norfolk District Councils Safety Advisory Group (SAG) and we will need detailed risk management information for this. Please email [graeme.hewitt@broads-authority](mailto:graeme.hewitt@broads-authority) or phone 07711490051 to arrange a meeting.

Whitlingham Country Park is extensively used by the public and therefore all organised activity must be appropriate and respectful to the public and the environment.

## **Donations and charges**

These prices are for guidance only and fees will depend on a variety of factors including size of location, complexity of event, commercial value and the amount of time it will take to process, monitor and review your application. The decision will be taken at the discretion of the park manager.

### **Recommended Donations**

<b>Per day per site</b>	<b>commercial</b>	<b>not for profit</b>
For attendance over		
2,000 to 4,000	from £2,000	POA
1,000 to 2,000	from £750	POA
500 to 1,000	from £500	POA
Up to 499	from £250	POA

### **Charges & Hire Fees**

#### **Per 2hr session**

Hall ruins	£50	POA
Tepee	£50	POA
Fitness class	from £12	POA
Photography	from £12	POA

#### **Other charges**

	<b>Weekday</b>	<b>Saturday/Sunday/BH</b>
Park Manager	£25.00	£30.00
Duty Ranger per hour	£19.61	£32.35
Toilet cleaning per occasion	POA	
Empty litter bins	POA	

If the event is cancelled by the operator, Whitlingham Charitable Trust will not refund the fee.

None of the above donations or charges exempts organisers or visitors of the relevant parking fees.

## **Making your application**

- Contact the Park Manager to discuss your activity or email [info@whitlingham.org.uk](mailto:info@whitlingham.org.uk) for an application form.
- Application forms are also available on the website.
- We will aim to assess your application within a month and we may ring you to discuss your application further once we have received it.
- At this stage we should be able to advise you of any hire fees.
- We will let you know if your activity needs to be assessed by the Safety Advisory Group (SAG) and if this is the case we may need more detailed risk management information from you. You will be required to present your plans to the SAG members.

- When we are satisfied that we have received all the required information and have agreed to hire the open space to you will be contacted.
- At this stage we will take payment.
- We may monitor your event.

## Planning your event

### Stage one: pre-planning

**Where?** The location needs to be considered carefully to ensure the activity is suitable for the park and in relation to other facilities on the park. Consider the impact on the community, how easy it will be for people to get to the venue and any transport requirements. Assess hazards on the site and consider whether or not emergency routes and access will be adequate. Please research what is happening in the park at the time you are considering before making an application.

**When?** Consider the time of day, day of the week, time of year and likely weather conditions and what else may be going on in the area.

**Who?** Who are you putting the event on for? Young children, teenagers, the elderly or disabled, local people or those from further afield? The maximum number of people the event can safely hold must be established to ensure activity and space is suitable and adequate facilities available.

**What?** Decide on the type of activities to be undertaken, space required for them and any risk considerations that you will need to address.

**Special permission and licences:** You may need a temporary event notice (TEN) or premises license if you have any of the following activities in your event:

- The sale of alcohol
- A film
- A performance of live music, a play or dance
- Playing of recorded music
- Late night refreshment (after 11pm)

For application forms and further information please contact Norwich City Council's licensing department 01603 212760/212761

**Insurance and Qualifications:** All organisers of events will require public liability insurance with a minimum indemnity limit of £5,000,000 per claim. All instructors and organisers of fitness classes are required to send us copies of their qualifications both fitness and first aid (if relevant).

**Event plan:** Once you have decided what you are going to do and how you are going to do it record all your information in the event plan. This will be the document that you will keep all your information in for future reference and will need to keep it constantly updated as things change.

## **Stage two: risk assessment**

A full risk assessment must be carried out for all events and classes. This will be a legal requirement in many circumstances. The following guidance should aid you in carrying out your risk assessments.

More information regarding risk assessments can be obtained from HSE publications. HSE Books t: 01787 881165 [www.hsebooks.co.uk](http://www.hsebooks.co.uk) or HSE info line 08701 545500.

### **Identifying the hazards**

All hazards should be identified including those relating to the individual activities and any equipment. A hazard is something with the potential to cause harm.

The following hazards should be taken into account:

#### **Consider**

- Type and profile of event
- Potential major incidents
- How the public get there
- Profile of attendees such as children, elderly persons and disabled
- Provision for emergency and medical services
- Fire, security and cash collection
- Health and safety issues – high risk activity
- Equipment to be used
- PA systems
- Structures and electricity

This list is by no means exhaustive and care should be taken to identify any other hazards associated with the activities of the specific event or class.

### **Identifying those at risk**

For each hazard identified, list all those who may be affected. Do not list individuals by name, just list groups of people such as activity personnel and the public.

### **Assess**

The risk must be evaluated. Use the Risk Matrix (at the end of this document) to score the risk classify risks into very high/high, medium and low. You should list any existing controls in place and assess whether or not further controls are required to ensure that the risk is at an acceptable level

### **Reducing the risk**

Consider what measures you need to put in place to reduce any risk to an acceptable level.

### **Record the risk findings**

Use your risk assessment to record all significant hazards, the nature and extent of the risks, and the action required to control them. Keep this for future

reference or use. You could also refer to other documents you may have, such as manuals, codes of practice etc.

### **Review and revise**

If the nature of the risk changes during the planning of the event, the risk assessments need to be reviewed.

### **Information**

Where the risk assessment has identified significant risks, you must provide information to all those affected, regarding the nature of the risk and the control measures to be implemented.

## **Stage three: organising the activity**

**Budget:** Ensure you have the resources in place to put on the event/class. You may need to apply for funding and you will need to do this in advance to allow you enough time to organise it.

**Contingency plans:** Consider the implications on the event of extreme weather conditions. Could the event be moved to an alternative inside venue? There could also be other scenarios which should be planned for, such as dealing with a disappointed group if you have to cancel the class and have not been able to notify people before arrival.

**Promotion:** Think about how best to promote your class, but also how to monitor bookings to ensure you are always aware of the numbers attending.

**Liaison:** Ensure you yourself or someone else will liaise with the Park Manager when required.

**Risk assessments:** Keep your risk assessments updated as things can change.

**Emergency Action Plan:** Draw out a site plan identifying the position of all the intended attractions and facilities. Plan out and designate the entrance and exit points, circulation routes, vehicle access and emergency evacuation paths, security and steward positions and where the services are (this may not be relevant to your event/class if unsure please ask).

**Timeline:** Establish a timeline for managing all aspects your class. This will help you with your planning and identify when you need to do things by.

## **Stage four: provision**

This should include all your provision for the welfare for your intended audience. Listed below are a few examples;

**Clearing up:** Arrangements should be made for litter picking or rubbish collection, both during and after the event.

**Disabled provision:** Specific arrangements should be made to ensure disabled visitors have adequate facilities. Disabled parking is available at the Flint Barn

**Sound amplification:** The Country Park is available to all for quiet enjoyment therefore sound amplification requires permission and should be discussed before submitting an application.

**Temporary structures:** Some events will require temporary structures such as staging, marquees, stalls etc. A competent person shall be engaged by the hirer to certify all structures in accordance with the Institute of Structural Engineers guidance note: Temporary demountable structures guidance and procurement design and use: March 1999. All marquees must be fire retardant to current British Standards. The security of any temporary structure erected in advance is the responsibility of the event organiser.

**Toilets:** You will need to provide adequate facilities for toilet provision for the numbers attending. Toilets must be well lit at night and readily accessible.

**Traffic:** Consider whether you will need to apply for a temporary parking restriction or traffic control. Ensure there is adequate emergency vehicle access.

### **Stage five: final preparations**

Just prior to the event carry out a safety check which should include the following:

A walk through inspection of the site should be carried out immediately prior to, during and after the event/class to identify any potential hazards. All defects should be noted and remedial action taken.

Contact the Duty Ranger or a member of staff at the Tourist information Centre on the day if you have any immediate concerns.

### **Stage six: after the event**

**Site condition:** Inspect the site to identify any damage which may have been caused during the event/class. If any structures are left overnight, it must be ensured they are left in a safe condition and are safe from vandalism etc.

**Accidents:** If an accident occurs, the names and addresses of witnesses should be obtained, photographs taken and a report made by the organisers. An accident form should be completed and a copy sent to the council. In addition to the statutory requirement to notify certain accidents under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (1995); you will also need to advise your own insurance company.

**Claims:** Should any person declare an intention to make a claim following an alleged incident associated with the event, you should contact your insurers immediately. They may also require a copy of the completed accident form.

**Debrief and report:** If required, please consider meeting/discussing with the Park Manager how the booking has gone and provide any feedback and/or information to help with existing and future bookings.

## Useful Contacts

### **Norfolk County Council**

County Hall 0344 800 8020  
Martineau Lane  
Norwich  
Norfolk  
NR1 2DH

### **East of England Ambulance Service NHS Trust**

EEAST 01603 424255  
Norwich office  
Hospital Lane  
Hellesdon  
Norwich NR6 5NA

### **St John's Ambulance** 01603 431639

Carbrooke House  
9 Meridian Way  
Meridian Business Park  
Norwich NR7 0TA

### **British Red Cross** 0844 871 8000

Coronation Close  
Norwich NR6 5HD

### **Norfolk Fire Service** 01603 810351

Whitegates  
Hethersett NR9 3DN

### **Police events planning** 01953 423858

Jubilee House  
Falconers Chase  
Wymondham NR18 0WW