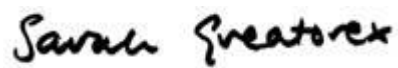


	Events committee
Date	24 August 2026 19.00
Agenda Item	4

To consider whether to adopt the Event management plan item 4a, the risk assessment item 4b, and the safety management report item 4b which are essential for the safe running of any large event.

Recommendation: that the Events committee recommends that Full Council adopts these documents



Sarah Greateorex Town Clerk

Event Management Plan

As an Event Organiser you are responsible for:

- Informing Braintree District Council of your event
- Seeking permission of the relevant land owner
- Submitting the relevant documentation to Braintree District Council in a timely manner to ensure it can be reviewed by the Events Safety Advisory Group
- Submitting road closure requests a minimum of 12 weeks before your event to satisfy ECC Highways Authority
- Ensuring the overall safety at your event as far as reasonably practicable
- Ensuring that health and safety arrangements are in place to control risks
- Ensuring the competence of staff at your event to undertake their roles safely
- Checking all insurance documents, risk assessments and methods of work for contractors, stall holders, caterers etc (these documents may also be requested by Braintree District Council)
- The Health, Safety and Welfare of all members of staff, contractors and members of the public attending your event
- Informing the Performing Rights Society if you have live music at your event

Disclaimer: This template is a guide only. It does not necessarily include all the information that may be relevant to your event. Braintree District Council is not responsible for any lack of information not submitted with this application.

Privacy Statement

Your personal information is required for administration purposes. Dover District Council is committed to protecting your privacy and fulfilling its obligations under UK data protection laws. Dover District Council may use this data in order to inform you of its activities and/or improve its services in relation to the subject matter only, but will not sell, rent, distribute or otherwise make your data commercially available to any third party, unless it is required to by a court order or to comply with other legal requirements.

What happens to my event information?

Your event notification form, event management plan, site plan, risk assessment and public liability certificate will be sent to the Events Safety Advisory Group (ESAG) for review. The ESAG consists of representatives from various departments at Dover District Council, Kent Fire and Rescue, KCC Highways, Kent Police and other emergency services. Your information will not be passed on to any other party without your prior consent.

Contents

1. Event Overview
2. Site Management
3. Incident Management
4. Traffic Management Plan
5. Event Safety Measures (Covid-19)

Please type your answers into the white boxes
Please refer to our Events Toolkit when completing this document

Event Organiser Details

Event Organiser Name	Sarah Greatorex, Town Clerk, Halstead Town Council
Organisation	Halstead Town Council
Contact Telephone Number	07808547290
Email Address	townclerk@halsteadtowncouncil.org.uk
Name of Event	Annual Torchlight procession
Location of Event	Halstead High Street and Public Gardens
Date of Event	9/12/26
Contact Telephone Number on day of the event (if different to above)	

1. Event Overview

1.1 Event Overview

Please provide a description of your event
The annual torchlight procession is an event which has been held in Halstead by the Town Council for over 40 years, in some way to mark the beginning of the Christmas season. It has grown in size over those years, and has recently involved 800 torches carried by adults and up to 200 children carrying glowsticks. This year, having received safety advice, the Town council has decided not to give out any torches. The event is managed by the Town council staff and a large number of volunteers from local organisations (Braintree District Council, Rugby club, Halstead in Bloom, councillors) acting as marshals. This year, we have 2000 glowsticks both white and coloured, for use by adults and children. Preparations on the day begin at around 16.30. Council staff clear all parked cars from the High Street in the area where crowds will gather. Stalls are set up, lit by floodlights, for the handing out of glowsticks. A contractor sets up a PA system, using a connection point in the High Street. St Johns Ambulance attend to provide first aid in a gazebo in the Public Gardens. There is a short blessing of the crib at the top of the High Street, with representatives from the various churches Halstead Young Farmers have this year agreed to provide tractors to act as mitigating vehicles on all

roads leading to the High Street, in order to avoid the possibility of any vehicle driving into the crowd. The council is also employing the services of a traffic management company, which will close the roads, manage diversions. The name of the traffic management company is Martin traffic management.

In place of the torches, the council will engage a laser light show which will play out in the public gardens, alongside pyrotechnics at a safe distance from the crowd, and a snow machine. Following the laser display there will be a short carol service in the public gardens based in the bandstand.

Local dignitaries and Town councillors are invited, and they lead the procession down the High Street. At around 18.45 the crowds gradually line up on the left of the High Street to walk down. This year they will be led by a Scottish bagpiper and drummer.

At 19.00 the procession sets off from the top of the High Street in orderly fashion walking slowly and well spaced. The local fire brigade are in attendance as well as the police.

This year entry will be as usual by the lower gates on Trinity Street, but also at the upper gate on the corner of New Street..

Please provide the following information about your event

Event start time	18.45
Event end time	19.45

1.2 Event Itinerary

Please provide timings of your event including set up and break down timings

Date / Time	Action
25/11/26	Advance notices erected on 4 entrance roads to the town, warning of the forthcoming event
26/11/26	Safety precautions for this year's event published in the Halstead gazette online and then in the paper. Safety notices displayed around the town from this date as well, warning of further safety measures to be used this year.
9.00	Groundsmen put up NO PARKING notices in the High Street to keep the area clear
17.00	Traffic management company set up road closure
16.30	Groundsmen set up 1 gazebo for handing out glowsticks and 1 for PA system, and floodlighting
17.30	Marshalls' briefing meeting held in Town Council hall. This will be a far more detailed

	briefing this year, preceded by a walk through the route for all marshals. This will include action to take in an emergency, if emergency vehicles need access to the High Street, and crowds need to be moved away. This year 30 marshals, as advised by police and fire officers
18.00	Marshalls set up first aid gazebo in public gardens. This will be manned this year by firstaiders and a paramedic
18.00	Marshall team assemble in the High Street with a barrier down the street of cones and tape, to keep crowds off the street until the road is closed.
18.00	Council staff hand out glowsticks
18.00	Halstead Young Farmers position tractors at entrances to High Street and remain with their vehicles in case of an incident which would require people to move off the High Street
18.30	Fire service in waiting at top of High Street.
18.30	Drummer and piper arrive and make way to the starting point in the High Street
18.45	Members of churches assemble around the crib at the top of the High Street
18.55	Road closure implemented
18.55	Mayor gives a welcome and warning to the crowds in order to ensure the safety of the procession
19.00	Blessing of the crib and singing of Away in a manger
19.05	Public are asked to make lines across High street of 10-12 people. At this point the road closure will kick in
	Marshalls also to enforce the road closure at the top of the High Street
	Procession moves in distanced fashion down the street.
	Procession to enter public gardens by main gate, and new Street gate. Carol sheets handed out away from the entrance.
19.30	Laser display, pyrotechnics and snow machine in public gardens
19.30	Road closure opens
19.45	Brief carol service in public gardens

1.3 Programme of Events

Please provide your programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances)

Time	Activity

1.4 Event Management

Roles and Responsibilities on Event Day (s)

Please provide a brief description of the roles of event staff and their main responsibilities. There may be other roles that are not listed here that are applicable to your event.

Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section

Role	Responsibilities
Event Organiser	To ensure the whole event runs smoothly with the help of volunteers and council staff. To brief marshals on the day. They will communicate through a Whatsapp group
Site Manager	
Health & Safety Officer	To monitor Health & Safety throughout the event and to assist in briefing
Arena/stage Manager	
Chief Marshal	To manage the marshals
Press and PR coordinator	
Other	

1.5 Crowd Management

Please provide details on how you will manage the crowd at your event

Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section

Is your event ticketed? If yes, what arrangements are in place for this?

No

How will you manage capacity at your event?

As described above, public will move off slowly in rows of 12 spread across the street. Marshals will have assigned positions

How will you manage the access and egress of the crowd?

The crowd will initially assemble in the High Street and will only be allowed to move very slowly down the High Street with one row at some distance from the next

1.6 Advertising

Please provide details of how you will advertise your event

How and where do you plan to advertise your event?

On the Council website, on Facebook, on the council noticeboards. New safety advice will be in the Gazette and on noticeboards, facebook and council website in the week before the event

Will the media be in attendance and if so how will you handle them?
No
May we use the details supplied here for publicity purposes or to give to interested parties?
a) ☒ Yes ☐ No b) If yes, which name and contact details can we release? townclerk@halsteadtowncouncil.org.uk Sarah Greateorex
Would you like Braintree District Council to use their Social Media to help you promote your event?
☒ Yes ☐ No

2. Site Management

2.1 Contractor Management

Please provide details of any contractors that will be involved with your event Please ensure that you check any safety documentation of contractors that you hire	
Company	What are they providing/doing?
Amp & Decks Eddie Coomber – 07768 480 574	PA system at the top of the High Street
Martin Traffic management Joe Sprowell – 07968 355949	Traffic management for High Street
Jim Mangham 07437 518134	8 Halstead Young Farmers' tractors as mitigating vehicles
Fantastic Fireworks Jon Culverhouse - 07788 975333	Laser display
St John Ambulance	First Aid

2.2 Traders

Please provide details of any traders/commercial traders and charity stalls that will be at your event Please ensure that you check any safety documentation of traders	
Name of Organisation	Concession Type

Sale of Alcohol If you are selling alcohol at your event, please contact the licensing department as you will require a

temporary events notice.

Please explain below how you will manage the sale of alcohol.

N/A

Catering Requirements (Food, drink, water)

For each catering supplier/food stall that you have attending your event, please provide the following information:

- Name of Business
- Address of Business
- Contact telephone number
- Name of local authority that they are registered with
- National food hygiene rating (if available)

N/A

2.3 Fencing and/or barriers

Please tell us if you plan to use any fencing and or barriers at your event including the type and their location

Please ensure that you check any safety documentation of contractors that you hire.

We will use cones and barrier tape

2.4 Electricity, Water, Gas Supply and Generators

Please tell us if you plan to use electricity, water, gas supply or other flammable liquids at your event. If so, please tell us where these will be sourced and the processes in place to manage these.

Please tell us if you plan to use any generators at your event. If so, please tell us where these will be sourced and the processes in place to manage these, including the storage and management of fuel and other flammable liquids.

Please ensure that you check any safety documentation of contractors that you hire.

The groundsmen will use a generator based in the back of the council van to provide power for flood lighting.

The PA systems in the High Street and the public gardens will use the electricity supply to those sites.

2.5 Temporary Structures

Please list any temporary structures that you will have at your event and where they will be located e.g. gazebos, marquees, staging

Please ensure that you check any safety documentation of contractors that you hire.

Volunteers will erect 3 gazebos, 2 in the High Street and one in the Public Gardens for First aid. Positions shown on map

2.6 Fire Safety

Please ensure that you have considered aspects related to fire safety at your event and provide detail here. Please ensure that you check any safety documentation of contractors that you hire.

We participate in a Safety Advisory group for this event set up by BDC

2.7 Temporary Events Notice

IMPORTANT NOTE:

Licensable activities at your event such as the sale and supply of alcohol, the provision of late night refreshments to the public and regulated entertainment may require a temporary event notice (TEN). A temporary event notice is a notification to the licensing authority that an individual intends to carry on licensable activities for a period not exceeding 168 hours.

A temporary event notice application must be sent to the licensing authority and the police at least 10 working days in advance of a planned event. Please ensure that you have the necessary licences in place.

Please contact BDC licensing department for more information licensing@braintree.gov.uk

2.8 Musical Entertainment

Please tell us what entertainment you have arranged for your event i.e. Live music with amplification and how you manage noise disturbance and potential complaints.

Important notes:

- If you have live music you may require a Temporary Events Notice.
- It is your responsibility to inform the Performing Rights Society (www.prsformusic.com) if you are having live music at your event.
- Please ensure that you check any safety documentation of contractors that you hire.

During the laser light display there will be accompanying music for a short time in the public gardens. The public take part in a carol service in the public gardens

2.9 Attractions

Please provide details of any attractions that will be at your event e.g. inflatable's, funfair/children's rides, fireworks

For these attractions make sure that you see a copy of the provider's public liability insurance, risk assessment and method statement. For rides we will also need the name of each ride and their corresponding ADIPS number (Amusement Device Inspection Protection Scheme)

Please ensure that you check any safety documentation of contractors that you hire.

Name, address and telephone number of organisation	Attraction and ADIPS number if applicable
N/A	

2.10 Medical and First Aid Cover

Please provide details of the medical provider and resources that you have arranged to be at your event including their location (i.e. number of first aiders, doctors, ambulances etc.)

2 First aiders and a paramedic provided by St John Ambulance. Many of the council staff and the BDC volunteers are also qualified first aiders

2.11 Public Health and Welfare

Please provide details of the arrangements you have made for the following:

Toilet Facilities

Please provide details of sanitary arrangements, including: number, ratio of male to female and disabled, location, maintenance. Please bear in mind the opening times of public facilities.

There may be a charge if toilets are required outside normal opening times (check with Braintree District Council). If inadequate provisions are available this can lead to a risk of a disruption to public order and safety.

The HTC public toilets will be open on the evening with extended hours. In addition 3 portable toilets will be in place in the public gardens provided by Toilets plus.

Waste Disposal

Please provide details of the arrangements made for waste disposal, rubbish bins and litter collection at your event. As the event organiser you are responsible for arranging the disposal of waste. Any trade waste must be removed by a registered trade waste contractor.

Volunteers will remove waste on the night. Rubbish will also be put in waste bins on the High Street and in the public gardens as usual and these will be emptied by BDC staff the morning after.

As the event organiser if you anticipate that any waste bins within the event area may get full please indicate the position of these bins on the event site plan. If extra 'wheelie' bins are required in those areas, please state below how many and where.

Noise Management

Please provide details of the arrangements made for minimising noise disruption at your event, particularly if you are having live, amplified music.

We are planning to have music only for 15 minutes, will warn surrounding houses, and are employing an experienced laser display company who will be aware of the need to minimise disruption.

2.12 Accessibility

Please tell us how you have made your event accessible and provide details here. e.g. Accessible toilets provided, Accessible parking, Ramped access

There is a disabled toilet in Kings Road outside the public gardens. The road and gardens are totally accessible to those in wheelchairs or using walking frames. There are disabled parking spaces in Chapel Street and Butler Road carparks

2.13 Steward and Marshal Management

Please provide details of the arrangements you have made for stewards at your event
What are the roles and responsibilities of your stewards?
Their role is to keep the public generally off the road and safe, except when the road closure is in operation and the procession is moving down the street.
Where will they be positioned and why?
Down the length of the High Street at the edge of the area where the crowds gather to prevent them encroaching on the road. Also in the public gardens
Who are your stewards? How will they be identified? We do not require names, just where you have recruited them from.
HTC staff, BDC staff, Rugby club, Holmes and Hills, Halstead in Bloom volunteers. All will be wearing Hi-vis jackets
Will you be using Security Industry Authority (SIA) qualified security staff? If so, what will their role be?
N/A
How will your stewards be trained?
The Health and Safety Manager is experienced in health and Safety and is a former employee of BDC. The Chief marshal is an Administrator at Halstead Town Council. The Event organiser has undergone on 31/7/24 a course in Traffic management for Community events, and has run the event for the past 9 years, aiming to improve safety every year. Both have attended meetings with police and fire officers this year.
When will your stewards be briefed? Please provide a copy of the information that will be given to Stewards (briefing document)
17.30 on the day Briefing document to follow. Will be mindful of the Purple Guide and Martyn's Law
How will the event team and the stewards (including traffic stewards) communicate with each other on the day of the event?
Whatsapp group

3. Incident Management

IMPORTANT NOTE:

Do not assume that the emergency services will attend your event other than in an emergency. Your event must be managed without the support of the emergency services, even if they have agreed to attend as they may be called away to an emergency elsewhere. Do not refer to Essex Police throughout this document. They cannot provide support to any element of your event other

than in an emergency and even in this instance their first port of call would be your contingency plans.

3.1 Welfare of Children

Please provide details of how you would deal with a lost or found child or vulnerable person at your event. Please include the following:

What is your procedure?

Who is the designated person in charge of this?

Where is the rendezvous point?

How will announcements be made?

The Town clerk is the designated person at the top of the town wearing Hi vis labelled Event manager. The Chief marshal is the designated person at the bottom of the town wearing hi vis labelled Chief Marshal

Announcements will be made through the PA/Loudspeaker system at the top of the High Street or in the park

Fox and Herb café on the High Street is reception point for lost children

3.2 Incident Reporting and Investigation

Please provide details of the system you have in place for reporting and recording accidents and incidents at your event

As with any incidents which occur at the Town council, these will be reported to the police and fire service if necessary, and in the incident/accident book at the council offices.

3.3 Communication with the Public

Please provide details of how you will communicate with members of the public on the day of the event in the case of an emergency.

It is advisable to have emergency messages scripted before the event for use on the day

Through the loudspeakers/PA systems at the top and bottom of the town

More information will be provided shortly on this

3.4 Emergency Plans

IMPORTANT NOTE:

It is not the responsibility of the Event Manager/Organiser to run an emergency procedure. If an emergency is to be declared then operational command will fall to Essex Police. However, procedures need to be in place so that emergencies can be dealt with responsibly until the emergency services arrive.

It is important that you set out your procedures carefully and brief all event staff, contractors and volunteers so that they are clear and widely understood.

In this situation we would advise that the decision is clearly recorded, including who took it, what time it was taken, and why it was taken.

Please provide details of your emergency plan for the event

It is your responsibility under Health and Safety, and the practice of a Risk Assessment, to consider the 'what if's' at your event (i.e. contingency planning).

What are your contingency plans for situations, such as:

Need for evacuation, fire, power failure, collapse of a temporary structure, road traffic collision, medical emergency, fatality, adverse weather conditions, key location becomes unavailable, cancellation prior to or during?

This is not an exhaustive list and the specific nature of your event will suggest others.

The event will be reported to the Town clerk/other member of the Town council team.

The car park at Lidl is an agreed Assembly point site if evacuation of the public gardens becomes necessary.

Queens Hall is designated as an Emergency centre.

At your event, who will be responsible for determining that an incident is now a major incident or emergency and will take responsibility for decisions until the emergency services arrive and take control?

The Town clerk together with the Chief marshal who is an Administrator at Halstead Town Council, and the Health and Safety Manager, experienced in H&S, recently retired from BDC

Who will report this to the emergency services?

The Town clerk

What systems do you have in place to contact the local emergency services?

Mobile phones

Who will liaise with the emergency services when they get to the site?

The Town clerk/chief marshal/H&S manager

What entrance/access point should the emergency services use that is safe and can be kept clear of crowds for them to get to the incident?

The High street from either end, and then the public Gardens main entrance in Kings Road

Who will be responsible for crowd control during an incident?

Marshals, Event Manager and Health & Safety manager

If required, how would you evacuate your event? What steps would you take?

If it is in the public gardens then arrangements are already in place to evacuate to the Lidl carpark. If it is in the High Street, then the public would be moved away from the High St into Chapel street carpark, or the Weavers Court pedestrian area, or the Centre
How will you communicate the evacuation instruction to your audience?
Using the PA/Loudspeaker systems
Please provide details of any emergency signage that will be used at your event (i.e. emergency exit signs)
There will be notices in the public gardens indicating the Lidl car park is for evacuation in case of emergency.

4. Traffic Management

4.1 Traffic Management

Please answer the following questions in detail regarding traffic management at your event
Is your event taking place on or off the Highway?
☒ On the Highway ☐ Off the Highway
What is the best route for traffic to take in order to get to your event? How will this be communicated?
There will be signs on all entrance roads giving the date and time of the event. Most attendees will come early if they come by car and park in Chapel Stret or Butler Road carparks
What is the best and safest route for traffic to exit your event? How will this be communicated?
They will be able to use the road normally once the procession has passed. Those wishing to avoid the procession will be directed via White Horse Avenue, Tidings Hill and Parsonage Street.
In the interest of pedestrian safety, how will pedestrians interact with vehicle movement? Please include information about how they will cross open roads safely.
There will be no traffic passing while the procession is moving as we have applied for a complete road closure.
What have you done to liaise with and inform local residents and businesses about the impact to local roads?
Signs as described above on all entrance roads 2 weeks before the event. It will also be mentioned in the paper and on noticeboards.
Can people enter your event without causing an obstruction on the road?
Yes
How have you considered the impact that your event will have on public transport? Have you informed your local bus/rail/taxi company?

Yes	
Are you requesting any parking suspensions as part of your event? If yes, please complete the information below. If you do not include ALL of this information your request cannot be considered (parking suspensions for your event may involve a charge)	
Location (street name/car park)	High Street
Number of spaces	10
Intended use for the parking spaces	Crowd, handing out of torches, gathering of churches
Start time of suspension	16.30
End time of suspension	20.00
If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.	
If you are providing off-road parking, please complete the information below: Please note: any parking areas must be stewarded at all times. You may be asked to provide a parking plan.	
Location	
Number of spaces	
How will the area be managed?	
If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.	
The normal car parks will be used. Many will come to the event on foot	

4.2 Road Closures

If your road closure request is granted under the Town Police Clause Act, Braintree District Council will produce the road closure order once it has been approved by ECC Highways Authority. This may involve a charge. Speak to Braintree District Council for more information.

If made under the provisions of the Road Traffic Regulation Act 1984 the road closure notices will be produced by ECC Highways. This will involve a charge.

IMPORTANT NOTE:

Before a road closure can be considered the following documents MUST be submitted to Braintree District Council along with this plan and approved by ECC Highways Authority:

- **A copy of valid Public Liability Insurance (£5 million minimum)**

- [Health and Safety Risk Assessments](#)
- [Signage Schedule \(Map and indication of where signs will go\)](#)
- [Plan of diversion route \(if applicable\)](#)

Please note ECC Highways require 12 weeks' notice of any road closures for coordination purposes.

Please answer the following questions in detail regarding any road closures at your event

Are you applying for a road closure as part of your event?

☒ Yes ☐ No

Please list ALL roads that you wish to close for your event below:

Market Hill
High St
Bridge St
Chapel St
The Centre
Parsonage Street
Rosemary Lane
The Causeway
Kings Road
Factory Lane

What is the duration of the closure? Please be realistic with timings.

30 minutes

Is it necessary to have a diversion route? If yes, please provide details of the route here.

White Horse Avenue, Tidings Hill, Parsonage Street

Who is providing your signage for the road closure? Martin Traffic Management. [More detail to be provided in due course](#)

If you are providing signage yourself, please provide a signage schedule and a Health and Safety risk assessment for working on the highway.

Signs will be put up on entrance roads at 7.30 am 2 weeks before the event by HTC groundsmen, and on the High St warning of the road closure

We are employing a traffic management contractor, Martin Traffic Management, to manage the road closures

Appendices

i. Site Map

Please provide a site map of your event site

ii. Risk Assessment

Please complete an event specific risk assessment including a fire risk assessment

iii. Public Liability Insurance

Please provide a copy of your public liability insurance certificate (for a minimum of £5 million)

iiii. Road Closure Documents (if applicable)

- A copy of valid Public Liability Insurance (£5 million minimum)
- Health and Safety Risk Assessments including reference to risks on the Highway
- Signage Schedule (Map and indication of where signs will go)
- Plan of diversion route (if applicable)

General Risk Assessment

Task / activity or premises assessed:

Location: Halstead High Street to Halstead Public Gardens

Name of assessor: Sarah Greateorex

Date of assessment: 5/08/26

Review Date: 5/08/27

Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Existing Controls (if any)	Actions required where residual risk is still too high
Slip, Trips and Falls E.g. Injuries arising from slips, trips and falls from uneven ground or obstructions and debris in access /egress routes and pedestrian areas / caused by icy weather conditions	Members of Public Volunteers HTC staff	Organiser has carried out a pre-event site visit to ensure that the area is suitable to hold event and has developed a suitable risk assessment. Emergency exit via main entrance and 3 other gates More rigid barrier to be installed between gathering crowd and road	Event Organiser/Marshalls to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed, free from slip and trip hazards and lighting levels are adequate.
Equipment and Electrical Failure E.g. Injuries to those using or working on the equipment, including collapse	Members of Public Volunteers HTC staff	Ensure equipment is well maintained and in a good state of repair.	Ensure that all fixed electrical installations have been checked and certificated by a competent person as per current legal requirements
Cables for PA systems	Members of Public	Keep cabling well away from public areas, or covered for safety	HTC staff to check
Injury or illness	Members of Public Volunteers HTC staff	2 St John's Ambulance staff in Gazebo in gardens Halstead Fire Brigade and Police attending Fire marshals to be trained and dedicated to managing safety in the Public Gardens	Organiser to check emergency services all in place
Accidental risk to children	Members of public	Normal health and safety issues monitored	Reception area for children who may get lost at Fox and herb café -
Use of generator	Members of Public Volunteers HTC staff	Accessible only to groundsmen	

Build up of flammable rubbish	Members of Public Volunteers HTC staff	Marshalls and other volunteers will dispose of rubbish safely and frequently.	
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Signature of Assessor: _____ *Sarah Greated* _____

Date: __5/08/26

HALSTEAD TOWN COUNCIL



	Events committee
Date	24 August 2026 19.00
Agenda Item	4c

Torchlight Procession 2026

Event Safety Management Options Report

Proposed event: Tuesday 9 December 2026, 7:00pm

Route: Top of the High Street to Halstead Public Gardens (Town Park)

Expected attendance: approximately 1,000 people (see caveat below)

Report prepared: 1 August 2026

Important note on attendance figures

The 1,000-person figure used throughout this report is a planning estimate provided to inform the safety options, not a confirmed or verified number. This is a free, open-access procession on the public highway, with no ticketing, registration or admission control at any point on the route or in the Public Gardens. As a result, the Council has no practical means of capping, verifying or restricting the number of participants and spectators who attend, and actual numbers on the night could be materially higher or lower than 1,000 — for example due to favourable weather, local publicity, or informal attendance by passers-by who were never part of a headcount. All marshal numbers, equipment quantities, staffing models and cost estimates in this report should therefore be treated as a baseline for c.1,000 people, reviewed against local knowledge and the weather forecast closer to the date, and supported by a contingency plan for a higher-than-expected turnout (see Appendix B for how requirements would change at a materially different attendance level).

This report sets out options for safely planning and delivering the procession. It is written as planning guidance to support the Council's decision-making and formal risk assessment process. It is not a substitute for legal advice, a site-specific risk assessment, or sign-off by a Safety Advisory Group (SAG).

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1. Executive Summary

Halstead Town Council is planning a procession for approximately 1,000 people on 9 December 2026, starting at the top of the High Street and descending to the Public Gardens (Town Park), where a laser light show, carol singing and food trucks will follow. This is a high-footfall, after-dark, moving-crowd event on a steep gradient, which raises specific safety considerations beyond a typical static community event. The key points for members are summarised below; the full analysis follows in Sections 2–10 and the appendices.

- Attendance is an estimate, not a fixed number. This is a free, unticketed procession on the public highway, so the Council cannot cap or verify numbers in advance — see the caveat on the previous page and Appendix B for how requirements scale if numbers differ materially from 1,000.
- The High Street gradient is the single biggest site-specific risk factor. Halstead's High Street is reported to be the steepest in Essex; descending it after dark, in December weather, with a large moving crowd materially increases trip/fall risk and — if used — the risk from carrying naked flame (Section 3).
- Legal framework: general duty of care, Highways/road closure consent and Purple Guide good practice all apply now; Martyn's Law is unlikely to be in force or to strictly apply to this unticketed event, but its four protective themes (evacuation, invacuation, lockdown, communication) are recommended as good practice regardless (Section 4).
- Illumination: glow sticks/LED wands are the lower-risk option for the full crowd, and this is the option chosen for 2026;
- flaming torches give the strongest traditional effect but should, if used, be restricted to a small trained adult group given the hill and the conservation-area buildings lining the route (Section 5). This option could be chosen in another year, with the associated costs.
- Staffing model: a hybrid model — the Town Clerk as accountable Event Manager, supported by a competent event-safety adviser and a paid marshal team — is recommended as the balanced default if flaming torches are to be used; a fully volunteer-led model is not recommended for safety-critical positions (Section 6).
- Indicative costs (excluding illumination): staffing and management ranges from c.£1,400–£3,200 (volunteer-led) to c.£4,200–£7,900 (fully outsourced), with the recommended hybrid model at c.£2,750–£5,600 (Section 6.4); equipment (excluding illumination) adds a further c.£1,900–£4,400 (Appendix A).
- Training: all marshals need a baseline safety briefing; supervisors should hold a recognised Level 2 stewarding/spectator safety qualification; torch handling and hill/traffic positions need additional specific training (Section 7).
- Governance: decisions on illumination method and staffing should be risk-led and formally minuted by full Council, not driven by preference or tradition alone — Appendix C sets out the consequences for the Council and the Event Manager if an incident is later found to be attributable to a failure to take suitable and proportionate safety steps.

2. Event Overview

Item	Detail
Date / time	Tuesday 9 December 2026, 7:00pm start
Expected attendance	~1,000 participants and spectators (planning estimate — see caveat, page 1)
Route	Assembles at the top of the High Street; processes downhill through the High Street to the Public Gardens (Town Park)
Destination activities	Laser light show, pyrotechnics, snow machine and carol singing, food trucks/vendors in the Public Gardens

Item	Detail
Season / conditions	Early evening in December — dark from assembly, likely cold, possible rain, frost or ice underfoot
Site character	Historic, sloping conservation-area High Street (timber-framed and listed shopfronts) descending to Victorian-era public gardens owned by Braintree District Council

3. Route and Site Considerations — the High Street Gradient

Halstead's High Street climbs Market Hill and is widely described as the steepest high street in Essex, descending from the historic core near St Andrew's Church down towards the town centre and on to the Public Gardens. This gradient is the single most important site-specific factor shaping the safety plan, and affects both illumination choice and staffing needs.

3.1 Hazards created by the slope

- Momentum and crowd control: a 1,000-person crowd moving downhill can naturally accelerate, especially at the rear where people are unaware of the pace being set at the front. This raises the risk of crowd surge, concertina effects at pinch points, and loss of controlled spacing.
- Trips, slips and falls: combined with December weather (wet leaves, rain, frost or ice) and uneven historic paving, the descent is a heightened trip/slip risk, particularly for children, older participants and anyone carrying a lit torch or hot wax/fuel source.
- Naked flame on a descent: carrying an open flame while walking downhill increases the chance of spilled fuel, dripping wax or embers falling onto the person behind — a risk that is materially lower on flat ground.
- Conservation area / historic timber buildings: the High Street's Georgian and Victorian (including weatherboarded/timber) shopfronts sit close to the carriageway and pavement, increasing the consequence of any dropped flame, spark or radiant heat contact near frontages, doorways, bunting or dressed shop displays.
- Pinch points and road junctions: side roads, narrow pavement sections and shopfront doorways along the hill will need dedicated marshal positions to prevent crowd bottlenecks and to manage vehicle interfaces during the closure.
- Egress at the bottom: the transition from a controlled, linear procession into an open, multi-activity park (laser show, food trucks, carol singing) is a classic 'funnel-to-open-space' pinch point and needs a controlled filter/hold system rather than free flow.

3.2 Implications for planning

- A published go/no-go weather policy (ice, high wind, heavy rain) should sit with the Event Manager, with a clear decision deadline and communication route to participants.
- Marshals should be positioned at fixed intervals up the hill (not just start/finish) to control pace, watch for falls, and act as a fire-safety watch if flaming torches are used.
- Additional lighting of kerbs, steps and changes in level is required beyond the torches/glow sticks themselves, since decorative illumination is not a substitute for pedestrian safety lighting.
- Food truck vehicle movements into and out of the park should be scheduled outside the procession's arrival window and access-controlled away from the crowd flow.

4. Legal and Good-Practice Framework

Three frameworks are directly relevant: general health and safety / event-licensing duties, The Purple Guide, and Martyn's Law (the Terrorism (Protection of Premises) Act 2025). This section summarises each; it is general planning information, not legal advice, and the Council should confirm its specific duties with its insurers, legal advisers and Essex Police.

4.1 General duties and permissions

- As event organiser, the Council (or its appointed Event Manager) holds a general duty of care to participants, spectators, staff, marshals and residents/businesses along the route.
- A road closure on the High Street will require a Temporary Traffic Regulation Order / Road Closure via Essex County Council Highways, typically requiring significant lead time (commonly 12 weeks or more) — this should be actioned early.
- The Public Gardens are owned by Braintree District Council; permission/licence to use the park for the laser show, carol singing and food trucks will need to be agreed with them, alongside any land drainage/electrical supply requirements for the laser rig.
- A formal, written risk assessment and Event Safety Plan should be produced and, given the scale, submitted to the local Safety Advisory Group (SAG) — a multi-agency panel (police, fire, ambulance, highways, environmental health) that reviews plans for events of this size.
- Public liability insurance covering the procession, park activity, torches (if used) and food vendors should be confirmed, with vendors required to hold their own valid public liability and (for food trucks) gas/fire safety certification.

4.2 The Purple Guide

The Purple Guide is the HSE-endorsed UK reference for health, safety and welfare at outdoor events and is the standard SAGs and local authorities expect organisers to work to. Relevant chapters for this event include crowd management, fire safety, medical and first aid provision, traffic management (including road closures and vehicle marshalling), structures and electrical safety (for the laser rig and staging), and communications/major incident planning.

- The Purple Guide does not set a single fixed steward-to-crowd ratio; it requires the ratio to be set by risk assessment. Low-risk, static, seated events can be planned around roughly 1 steward per 250 attendees; higher-risk events involving crowd movement, road interfaces, darkness and naked flame — as here — are typically planned closer to 1 marshal per 100 attendees, increased further at pinch points, junctions and the hill itself.
- For a 1,000-person moving procession with a road closure, hill descent and multi-activity destination, this points to an indicative minimum of around 15–20 marshals/stewards, plus dedicated traffic and medical provision (see Section 6).

4.3 Martyn's Law (Terrorism (Protection of Premises) Act 2025)

Martyn's Law received Royal Assent on 3 April 2025. Government guidance has indicated an implementation period of at least 24 months before the duties fully commence, meaning it may not yet be in legal force by December 2026 — the Council should check the current commencement date before the event, as this may change.

The Act creates two tiers based on the number of people reasonably expected to be present at the same time: a standard tier (200–799 people), requiring public protection procedures for evacuation, invacuation, lockdown and communication; and an enhanced tier (800+ people), which adds a requirement to consider reasonably practicable physical security and monitoring measures. Both tiers are based on the number of people expected, not ticket or seating capacity.

Two scoping points are relevant to this event:

- Publicly available guidance indicates the Act's 'qualifying event' duty (which triggers the standard/enhanced tier requirements for an event) applies where there is a means of checking attendance is authorised — e.g. ticketing, passes or membership control. A free, open-access procession on the public highway for a ceremonial/entertainment purpose has been specifically identified as falling outside the current definition, and it is unlikely the Council would be required to operate a ticketed access-control point for a free community procession or an open park gathering.
- On that basis, this event is likely to fall outside the strict statutory scope of Martyn's Law as currently drafted. However, this is a scoping judgement based on general guidance, not a legal determination — the Council should confirm this understanding with Essex Police or legal advisers given the event draws roughly 1,000 people to a defined public space.

Recommendation: regardless of strict legal applicability, given the scale of the gathering, the Council should voluntarily build the Act's four core themes — evacuation, invacuation (moving people to a safer place on site), lockdown, and communication with those present — into the Event Safety Plan, and should contact Essex Police for a free Counter Terrorism Security Adviser (CTSA) walk-through of the route and park. This is good practice independent of the legal threshold and is increasingly expected by SAGs for gatherings of this size.

5. Procession Illumination Options

5.1 Option A — Flaming torches

Traditional wax, paraffin or bio-ethanol flambeaux/torches give the strongest visual and atmospheric effect and are used at established UK torchlight events (e.g. Edinburgh's Hogmanay Torchlight Procession). Where used safely, established practice includes:

- Torches lit only by trained stewards immediately before departure — participants do not self-light.
- Hand-guards fitted to protect against dripping wax/fuel.
- Fixed extinguishing/collection points along the route and at the finish; no naked flame permitted beyond these points.
- A ban on any other open flame (candles, sparklers, lighters) among participants.
- Fire extinguishers, fire blankets and trained fire-marshals at intervals, with an exclusion/safe-spacing distance maintained between torch-bearers.

On Halstead's route, flaming torches carry added risk that is not present on flat ground: fuel or wax dripping onto the person behind on a descent, increased fall risk while carrying an open flame downhill, and proximity to close-set timber-framed conservation buildings. If this option is chosen, the Council should restrict flaming torches to adult participants only (stewards/dignitaries/lead group), with the bulk of the 1,000 participants using the glow-stick/LED alternative below — a 'lead torches, mass glow' hybrid is a common compromise at UK community processions.

5.2 Option B — Glow sticks / battery LED alternatives

Chemical glow sticks or, preferably, reusable battery LED wands/lanterns remove the fire risk entirely while still producing a strong 'river of light' visual effect, particularly effective after dark and complementary to the laser show at the park.

- No fire risk, no fuel/wax handling, no exclusion zones or fire-marshal cover required for the light source itself.
- Suitable for children and less mobile participants without additional restriction.
- Unaffected by wind or light rain, unlike open flame.

- Reusable battery LED wands are preferable to single-use chemical glow sticks on environmental/waste grounds (chemical contents and plastic disposal); if chemical glow sticks are used, the Council should arrange collection points and disposal in line with local waste guidance.
- Lower insurance and stewarding burden than flaming torches, though normal crowd, hill and road-closure marshalling requirements in Sections 3 and 6 still apply in full.

5.3 Comparison

Factor	Flaming torches	Glow sticks / LED
Fire risk	Present — requires fire marshals, extinguishers, exclusion zones	None
Risk on the hill descent	Elevated — dripping fuel/wax, fall-with-flame risk	Low — normal slip/trip risk only
Proximity to timber buildings	Additional caution required along conservation frontages	No additional measures needed
Suitability for children/families	Restrict to trained adult handlers	Suitable for all ages
Weather resilience	Poor in wind/rain — may trigger cancellation of this element	Good in most conditions
Marshal/training burden	High — dedicated fire-trained stewards needed	Standard crowd/route marshalling only
Visual/atmosphere	Strongest traditional effect	Strong, modern, pairs well with laser show
Typical model used elsewhere	Adult stewards/lead group only, mass use rare without heavy controls	Common for full-crowd participation

Illumination consumable/hire costs themselves (torches, fuel, glow sticks, LED wands) are excluded from the cost estimates in Section 6 and Appendix A at the Council's request, since these depend on supplier and quantity and are best obtained as separate quotes.

6. Event Management and Staffing Options

Three broad models are set out below. All three still need to satisfy the marshal numbers and competence standards in Sections 4.2 and 7 — the difference is who employs, trains and takes responsibility for the marshal team, and who holds the 'competent person' role for the Event Safety Plan.

6.1 Option 1 — Volunteer-led

Description

Council staff and community volunteers plan and station the event, recruited via local groups, businesses and residents; no paid marshals or external event manager.

Advantages

- Lowest direct cost; strong community ownership and visibility.
- Can work well for the lower-risk, static elements (park welfare point, information tables, litter/waste).
- In association with a traffic management plan, this is possible where there are no naked flames

Limitations

- Volunteers cannot be assumed to have the competence the Purple Guide expects for higher-risk roles — fire safety, road-crossing control, crowd management on a steep gradient.

- Liability sits more heavily with the Council if an untrained volunteer is placed in a safety-critical role and an incident occurs.
- Volunteer availability/reliability on the night, and turnover between briefing and event day, is a known weak point for safety-critical positions.

Recommendation: if used at all, restrict volunteers to low-risk welfare/information roles, not flaming-torch handling, road-closure points or the steepest section of the hill, and always pair with a paid competent person overseeing the plan (see indicative cost below).

6.2 Option 2 — Paid professional Event Manager (fully outsourced)

Description

An external, specialist event management/production company is contracted to plan the event, supply and manage a paid, qualified marshal/steward team, produce the Event Safety Plan and risk assessments to SAG standard, and hold operational control on the night.

Advantages

- Specialist expertise and a pre-trained, insured, qualified marshal team; the contractor typically carries much of the operational and reputational risk.
- Fastest route to a SAG-ready Event Safety Plan; usually includes its own public liability and event insurance.
- Best fit if flaming torches are chosen, given the specialist fire-marshal competence required.

Limitations

- Highest direct cost of the three options (costs listed above)
- Less institutional/local knowledge retained by the Council for future years.
- Needs early procurement — suitable contractors for a December date should be approached and appointed well in advance (ideally by September 2026).

6.3 Option 3 — Paid marshals managed by the Town Clerk as Event Manager (in-house hybrid)

Description

The Town Clerk takes the formal Event Manager / accountable role, and the Council directly engages a paid marshal team (via a stewarding agency or a recruited, trained casual team) rather than outsourcing the whole event. Volunteers can supplement low-risk roles under this model.

Advantages

- Cost sits between Options 1 and 2 while still providing a paid, briefed, contracted marshal team for safety-critical positions.
- Retains institutional knowledge and control within the Council for future community events.
- Keeps the Town Clerk directly across the safety plan and SAG liaison, which can strengthen the Council's ongoing relationship with the SAG.

Limitations

- The Town Clerk is unlikely to already hold specialist major-event safety competence (fire safety, crowd dynamics on a gradient, laser safety) — this model only works well if paired with a competent event-safety adviser/consultant who co-signs the risk assessment and Event Safety Plan, or if the Clerk completes recognised event-safety training beforehand.
- The Council carries more direct liability than under Option 2, since it is the Council (via the Clerk) acting as Event Manager rather than a contracted specialist.

Recommendation: if this option is chosen, budget for a part-time competent-person adviser (event safety consultant) to support the Clerk, and prioritise this model for the glow-stick/LED illumination choice; if flaming torches are also wanted, add a specialist fire-marshal supervisor to the paid marshal team.

6.4 Indicative cost comparison (excluding torch/glow-stick illumination costs)

Figures below are indicative UK planning ranges for a single evening event of this scale, based on typical 2026 day/hour rates for event marshals (c.£13–£16/hour), freelance event management (c.£250–£450/day) and standard event support costs. They exclude the illumination method itself, the laser show, food truck fees (normally self-funding via pitch fees) and park hire charges, and should be replaced with actual supplier quotes before budget approval.

Cost item	Option 1: Volunteer-led	Option 2: Paid event manager (outsourced)	Option 3: Town Clerk as Event Manager + paid marshals
Event management fee	£0 (in-house/volunteer time)	£900 – £2,250 (3–5 days at £300–£450/day)	£150 – £350 (Clerk overtime/TOIL, if applicable)
Competent-person / H&S adviser support	£350 – £600 (recommended, half–1 day)	Included in event manager fee	£350 – £700 (half–1 day, to support Clerk)
Paid marshals (c.15–20, ~5 hrs incl. briefing/clear-up)	£0 (volunteers) + PPE/kit ~£150–£250	£1,200 – £1,800	£1,200 – £1,800
Radios/comms hire	£100 – £200	Often included	£100 – £200
First aid / medical provision	£300 – £600	£300 – £700 (may be included)	£300 – £700
Traffic management for road closure	£500 – £1,200 (still needs accredited provider)	£500 – £1,500 (often arranged by contractor)	£500 – £1,500
Event/public liability insurance top-up	£150 – £350	Often included	£150 – £350
Indicative total (ex. illumination)	£1,400 – £3,200	£4,200 – £7,900	£2,750 – £5,600

Note: Option 1's low headline cost understates its risk exposure — the safety-critical gaps identified above (fire, traffic and gradient competence) typically still need to be bought in, which is reflected in the 'competent-person adviser' and traffic management lines even under a 'volunteer-led' model. See Appendix A for equipment costs in addition to the staffing/service costs above.

7. Marshal and Steward Training Requirements

Whichever staffing model is chosen, the Purple Guide expects marshals/stewards to be competent, briefed and clearly identifiable. The following training structure is recommended, scaled to role risk.

7.1 Baseline — all marshals (paid or volunteer)

- Pre-event written briefing and walk-through covering the Event Safety Plan, individual position/role, radio protocol and chain of command.
- Core crowd management awareness: managing flow, spotting crowd distress or crush indicators, and safe intervention.

- Emergency procedures aligned to the four Martyn's Law themes even if not legally mandated: how to support an evacuation, an invacuation (moving people to a safer place within the site), a lockdown, and how to relay official communications/instructions to the public.
- Incident and near-miss reporting procedure.
- Safeguarding/vulnerable persons awareness, given the family and child-heavy audience expected for carol singing and the laser show.
- High-visibility clothing and identification (role-labelled tabards) for all marshals.

7.2 Formal qualification — supervisors and lead marshals

Lead/supervisory marshals should hold, or be working towards, a recognised UK stewarding qualification such as the Level 2 Award in Understanding Stewarding at Spectator Events (AUSSE) or the Level 2 Certificate in Spectator Safety, both aligned to the SkillsActive Spectator Safety National Occupational Standards referenced in the Sports Grounds Safety Authority's Green Guide. Although developed for sports/spectator venues, this is the recognised UK benchmark competence standard for event stewarding and is accepted by most SAGs as evidence of competence.

7.3 Torch-specific training (only if flaming torches are used)

- A supplier/manufacture-led toolbox talk for every torch-handling marshal, covering safe lighting and extinguishing procedure, fuel handling and storage (COSHH-compliant), and safe hand-over to participants.
- Fire extinguisher and fire blanket use (practical, not just theory).
- Operating fixed extinguishing/collection points and enforcing the 'no self-lighting, no other open flame' rule.
- A buddy system for fire marshals stationed on the hill section specifically, given the added risk identified in Section 3.

7.4 Hill and traffic-specific training

- Gradient-specific briefing on controlled pacing, use of holding points to prevent concertina/crush on the descent, and marking of kerb/step hazards.
- A weather go/no-go checklist and who is authorised to invoke it on the night.
- Marshals on road-closure or vehicle-interface points should hold, or be provided by an accredited traffic management contractor, appropriate street-works signing, lighting and guarding competence.

7.5 First aid and welfare

- A minimum number of marshals (or a contracted event medical provider) should hold a valid First Aid at Work or Emergency First Aid at Work certificate; for a 1,000-person, after-dark, gradient event, a dedicated event first-aid provider is recommended over relying solely on marshal-level first aid.
- A nominated welfare/lost-child point should be established at the park, clearly signed and briefed to all marshals.

7.6 Debrief and refresher

A structured post-event debrief with all marshals and the Event Manager should feed into next year's plan, and — if the procession becomes an annual fixture — an annual refresher (rather than full retraining) is recommended for returning marshals.

8. Site-Specific Measures at the Public Gardens (Town Park)

8.1 Laser light show

- Commission the laser display only from a supplier compliant with BS EN 60825 (laser product safety) who provides their own laser safety risk assessment and a nominated Laser Safety Officer on site.
- Confirm the laser beam trajectory and power against nearby buildings, trees and — if applicable — any aviation notification requirements.
- Ensure the laser display starts only once all flaming torches (if used) have been extinguished and collected, avoiding any interaction between naked flame, fuel vapour and laser equipment, and reducing dazzle/collision risk for anyone still moving through the crowd with an open flame.
- Barrier and steward the laser generator/control area to prevent public access.

8.2 Carol singing and general park crowd

- Define a capacity limit for the park based on a head-count/density assessment of the available open space, paths and the bandstand area, and identify entry/egress points separate from the food truck vehicle route.
- Use marshals to filter the procession into the park in a controlled manner rather than allowing free-flow release from a funnel point, to avoid a crush at the transition from street to park.

8.3 Food trucks

- Require all food vendors to provide current public liability insurance, a valid gas safety certificate (if using LPG) and their own fire extinguisher, and to site trucks with clear pedestrian separation and vehicle egress that avoids the main crowd flow.
- Schedule food truck arrival/set-up before the procession departs the High Street, and any departure after the crowd has dispersed, to avoid vehicle movements through pedestrians.

8.4 Welfare and contingency

- Provide accessible toilets, a warm-up/shelter point given the December evening temperatures, and a clearly signed lost-child/welfare point.
- Agree a weather contingency (e.g. shortened route, delayed start, or cancellation thresholds) in advance and communicate it publicly before the event.

9. Recommendations Summary

- Illumination: use glow sticks or reusable LED wands for the mass of participants; if a traditional flame effect is wanted, restrict genuine flaming torches to a small, trained adult lead group only, following the fixed-lighting/fixed-collection-point model.
- Staffing model: adopt Option 3 (Town Clerk as accountable Event Manager with a paid marshal team), supported by a competent event-safety adviser, as a balanced default; move to Option 2 (fully outsourced event manager) if flaming torches are used for the full crowd or if the Council wishes to transfer more risk and liability externally. Volunteers can supplement low-risk welfare/information roles under either model but should not be sole cover for the hill, road-closure or torch-handling positions.
- Marshal numbers: plan for an indicative minimum of 15–20 marshals/stewards, weighted toward the hill section and the street-to-park transition, plus dedicated traffic management and first-aid provision.
- Training: all marshals receive the baseline briefing in Section 7.1; supervisors hold or work towards a Level 2 stewarding/spectator safety qualification; add torch-specific and hill-specific training modules if relevant.

- Legal/regulatory actions to start now (August 2026): apply for the road closure via Essex Highways (long lead time), agree park use with Braintree District Council, submit the Event Safety Plan to the Safety Advisory Group, contact Essex Police for event notification and a voluntary CTSA site visit, and confirm event/public liability insurance.
- Build the Martyn's Law four themes (evacuation, invacuation, lockdown, communication) into the Event Safety Plan voluntarily, and re-check the Act's commencement date and scope closer to the event, as implementation timing may change.
- Refer to the appendices for a detailed equipment and cost list (Appendix A), a comparison of Council duties at 750 vs 1,000 attendees (Appendix B), and governance guidance on risk-based decision-making and incident consequences (Appendix C).

10. Sources

This report draws on the following publicly available guidance, current as of August 2026. The Council should verify current requirements directly with the relevant bodies before finalising its plan.

- ProtectUK — Martyn's Law overview: protectuk.police.uk/martyns-law
- Policy Pros — Martyn's Law capacity assessment and standard tier guidance: policypros.co.uk
- Security Journal UK — Martyn's Law 2026 guide: securityjournaluk.com
- The Purple Guide — official guidance: thepurpleguide.co.uk
- Dorset Council — HSE Purple Guide summary (crowd management): dorsetcouncil.gov.uk
- Edinburgh's Hogmanay — Torchlight Procession safety information: edwinterfest.com
- Lyme Regis Carnival — Torchlight Procession guidance: lymeregiscarnival.co.uk
- Sports Grounds Safety Authority (SGSA) — steward qualifications and training: sgsa.org.uk
- NGTC / NCFE — Level 2 Certificate in Spectator Safety and AUSSE course information: ngtc.co.uk, ncfe.org.uk
- Halstead Town Council — facilities information: halsteadtowncouncil.org.uk
- Wikivoyage / local travel guides — Halstead High Street and Market Hill topography: en.wikivoyage.org/wiki/Halstead
- K4 Security / VIP Protection Services / TheWorkCrowd — 2026 UK event steward and event management day-rate guides (used for indicative costings)

Appendix A — Equipment and Estimated Costs

This appendix lists the physical equipment and consumables needed to deliver the event safely, in addition to the staffing/service costs in Section 6.4. Illumination consumables (torches, fuel, glow sticks, LED wands) are treated separately in Section 5, since they depend on the Council's chosen method and supplier and were excluded from these figures at the Council's request. Some items below may already be included within a contractor's quoted fee under Options 2 or 3 (for example, a traffic management contractor typically supplies its own signage and cones) — the Council should check what is and is not included before adding these costs on top of a supplier quote.

Equipment	Purpose	Estimated cost	Notes
Hi-vis marshal tabards/vests (~20)	Marshal identification	£120 – £180	Purchase; reusable in future years
Two-way radios (~15–20 units)	Marshal communications	£150 – £300	Hire, one evening, incl. spare batteries
Pedestrian guardrail/barriers (~40–60 units)	Pinch points, closure ends, park entry funnel	£300 – £550	May be part of a traffic management contractor's kit
Laser exclusion fencing	Cordon around laser rig and generator	£100 – £180	Required regardless of contractor
Fire safety kit (extinguishers ~10, fire blankets)	Only required if flaming torches used	£200 – £350	Not needed for glow stick/LED-only option
Torch/ember collection bins	Safe collection of spent torches	£50 – £80	Only if flaming torches used
Marshal-level first aid kits, blankets, hand warmers	Supplementary welfare/first aid	£60 – £120	In addition to professional medical provision (Section 6.4)
Handheld megaphones (~4–6)	Marshal crowd instructions on route	£60 – £150	
PA system and microphones	Announcements/carol singing at park	£250 – £550	Confirm if already supplied by carol/laser contractor
Portable lighting towers / festoon lighting	Hazard lighting for kerbs, steps, level changes on hill	£180 – £450	Distinct from decorative procession illumination
Signage (directional, welfare, lost child, closure notices)	Wayfinding and resident notification	£120 – £220	
Portable/accessible toilet units	Park welfare provision	£350 – £650	Number depends on final capacity assessment
Bins, bags, litter-picking kit	Waste management on route and in park	£60 – £120	
Generator(s)	Power for PA/laser if not self-contained	£150 – £400	Confirm with laser/PA suppliers first
Cordon tape, cable ties, clipboards, spares	General consumables	£40 – £80	

Indicative total (excluding illumination): approximately £1,900 – £4,400, before removing any items already bundled into a contractor's fee. If glow sticks/LED are chosen instead of flaming torches, the fire safety kit and torch collection bins (together approximately £250 – £430) are not required, reducing the indicative total to approximately £1,650 –

£3,970. These figures are generic and some equipment is already available either as Council equipment or will be provided by the relevant contractors e.g., Laser display team

Appendix B — Council Duties and Responsibilities: 1,000 vs. 750 Attendees

This appendix compares how the Council's duties and the practical scale of the safety operation would differ if the event were planned around 750 attendees rather than 1,000, to illustrate how sensitive the risk profile, staffing and cost base are to the attendance estimate discussed in the caveat at the front of this report — which, as an unticketed street event, the Council cannot fix or guarantee in either direction.

Duty / consideration	At ~750 attendees	At ~1,000 attendees
Martyn's Law tier (if ever delivered as a ticketed/access-controlled activity)	Standard tier (200–799): evacuation, invacuation, lockdown and communication procedures required; no mandatory physical security measures	Enhanced tier (800+): the same four procedures, plus a duty to consider reasonably practicable physical security and monitoring measures — a materially higher bar
Purple Guide marshal numbers (indicative, moving crowd/road interface)	c.8–11 marshals at a 1:75–1:100 ratio	c.10–15+ marshals at the same ratio, with more required at pinch points and the hill
Medical/ambulance cover category	Often supportable by an enhanced first-aid provider with 1–2 first responders	Often triggers a higher Purple Guide medical planning category, e.g. a crewed ambulance or additional first-aid points
Public/event liability insurance	Cover typically adequate at standard community-event limits (e.g. £5m)	Insurers may expect or require a higher limit (e.g. £10m) given the larger foreseeable loss
SAG documentation and scrutiny	Still expected, but often a lighter-touch review	Larger events attract closer SAG scrutiny and more detailed traffic/crowd management plans
Road closure / traffic management complexity	Same route length, but a shorter safe closure window and lower pedestrian density may be achievable	Longer closure window typically needed, more marshals at closure points, greater congestion risk at the park funnel
General duty of care standard (HSWA / common law negligence)	Standard of care proportionate to a smaller, more easily controlled crowd	A larger, harder-to-control crowd increases foreseeability and potential severity of harm, raising what is 'reasonably practicable' for the Council to do
Council governance / sign-off	Delegated sign-off (Clerk/committee) may be sufficient	Given the scale, formal full Council sign-off of the Event Safety Plan is advisable, with the decision minuted

Because attendance cannot be capped at an unticketed street event, the Council should plan primarily for the 1,000-person column above, while recognising that if turnout is confirmed to be significantly lower nearer the date, some elements (marshal numbers, medical cover, insurance limit) could reasonably be scaled back — and, conversely, that a higher-than-expected turnout would push the event further into the more demanding requirements shown above.

Appendix C — Risk-Based Decision-Making: Governance Commentary

Decisions on the safety-critical elements of this event — illumination method, staffing model and marshal numbers — should be made on the basis of a documented, suitable and sufficient risk assessment, not on preference for tradition, atmosphere, cost-saving, or a wish to avoid perceived bureaucracy. Under the Health and Safety at Work etc. Act 1974 and the general common law duty of care, the legal test is not the elimination of all risk but reasonable practicability: the Council must be able to show that foreseeable risks were identified and proportionately controlled. A decision that knowingly departs from documented safety advice for reasons unconnected to risk — for example, 'residents expect real torches' or 'we don't want it to look over-managed' — weakens the Council's ability to demonstrate reasonable practicability if something goes wrong, even where the eventual incident has nothing directly to do with the specific point overridden.

C.1 Consequences if an incident is attributable to a failure to take suitable and proportionate steps

If a serious incident occurs — for example, a fall on the hill involving a naked flame, a crowd crush at the park funnel, or a fire risk materialising near a timber-framed building — and it can be shown that the Council did not commission, or acted against, a suitable and sufficient risk assessment, a range of consequences can follow for both the Council and the Event Manager.

Consequence type	Town Council (as corporate body / event organiser)	Event Manager (Town Clerk, in-house officer, or external contractor)
Regulatory / criminal	HSE investigation and possible prosecution under HSWA s.3 (duty to non-employees); in the most serious cases, prosecution under the Corporate Manslaughter and Corporate Homicide Act 2007	HSE enforcement action against the individual/organisation directly responsible for the plan; potential personal liability where failings are shown to be grossly negligent
Civil	Negligence claims from injured participants, spectators, marshals or residents; insurers may contest or reduce indemnity if documented advice was disregarded	Named personally/organisationally in civil claims; possible professional indemnity exposure
Professional / reputational	Local and potentially national media scrutiny; loss of public confidence; harder to secure future SAG, Highways or Police approval for events	Referral to a professional body where one applies; lasting damage to future employability or contract opportunities
Financial	Uninsured losses, legal costs, potential fines, increased future insurance premiums	Legal costs, potential fines, loss of future work

C.2 The protective effect of a documented, risk-based process

UK law does not require organisers to eliminate all risk from an inherently public, outdoor, after-dark event; it requires that foreseeable risks are properly identified, that control measures are proportionate to those risks, and that this reasoning is documented. A Council and Event Manager that follow the process set out in this report — a written risk assessment, a SAG-reviewed Event Safety Plan, competence-appropriate staffing, and evidenced training — are far better placed to defend their decisions if an incident nonetheless occurs, because the standard they are judged against is reasonable practicability, not

perfection. This is the strongest practical argument for treating the options in this report as risk-led decisions rather than preference-led ones.

C.3 Governance recommendation

Where councillors or officers wish to depart from a risk-based recommendation in this report — for example, choosing to permit flaming torches for the full 1,000-strong crowd, or relying on a volunteer-only marshal team for safety-critical positions — that decision should be taken formally by full Council, not informally by an individual officer or committee chair. The decision should be explicitly minuted to record that members were made aware of the risk assessment findings, the specific risk being accepted, and the reasons for accepting it. This creates an auditable paper trail that materially improves the Council's position if the decision is later scrutinised following an incident, and is a markedly stronger position than an undocumented, informal, preference-driven choice.

Recommendation:

1. That HTC agrees that arrangements have already been agreed, following Option 1, for this year's procession, using the Town clerk as the Event manager, with the added safety measure of the Traffic management company.
2. That HTC agrees to reconsider the arrangements for the procession in 2026, early in 2027, following a debrief from this year's glowstick and laser event.

A handwritten signature in black ink, appearing to read 'Sarah Greateorex'.

Sarah Greateorex Town Clerk

	Events committee
Date	24 August 2026 19.00
Agenda Item	4d

Safety Advisory Group meeting 10/08/26 via Teams

Present: Josie Falco Chair Head of Environment BDC

Dan Mellini Environmental Health Manager BDC

Hayley Street Essex Highways

Emma Guiver Essex Highways

Lisa LeBesque Health & Safety BDC

Philip Jackson Essex Police

Claire Bailey Essex Police

Gary Nunn - Trading Standards

Steve Brant Ambulance Essex

Ed Merry Administrator, Halstead Town Council

Sarah Greateorex Town Clerk Halstead Town Council

Josie Falco informed the meeting once again that the Safety Advisory Group was a forum to advise on public safety. She asked Sarah to update the meeting on developments since the last meeting :

Overview

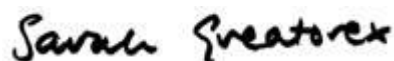
- The Event management plan and Risk assessment had been updated in the light of the council's decision not to use flaming torches, and this had been sent to those attending
- A complete road closure had been applied for
- A Traffic management company had been engaged
- Much more detailed marshal training is being developed, in the light of Martyn's Law and the Purple Guide.
- Tractors will be used once again as mitigating vehicles to block entrances and prevent vehicles from ramming the crowd
- A Health and Safety manager will join the team

The meeting was in general very pleased with the update, but understood that this had not been an easy decision for the Town council.

There were a few details of the Event management plan which the Town Clerk was asked to update:

- The road closure starting at 19.00 for around 30 minutes
- To clarify the diversion route, which is expected to be via White Horse Avenue, Tidings Hill and Parsonage Street, (as used by Essex Highways when they closed the road earlier in 2026)
- To provide a clearer map of the diversion route and road closures, in consultation with the traffic management company
- To outline how the marshals would deal with an emergency if vehicles needed to get into the closed area, and crowds had to be moved away
- To carry out a Risk Assessment of the Laser display
- To preempt any attempt to bring live torches into the event by stating publicly that they will be removed and dowsed – water bins to be available as usual
- To check if the fire brigade will be present this year as there will be no torches
- To carry out a COSHH assessment in relation to the glowsticks
- To request more information on the Fireworks displays from the laser display company, and supply a diagram of the park showing the location of all parts of the event – laser display, food vendors, pyrotechnics, St John and the crowd
- To check out Cadent works in Neale Road around the time of the event
- To apply to BDC for street trading licences once the food vans have been decided on, and ensure that they have all relevant certificates

Recommendation: that the Events Committee notes the actions to be taken before the Light procession.



Sarah Greateorex Town Clerk

	Events committee
Date	24 August 2026 19.00
Agenda Item	4e

To consider possible food trucks for the Light procession and the open evenings on 5 and 19 December

Burger Carnage	Email hey@burgercarnage.com	Burgers
Jenna Lawson cakes & drinks	jennalawson1307@gmail.com	Home made cakes and fancy coffees
The Wandering pizza	laura@thewanderingpizza.co.uk 07522 916 680	Pizza
Salty Sailor fish truck	saltysailorfishtruck@gmail.com	Fish and chips
Britten's bites (based in Earls Colne)	brittensbites@gmail.com 07949 862898	Burgers, hot dogs, salads Hot & cold drinks
Mr Whippy	info@whippybros.com	Icecream
Molly Moos Icecream	paul@mollymoosices.co.uk	Waffles and hot drinks in the winter

This is a range of the food trucks available locally.

Recommendation:

- 1.that HTC selects 3 food vans for the Light procession
2. that it selects a smaller number for the open evenings

Sarah Greateorex

Sarah Greateorex Town Clerk



Laser Display Safety Record

For a temporary installation

at the Halstead Public Gardens
Date: Wednesday 9th December, 2026

Company Representatives: Matthew Ayers



Section 1: Introduction.

Laserfire is a special effects company dedicated to providing lasers, lights, flames, cold sparks and other effects with foremost and utmost safety. This document includes the relevant and important information for the safe use of lasers to comply with Health & Safety Executive HS(G)95 now superseded by Plasa document 2016, and BSEN60825-3:2008.

Section 2: Installer and operator details.

Laserfire fulfills the roles of both installer and operator in addition to show designers and modifiers.

Laserfire contact details:

Tel 0800 326 5570

Email info@laserfire.uk

LSO contact details:

Matthew Ayers

Tel 07515 339885

Section 3: Venue and performance details

Information for the safe use of special effects within premises required under the Licensing Authorities Standard Conditions for Public Entertainment's Licences.

Local Government (miscellaneous Provisions Act 1982. Section 1 Sub section 1).

Venue	Public Gardens, Halstead, Essex
Address	As above
Venue contact	Sarah Greateorex
Contact tel	07808547290
Client	Halstead Council
Date	Wednesday 9 th December 2026
Number of lasers in use?	1
Show duration	9 minutes
Show time	7.30pm (tbc)
Beam alignment time	5pm or when appropriate
Number of Laserfire staff present	3



Section 4: Equipment specifications.

All of the lasers used conforms to IEC 60825-1.

Specifications	Green 8W	RGB 50W
General	Solid state	Solid state
System type	Diode	Diode
Manufacturer	Swisslab	Laserworld
Classification	Class 4	Class 4
Control System	Pangolin Quickshow	Pangolin Quickshow
Wavelengths	520nm	450nm – 638nm
Beam divergence	1.0mR	1.3mR
NOHD	633M @0.25 Secs	770M @0.25 Secs
Used at this venue?	no	yes
Number used	0	1

Section 5: Effect description.

A series of choreographed scanning patterns such as waves, cones and sheets will terminate on the roof of the Pump House shown in site plan, beamed from RGB laser that will be at ground level.

No static beams will be used.

No crowd scanning effects will be used.

Section 6: Method statement.

Written procedures have been prepared by the Company for the operations carried out away from the Company's premises. They are intended as a means of implementing, at least in part, the company's duties under Section 6 of the Health & Safety at Work etc Act 1974.

Each member of staff is required to have read and understood the contents of these Written Procedures. A record of this is maintained in section 13 of this DSR.

All staff will work in a safe and responsible manner with due regard for their own safety and that of others.

All equipment should be regularly checked and maintained. All equipment should be checked prior to loading onto vehicles for the show. Special attention should be paid to the integrity of cables.

Staff should use appropriate protective equipment. Staff shall employ correct manual handling techniques.



Before powering up any of the equipment a check should be made of the layout and integrity of the power systems. The structural integrity of the support structure should be confirmed.

During alignment work the number of people in the vicinity should be minimized and if reasonably possible eliminated completely. Those remaining (if any) should be informed of the potential risk.

Alignment should be carried out at the minimum power necessary and, where possible, with the laser beam constrained, ie by using aperture masking.

An operator will be in control of the show at all times. Where more than one operator is involved, communication links between the operators should be confirmed prior to the commencement of the performance.

The show will have been pre-programmed and aligned to ensure that no members of the audience or staff are at risk.

In the event of a developing situation in the audience, such as unruliness, each operator is aware of the duty to terminate the laser show if appropriate. Each operator can make this decision without reference to the other operators. Emergency stop interlock will always be employed.

Failure of the control system or primary optics should result in the automatic operation of the scan fail detection and shut device down. However, the operator will decide whether the performance from that laser can continue safely in any form.

Lighting levels will be adequate for safe dismantling and staff will have sufficient rest to reduce tiredness.

If an actual or suspected eye exposure occurs then a judgement will need to be made on the course of action. If the incident involves a third party then they should be referred to an ophthalmologist. An employee of the Company will be encouraged to see an ophthalmologist within 24 hours.

First aid support for other injuries is available on site from the first aid officer.

Laserfire recognizes that the main control measure to reduce the risk of injury to all persons is the quality of the training of its employees. Copies of training certificates for employees on this show are filed section 11.

Each of the lasers is key operated and will be secured in a place not accessible to public. Signage will be employed in addition to verbal warnings and instructions to warn staff of laser radiation.

It is our policy to promote safe working conditions and a healthy environment for all employees and customers.

We believe that safety is the concern of management and employees. All employees will be given the necessary advice and instruction as part of their training.



Laserfire recognizes the importance of Health & Safety legislation and the responsibility of the employer to adhere to, Health & Safety legislation as set out in the Health & Safety Act 1974, and to inform all employees of relevant regulations and their implementation.

Laserfire will conduct any activities in adherence to health & safety regulations in relation to employees as far as is reasonably practical.

Laserfire regards neglect of safety and health requirements as serious behavior and may result in disciplinary action being taken according to the company terms & conditions of employment.

The implementation and upgrading of the company policy is the responsibility of the Managing Director, Fantastic Fireworks.

Jon Culverhouse
Managing Director
Laserfire



Section 7. Risk assessment.

This risk assessment is provided in compliance with The Laser Display Company's duties under Regulation 3 of the Management of Health and Safety at Work Regulations. Consideration is also given to the requirements for an Installation Safety Assessment in the Plasa document 2016.

7.1: Transportation

Hazards	Persons at Risk	Control Measures	Risk
Manual Handling crushed limbs crushed extremities back injuries	Employees	Training	Low risk
Movement of Load During Transit	Employees Others	Training Case installation planned to minimize movement Restraining straps used	Low risk
Road Traffic Accident	Employees Others	Driver training and demonstration of competence with the vehicle.	Low risk
Vehicle Breakdown	Employees affecting repair Others	Regular vehicle maintenance Pre-journey check schedule. High visibility vests provided in vehicle to be worn if vehicle does break down	Low risk
Vehicle Fire	Employees Others.	Regular vehicle maintenance Pre-journey check schedule Vehicle fire extinguisher carried in cab. Staff have received training in its operation	Low risk



7.2: Installation

Most of the risks during installation relate to the weight of some components of the laser display system and working at height. It is assumed for this assessment that none of the equipment is switched on. The assessment for the alignment work covers the next stage where equipment is switched on.

The assessment is broken down into the different segments of the display.

7.2.1: Lasers

Hazard	Persons at Risk	Control Measures	Risk
Manual Handling Crushed limbs Crushed extremities Back injuries	Employees Others in the vicinity	Training Provision of gloves for employees Provision of appropriate footwear for employees The appropriate number of staff will lift heavy equipment.	Low risk
Working at height Falling Dropping laser	Employees Others in the vicinity	Training Provision of appropriate footwear for employees	Low risk

7.2.2: Equipment Associated with Lasers

Flame effects & PA system			
Hazard	Persons at Risk	Control Measures	Risk
Burns	Employees Others in the vicinity	Area to be cordoned off at a distance of 5 metres from audience	Low risk
Electric shock	Employees	Training in electrics.	Low risk

Cables			



Support Structures

Hazard	Persons at Risk	Control Measures	Risk
Manual Handling ☞ crushed limbs ☞ crushed extremities ☞ back injuries	Employees Others in the vicinity	Training Appropriate footwear will be worn	Low risk
Truss stability ☞ crushing hazard	Employees Others in the vicinity	Minimum 2 truss clamps and security cable used to secure.	Low risk
Working at height ☞ falling ☞ dropping laser	Employees Others in the vicinity	Training Provision of appropriate footwear for employees	Low risk

7.3 External Factors

Hazard	Persons at Risk	Control Measures	Risk
Rain	Employees	Suitable footwear and rainwear is to be worn.	Low risk

7.4 Alignment

Hazard	Persons at Risk	Control Measures	Comments
Laser radiation	Employees	Training. Laser projection zone evacuated during alignment stage. Only trained personnel permitted in projection zone. Output masking is employed to reduce risk of laser radiation where not wanted.	Low risk



7.4: Accidental Exposure to Laser Radiation

Hazard	Persons at Risk	Control measures	Risk
Laser radiation	Public Employees	Training of staff Alignment and programming ensure beams are properly directed Masking ensures non-audience scanning effects or stray beams cannot be accidentally directed into audience Scan fail protection ensures automatic shutdown in event of scanner or software failure during audience scanning	Low Risk
Radiation from public unruliness	Public	Training of staff Operators continually at control panel and will terminate laser effects if necessary Emergency stop interlock employed	Low Risk

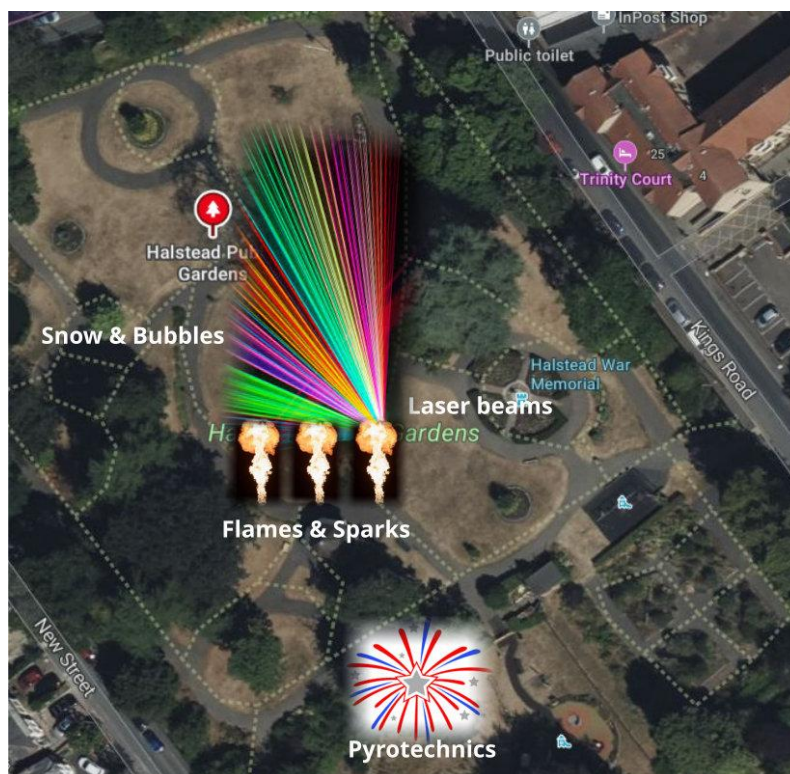
7.5: Dismantling

The risks during dismantling are considered to be similar to those during installation. However there are some additional risks which require consideration.

Hazard	Persons at Risk	Control Measures	Risk
Tiredness or rushing ☞ Crush ☞ Electrocution ☞ Falling ☞ Dropping equipment	Employees Others in vicinity	Training Appropriate working hours and rest periods.	Low Risk



Section 8: Display site layout.



Section 9: Operational approvals.

Is there requirement for CAA NOTAM?	Yes
Has it been sent?	n/a
Is there requirement to alert the coastguard?	No
What is the coastguard ref?	n/a
Is there requirement for venue temporary laser permit?	n/a
What are the details?	n/a



Section 10: Working at Height and Near Water

Fall of Operators from height	Display Operators, Members of public	Likelihood = 3 Severity = 5 Risk Index = 15 HIGH RISK	Suitable harnesses worn when working within 2m of unprotected water's edge Area below closed to public. Minimum parapet/rail height for un-harnessed work of 0.95m	Likelihood = 1 Severity = 5 Risk Index = 5 LOW RISK
Fall of equipment from height	Display Operators, Members of public	Likelihood = 3 Severity = 5 Risk Index = 15 HIGH RISK	No unsecured equipment installed within 2m of unprotected edge.	Likelihood = 1 Severity = 5 Risk Index = 5 LOW RISK
Slip or trip hazards on roof structure	Display Operators	Likelihood = 3 Severity = 3 Risk Index = 9 MED-HIGH RISK	Assessment made during site visit roof structure and surface material. Controls as per fall from height.	Likelihood = 1 Severity = 3 Risk Index = 3 LOW RISK
Restricted access to/between fireworks sequences because of limited space	Display Operators	Likelihood = 3 Severity = 5 Risk Index = 15 HIGH RISK	Display to only be electrically fired. No hand firing permitted. Operators to remain behind sufficient barrier throughout display	Likelihood = 1 Severity = 5 Risk Index = 5 LOW RISK
Adjacent areas of exposed glass	Display Operators, Buildings and Structures, Occupants	Likelihood = 3 Severity = 4 Risk Index = 12 HIGH RISK	All effects mounted to ensure safe direction of operation. Safety area extends within occupied buildings	Likelihood = 1 Severity = 4 Risk Index = 4 LOW RISK
Fall of Operators into Water	Display Operators	Likelihood = 2 Severity = 5 Risk Index = 10 MED-HIGH RISK	Display Operators confirm ability to swim. Lifejackets to be worn by firing team whilst on working on/adjacent to waterway	Likelihood = 2 Severity = 1 Risk Index = 2 LOW RISK



FLAMES, SPARKS & BUBBLES RAMS

The flame, sparks (& bubbles if included) system for this event consists of individual flame & spark projectors plus a pumped system emitting non-hazardous bubbles. The chief operator will be: Matthew Ayers (details above).

The projectors are manufactured by an industry recognised brand to high quality. The flame projectors contain two or four canisters of butane / propane mix. The system is controlled by DMX with remote safety cut off. Other safety measures include a 3 second auto cut off if a continuous signal is received. Only trained personnel shall operate the system.

The sparks are created by grinding titanium powder in an enclosed chamber, creating low temperature sparks that are cold to the touch and non-flammable.

The bubbles are created by blowing air through a specially formulated mix of liquid soap which produce hundreds of bubbles which dissolve without trace in minutes. It is safe to touch.

Method statement

No spectators will be within the area in which the flames, sparks & bubbles are positioned. No spectators will be within the 3 metre safety distance and the area will be securely cordoned off.

Potential injury: Burns Risk: Low Prevention measures: Audience will kept at a safe distance The siting of the projectors is shown in the site plan.