

Health and Safety Guidelines (Purple Book Chapter 14)

Ensure that adequate sanitary provision is made for the number of people expected to attend the event, and that consideration is given to location, access, construction, type of temporary facilities, lighting and signage. Construct and locate toilets so that people are protected from bad weather and trip hazards. The floors, ramps and steps of the units should be stable and of a non-slip surface construction. Protect connecting pipe work to avoid damage. Toilets should be readily visible, lit, and clearly signed from all parts of the venue. The areas and, where appropriate, the individual units, should be adequately lit at night and during the day, if required. The Chartered Institute of Building Services recommends a minimum lighting level of 100 lux for general toilet areas (200 lux for wheelchair-accessible toilets).

Maintenance

Regularly maintain, repair and service toilets using suitably experienced competent workers throughout the event to ensure that they are kept safe, clean and hygienic. Toilets need to be supplied with toilet paper, in a holder or dispenser at all times. Arrangements should be made for the rapid clearance of any blockages.

Location

Where possible, locate toilets at different points around the venue rather than concentrating in one small area, to minimise crowding and queuing problems. Consider placing toilets outside the perimeter fenced venue area (e.g. car parks, box office queuing areas, event campsites, etc). Attention should be given to access requirements for servicing and emptying. This may include the need for temporary roadways and dedicated access routes, subject to the layout of the site.

Type

Where temporary toilets are required, an assessment should be made of the suitability of each of the available types of temporary unit, for the nature and duration of the event being organised. Consider the perceived peak usage of any toilet units and the time taken for cisterns to fill. Rapid and constant use of any toilet can cause the bowls to become unsanitary and prone to blockages.

Temporary mains units can be used if a sewer, drain, septic tank, or cesspool is available, provided an adequate water supply and adequate water pressure are available. Re-circulating self-contained units are not reliant on availability of drains or water services. Provision must be made for servicing vehicles and safe access.

Single self-contained units are versatile and easily relocatable during events but are limited to a maximum number of uses before requiring servicing/emptying. Trenches and latrines may be appropriate for some events though advice should be sought from the Environment Agency or Scottish Environmental Protection Agency and local

authority regarding their suitability for each event and any local guidelines for ensuring safe and hygienic use.

Wherever non-mains units are used, provision for safe and hygienic waste removal must be arranged with holding tank facilities if required. Advice should be sought from the Environment Agency or Scottish Environmental Protection Agency.

Numbers

Recommendations as to the minimum scale of toilet provision for buildings of public entertainment are laid out in BS 6465: Part 1 1994. For events licensed for public entertainment, the numbers and location of toilets should be agreed with the local authority. In all circumstances, the sanitary accommodation will depend on the nature of the event, the audience profile, and the type of venue. To calculate sanitary provision requires knowing the audience size and the estimating the anticipated male to female ratio. When there is insufficient information to assess this ratio, a split of male to female 50:50 should be assumed. Consider the following when determining the minimum provision for sanitary conveniences:

- The duration of the event;
- Perceived audience food and fluid consumption;
- Adequate provision during intervals and breaks in performance;
- Requirements for event-related temporary campsites;
- Provision of suitable facilities for children, elderly or infirm people attending who may take longer to use a facility;
- Facilities inside a fenced venue at a 'no-readmission' event;
- Weather conditions and temperature.

The experience of a competent consultant or responsible contractor could be invaluable when determining numbers of sanitary conveniences. The table below shows a general guideline for a music event, though these figures may be too high for short duration/'non peak' period events such as country fairs and garden parties, or too low for events with high levels of fluid consumption or where camping will occur.

For events with a gate opening time of 6 hours or more		For events with a gate opening time of less than 6 hours duration	
Female	Male	Female	Male
1 toilet per 100	1 toilet per 500 plus 1 urinal per 150	1 toilet per 120	1 toilet per 600 plus 1 urinal per 175

Washing Facilities

Where possible, provide hand-washing facilities in the ratio of one per five toilets with no less than one hand-washing facility per ten toilets provided. Provide suitable hand-drying facilities. If paper towels are supplied, arrange for regular disposable and restocking. Where warm water hand-washing facilities are available, provide adequate supplies of suitable soap. Antiseptic hand wipes or bactericidal soap should be provided where warm water is not available. On sites where hand-washing facilities are supplied in the open air, consider the management of the facility to ensure that the surrounding ground does not become waterlogged leading to localised flooding. Control of Substances Hazardous to Health Regulations 1999 (COSHH) assessments should be available to cover all cleaning and deodorising products used. Where products are known to present a risk to users with pre-existing skin conditions, suitable warning notices should be prominently displayed.

Long duration events

Hand-washing facilities alone may not provide adequate provision for events longer than one day, or when overnight camping is available. In these instances, consider whether it may be appropriate to supply shower facilities on site, subject to the availability of adequate water supply and water pressure.

Sanitary provision for people with special needs

Provide appropriate sanitary accommodation for wheelchair users and other people with special needs attending the event. The Disability Discrimination Act 1995 will apply with regard to sanitary accommodation for people with special needs. Also consider access to toilets for people with special needs. Supply fixed and stable ramps where appropriate. Position facilities close to any area set aside for people with special needs such as viewing platforms, and ensure they are designed to comply with the provisions of BS 5810: 1979.

The provision of facilities should relate to the expected numbers of people with special needs attending the event. It is suggested that one toilet with hand-washing facilities should be provided per 75 people with special needs.

Disposal of sanitary towels and nappies

If there is any possibility that sanitary towels or nappies may block sanitary conveniences, supply suitable and clearly identified designated containers with suitable arrangements for regular emptying of the receptacles. If infants are expected at an event, provide appropriate baby-changing facilities including receptacles for the hygienic disposal of nappies. Provide prominent signs within the baby-changing cubicle to ensure that the receptacles are used.

Sewage Disposal

Different water authorities have different policies regarding waste disposal, and many disposal sites are closed at night-times and at weekends. If effluent needs to be stored on site until off-site disposal facilities are open, it is essential that adequate holding tanks are provided on site in a safe and secure location. Seek advice on safe effluent disposal from the appropriate water authority and local authority and ensure that a licensed contractor is employed to remove and dispose of effluent. Arrangements should be documented and agreed with the contractor before the beginning of the event.

Facilities for employers and event workers

The Workplace (Health, Safety, and Welfare) Regulations 1992 require that the suitable and sufficient toilets and washing facilities must be provided at workplaces. Guidance on the facilities that should be provided is given in the accompanying code of practice to the regulations L24 Workplace health, safety and welfare. Sanitary accommodation for use by event workers, should be located near to the work areas and, in particular, behind the stage, near the mixer tower, next to the catering areas and car parks, the first-aids areas, welfare and children's areas. Specific toilets with hot and cold hand-washing facilities should be provided for food handlers.

Contractors providing or servicing the sanitary facilities

Discuss requirements for the type, numbers, positioning, servicing and maintenance of sanitary facilities with the contractor before the event. It is advisable to provide contractors with a plan of the site, showing the proposed location of the facilities along with a copy of the site safety rules and information concerning any significant risks highlighted in the overall event risk assessment. Separate waste transfer notes will be required for containers holding waste from sanitary towels and nappies. Examine contractors' safety policies and risk assessments. Contractors should ensure that their workers are provided with and wearing the correct personal protective equipment. Protective overalls, boots or shoes, gloves and eye protection are needed to ensure that workers are protected from accidental splashes of the disinfecting and odourising chemicals as well as accidental contamination by sewage. An assessment is required under the COSHH Regulations by contractors providing, servicing, or emptying the sanitary facilities. The COSHH assessment needs to consider exposure to the chemicals used in the re-circulating self-contained units as well as accidental exposure to sewage.



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