

## Crowds and Large Scale Events: Employee Factsheet

### Event Safety

Event staff play a vital role in the safety of events. The public/delegates look to those in authority in the event of an emergency, or if they need help. Would you know what to do?

### Be Prepared

To be an effective member of the team you will need to take on board as much information as you can about your role, the emergency procedures, the management and support team, the layout of the event premises and the locations of key facilities.

During any training given make sure you listen and ask questions when you don't understand.

Make sure you know what time the event starts, finishes, when breaks are planned and ticketing arrangements.

### Test Yourself on the Emergency Procedures:

- do you know the locations of the emergency exits in the area you are assigned to?
- do you know where the assembly point is?
- do you know the sound of the fire alarm and any other emergency signals?
- do you understand any special evacuation procedures which apply to the disabled, such as the location of refuges and how to evacuate persons to a place of ultimate safety?
- if you have been trained in the use of fire extinguishers, have you identified their locations?
- what should you do if there is a medical emergency?
- do you know how to report accidents and near misses, whether to yourself or others?

### Did You Know?

Giving clear directions and spotting problems at an early stage can prevent crowd surging and other incidents. Event staff can save lives by being alert and doing their job diligently.

### Check Out the Practicalities:

- do you know the names and contact arrangements for the key support staff on site, including the person in charge and the site safety officer?
- do you know the location of the main entrance and the registration point?
- could you direct someone to the toilets, refreshments, arena, first aid point, or lost property?
- do you know what to do if you find a lost child?
- do you understand who is authorised to go where and how to check IDs?
- do you understand how to operate communications equipment?
- are you aware of the site safety rules which apply to those working on the site?
- do you know how to respond to problems with crowd behaviour?
- how can you spot that your area is becoming overcrowded? Are there any pinch points you need to keep an eye on?
- which are the main hazards and concerns to be aware of within your area, eg tripping hazards, barriers being pushed over, alcohol misuse, violence?
- do you know how to obtain emergency assistance?
- if you are involved in managing parking or traffic routes, are you equipped with a hi-visibility vest and do you understand what is required?

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