**Event Safety Policy**

**Model Template**

**Disclaimer**

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*This is a template policy for schools to outline the procedures to be followed by staff when organising events. Add to / amend this policy where necessary.*

**Introduction**

[*School name*] may from time to time hold and/ or organise events such as [*describe events e.g. open days, awards ceremonies, sporting events, summer schools, concerts, theatre productions, BBQs, firework displays, conferences, weddings etc.].*

We recognise that when organising, setting up, running, and breaking down events; we hold the prime responsibility for ensuring the safety of:

* Our employees;
* Our volunteers;
* Our pupils/students;
* Members of the public/visitors to the event;
* Contractors working for us and/or providing services at the event; and
* Any other person who may be affected by the event.

*If your school plans events, with the involvement of third parties (e.g. caterers, entertainers), include the following:*

Some of the events are set up and planned by [*school name*], with involvement from third parties. In these instances, it is very important that specific responsibilities are clearly defined, and that these are stated in the event risk assessment. Ultimately, all parties need to know and agree on who is responsible for what, including who holds the overall responsibility for planning and managing the event.

**Event Notification**

*If you have a dedicated Events Co-ordinator, include the following:*

We have a dedicated Events Co-ordinator who will:

* Receive notifications of planned events;
* Work with staff members to ensure there are no clashes with other events taking place on or near to the time of the proposed event;
* Co-ordinate with the facilities/estates staff and others to manage event set ups/breakdowns;
* Work with staff to ensure that the event is adequately planned and managed; and
* Ensure that there is a designated Event Manager in place.

**Planning/Organising an Event**

Good planning and management are fundamental to the success of any event. Effective planning and consultation will assist us ensuring that those involved in setting up, running, breaking down, and/or attending the event are not exposed to health and safety risks. The level of detail in our planning will be proportionate to the scale of the event and degree of risk.

*Describe here the school procedures for planning/organising events. For example:*

We will ensure that each event has a designated Event Manager in place, who will hold overall responsibility for planning, running, monitoring and breaking down the event.

Specific responsibilities of the Event Manager will include:

* Completing a thorough investigation of the proposed site/venue to ensure suitability;
* Preparing an Event Safety Plan (where required - *a template Event Safety Plan form can be found at Appendix 2*);
* Having appropriate health and safety arrangements in place to protect employees and others;
* Completing and recording a systematic assessment of the risks (i.e. an event risk assessment);
* Implementing control measures identified by the risk assessment and identifying who will be responsible for carrying them out;
* Putting appropriate monitoring arrangements in place to ensure compliance through all stages of the event;
* Seeking competent health and safety advice where necessary;
* Liaising with emergency services and other interested parties;
* Reviewing the event risk assessment and health and safety arrangements as often as required;
* Ensuring co-operation and proper co-ordination of work activities;
* Providing employees and others with relevant information on any risks to their health and safety; and
* Ensuring that those involved (including staff, volunteers, pupils/students, third parties, and contractors) are competent to perform their duties safely.

To determine the resources and facilities required, the Event Manager should identify:

* Location(s) of the event;
* Scale, type, and scope of the event;
* Event activities;
* Profile and number of attendees;
* Duration of the event;
* Time of day and year that the event will be held;
* Access and transportation; and
* Infrastructure.

The Event Manager will select [*staff/volunteers*] and allocate specific health and safety duties accordingly (e.g. facilities/estates staff, transport staff, cleaning staff, catering staff, venue staff, first aiders, fire marshals, event marshals, security staff etc.); and will involve [*staff/volunteers*] at all stages of the planning process where possible.

The Event Manager must ensure that the relevant permissions have been gained (for example, a Temporary Event Notice may be required) and that adequate insurance cover is in place prior to the event.

The Event Manager is responsible for ensuring that a risk assessment is carried out and recorded to cover all aspects of the event using the Event Risk Assessment form as a guide (*a template Event Risk Assessment form can be found at Appendix 1*), and ensure that it is communicated to all members of the event team (including all staff, volunteers, pupils/students, and third parties/contractors involved), together with the event safety plan where relevant. The aim of the risk assessment is to ensure that any hazards likely to be presented by the event are either eliminated, or where they cannot be eliminated, reduced so far as is reasonably practicable. All phases of the event including the site/ venue, preparation, running, and event breakdown should be considered.

Examples of the areas that should be considered as part of the planning and risk assessment process include:

* Insurance/licensing
* Access/egress to the event
* Parking
* Event traffic/vehicle movement around site
* Provision of/access to welfare facilities
* First aid/medical provision
* Fire and other emergencies
* Procedures for reporting and recording of accidents/incidents/near misses
* Manual handling
* Electricity
* Work at height
* Hazardous substances
* Slips/trips/falls
* Sound and noise
* Machinery/equipment
* Food, drink and water (including food hygiene)
* Temporary structures (such as marquees or gazebos)
* Inclement weather
* Crowd management
* Waste management and cleaning
* Lone/remote working
* Security
* Provision for vulnerable groups – i.e. the elderly, children, young persons, disabled persons etc.
* Safeguarding
* Information/training for third parties/contractors, event staff, volunteers and attendees
* Third parties providing services (e.g. theatre set installers, stalls, food vans, bouncy castles, fairground rides etc.)
* Length and timing of the event; and
* Pyrotechnics.

Where relevant, the Event Manager must liaise with the venue owner/manager, emergency services, and/or local authority for advice and information relevant to the planning and risk assessment, including obtaining appropriate event licenses (e.g. Temporary Event Notice etc.) where required (information on licensing is available at: <http://www.hse.gov.uk/event-safety/faqs.htm#q1>).

The need for any license should be identified early in the planning process, as they can take time to process and therefore any delay may prevent the event from running. If you are in any doubt as to whether you require a license and/ or what type of licenses you require, you should contact the relevant licensing authority for advice.

For services provided by third parties, the Event Manager must request and retain copies of their:

* Public Liability insurance details (ensuring that the amount of cover is appropriate to the level of risk);
* Risk assessments/method statements; and
* Food business registration details and rating (for those carrying out food operations).

Considerations such as road closures, provision of temporary welfare facilities, infrastructure required, and waste facilities need to be made in a timely manner, to ensure that these are in place for the event.

Where necessary, the Event Manager should seek competent health and safety advice to assist with the event safety plan and/or risk assessment.

**Planning for Incidents/ Emergencies**

[*School name*] recognises that it needs to have plans in place to respond effectively to health and safety incidents and other emergencies that might occur at an event, and that such plans need to be in proportion to the level of risk presented by event activities and the potential extent and severity of the incident.

Where relevant, the Event Manager should ensure that emergency procedures are drawn up and agreed for:

* Fire;
* Accidents/injuries (i.e. first aid and medical assistance);
* Lost child;
* Other emergency evacuation;
* Security;
* Event cancellation; and/or
* Severe weather.

These procedures will form part of the event safety plan and risk assessment and [*staff/volunteers*] should be allocated with (and trained on) their specific roles where necessary.

The Event Manager should ensure that all [*staff/volunteers/pupils/students/contractors etc.*] involved in setting up, running, and/or breaking down the event are briefed on the emergency procedures and that drills are completed where appropriate. The audience should also be briefed where relevant (i.e. briefing the audience on fire procedures prior to a theatre performance).

For large scale events, the Event Manager should discuss the plans with the emergency services.

Emergency arrangements should also take into consideration persons with a disability, limited mobility and children in prams etc.

**Inclusion for People with a Disability**

[*School name*] will ensure that reasonable adjustments are made where possible to ensure that people with a disability are able to participate in the event.

The following aspects will be considered: [*N.B. this is not an exhaustive list, please add to this where necessary.*]

Mobility:

* Access to and egress from the event;
* Sufficient space for the movement of wheelchairs/walking aids;
* Surfaces around the event site suitable for wheelchairs/walking aids;
* Provision of accessible welfare facilities (i.e. disabled toilets);

Visual impairment:

* Pathways clear, no unnecessary obstacles; and
* Large print/audible displays available.

Hearing impairment:

* Loop system in place;
* Written notes available or a sign language interpreter; and
* Persons can be positioned close enough to be able to lip read or see the sign language interpreter easily.

Medical conditions:

* Seating provided for those who cannot stand for long periods of time;
* Notices/labelling regarding food allergies etc.; and
* Warning for any flashing/strobe lighting.

Hidden disabilities:

* Areas for people to go who struggle with large crowds; and
* Clear signs and information given in advance to reduce undue stress.

**During the Event**

Once the physical activity starts at the event site, the focus of the Event Manager will need to move away from the planning and documentation to the effective management and monitoring of the event.

The Event Manager will need to ensure:

* That appropriate management systems are in place for each stage of the event (i.e. set up, running, and breakdown. For example, if a large number of contractors are expected on site then it may be necessary to plan a phased set up);
* Co-ordination and communication between all parties;
* Periodic monitoring throughout (for example, pre-event safety checklists could be devised and issued to event staff to ensure that all necessary safety measures are in place);
* Provision of information to staff, volunteers, pupils/students, third parties, and contractors etc. (e.g. an event safety induction/briefing); and
* That arrangements are in place for competent supervision.

In addition, the Event Manager will need to dynamically risk assess the event as it is taking place, and ensure that additional control measures are implemented where required and that emergency procedures are executed where necessary (e.g. following a sudden change in the weather etc.).

All staff, volunteers, pupils/students, third parties, and contractors will be given an event safety induction before the event (where this is identified as necessary – e.g. for large scale/complex events etc.) on the following matters:

* Event running order;
* Organisational chart and key contacts;
* Communications protocols;
* Reporting procedures for accidents/incidents/near misses;
* Site hazards and agreed control measures;
* Site specific instructions – speed limits, loading/unloading, parking areas etc.;
* Location of welfare and first aid facilities;
* Emergency arrangements (including contingency plans); and
* Other specific training for certain groups such as traffic marshals, event marshals, etc.

**After an Event**

Where possible, the Event Manager should hold a debrief after the event with all involved to determine:

* Lessons learned (i.e. is there anything that we could do better for the next event in terms of health and safety?);
* Whether the staff/volunteers had any accidents/incidents/near misses reported to them;
* Whether there were any complaints;
* Whether the event is likely to be repeated;
* Whether the event safety plan/risk assessment was adequate; and
* Whether the staff and others followed their briefings/training and adhered to the risk control measures.

**Appendices**

**Appendix 1 – Risk Assessment Template**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk assessor(s) |  | | Date assessed |  |
| Date(s) of the event |  | | Start/end time |  |
| Location(s) – please also detail whether the event will be indoors/outdoors/mixed |  | | Maximum expected number of attendees |  |
| Overview of the event (e.g. activities being undertaken, type of attendees, whether there will be any third-party operators etc.) |  | | | |
| Please provide details of any licenses that will be required for the event (e.g. Temporary Event Notice etc.) |  | | | |
| Name of Event Manager |  | Details of any other staff/volunteers/third parties with specific roles (e.g. Deputy Event Manager, Fire Marshals, First Aiders etc.) | |  |

| What are the hazards? | Who might be harmed and how? | What are you already doing to reduce the risk (i.e. existing control measures)? | What further action is necessary (i.e. are any further control measures required)? | Additional action required (Y or N)? |
| --- | --- | --- | --- | --- |
| Lack of adequate insurance / licensing | *All*  *Insufficient insurance cover / licensing in place* | *Ensure that adequate insurance is in place prior to the event.*  *Ensure that any licensing needs are dealt with prior to the event e.g. for selling/ providing alcohol, providing entertainment, serving hot food or drink between 11pm and 5am, etc.* | *Event Manager to consult with insurance broker/insurer and licensing authority where appropriate.* | *If ‘Yes’, complete action plan with details.* |
| Access/egress to the event site | *All*  *Death or various injuries caused by vehicles colliding with pedestrians, slips/trips/falls etc.* | *Outline your arrangements for ensuring safe access/egress to the event for all staff, volunteers, and visitors here. For small-scale events normal access/egress arrangements are likely to be suitable. For large-scale events, you may need to make additional arrangements, e.g.: designated entrance points with ticketing, set up one-way systems, barriers may be required to segregate vehicles from pedestrians, matting may be required for safe access to fields etc. You may also need to consider access/egress for disabled persons and the emergency services.* |  | *If ‘Yes’, complete action plan with details.* |
| Lack of adequate parking | *All*  *Lost time, entrances and fire exits becoming blocked etc.* | *Outline the parking arrangements here. Depending on the size of the event and anticipated number of attendees, it may be necessary to consider temporary additional parking arrangements. For large events, it may be necessary to have staff/ volunteers working as traffic marshals to manage and direct people arriving to/ leaving the site. Staff/ volunteers working as traffic marshals should be provided with hi-vis vests/ clothing and trained in safe procedures.*  *Ideally attendees should be advised of the parking arrangements beforehand.*  *Temporary signage may be required to direct people to the parking areas.* |  | *If ‘Yes’, complete action plan with details.* |
| Vehicle movement around site | *All*  *Death / injury from collision with vehicle* | *Outline your arrangements to ensure the segregation of vehicles and pedestrians during the set up, running, and breakdown of the event.*  *Ideally vehicle movement should be kept to the absolute minimum / not at all during the event, and take place before visitors come on to the site or after they have all left the site.*  *Temporary barriers and/or designated walkways may be required.*  *For large events, you may need to consider a phased set up/breakdown to minimise the risk.* |  | *If ‘Yes’, complete action plan with details.* |
| Security | *All*  *Various injuries* | *Outline the security arrangements where relevant. For example, if the event is large-scale, how will you deal with any unwanted people on site? How will you deal with any anti-social behaviour?*  *You should ensure that any security guards appointed have the appropriate SIA license and are fully briefed on the relevant emergency procedures for the event (e.g. accident reporting, first aid, fire etc.).* |  | *If ‘Yes’, complete action plan with details.* |
| Lack of welfare facilities | *All*  *Insufficient facilities* | *Outline the welfare facilities that will be available. The Event Manager should ensure that consideration is given to provision of sufficient seating, toilets, and handwashing facilities (this will depend on the nature and size of the event). Shower and changing facilities may also be necessary (e.g. for sporting events etc.). You may also need to arrange additional cleaning to ensure that the welfare facilities remain in a satisfactory condition (this will depend on the nature, size, and duration of the event).*  *Temporary signage may be required to direct attendees to the welfare facilities.* | *The Event Manager should ensure that all staff, volunteers, and contractors involved in running the event are briefed on the location of welfare facilities.* | *If ‘Yes’, complete action plan with details.* |
| Lack of first aid provision | *All*  *Failure to provide first aid could result in injuries/illness becoming more serious* | *Outline the first aid arrangements in place for the event here. For small low-risk events, this may simply be a first aid kit and an Appointed Person. For large-scale and/ or sporting events, a first aid point and multiple First Aiders are likely to be necessary.*  *First Aiders should ensure that the Event Manager is notified of any first aid items used from the first aid kits so that they can be replenished. See also section on ‘lack of procedures for reporting and recording of accidents/incidents/near misses’.* | *The Event Manager should ensure that all staff, volunteers and contractors involved in running the event are briefed on first aid procedures – i.e. location of first aid kits and identity of Appointed Persons and/ or First Aiders.* | *If ‘Yes’, complete action plan with details.* |
| Fire | *All*  *Death or injury through contact with fire, exposure to heat, smoke inhalation etc.* | *Outline the arrangements that you have in place for:*   * *Preventing fires; and* * *Evacuating people from the event should a fire occur.*   *Depending on the nature and size of your event, your existing fire prevention and evacuation procedures may suffice. However, for large-scale events, it is recommended that a specific fire risk assessment is completed, with an event fire procedure drawn up and Fire Marshals nominated and trained.*  *You will also need to consider any substances and/ or activities that could pose a fire risk (e.g. potential overloading of power supplies, flammable substances, cooking equipment including BBQ’s, gas bottles etc.).*  *If you are using any temporary structures (e.g. marquees), it may be necessary to obtain and position suitable fire extinguishers/ blankets. You will also need to consider maximum capacities and fire exits.*  *For indoor events, you will need to consider maximum capacities and ensure that they are not exceeded at any point.* | *The Event Manager should ensure that all staff, volunteers, and contractors involved in running the event are briefed on fire prevention and evacuation procedures.*  *The Event Manager should also ensure that audiences are briefed on emergency evacuation procedures where necessary (e.g. for theatre productions etc.).*  *Prior to the event, a fire safety check should be completed. This will involve checking that all means of escape and fire exits are clear, immediately openable, and free of slip/ trip/ fall hazards, and that all fire-related equipment (e.g. detection, alarms, emergency lighting etc.) is in good working order. Checks should be maintained throughout the event.* | *If ‘Yes’, complete action plan with details.* |
| Inclement weather | *All*  *Death or various injury through collapse of temporary structures, being struck by falling objects, slips/trips/falls etc.* | *If you’re planning an outdoor event, you should have an adequate contingency plan in place and provide details here. Where you are unable to implement a contingency plan, you should consider how you would go about notifying attendees if the event was cancelled.*  *Inclement weather can pose many H&S risks and these will need to be considered in your risk assessment, for example:*   * *Rain/ snow can pose a risk to electrical items, and can also result in slipping hazards; and* * *Strong winds can pose risks to temporary structures such as marquees and/ or gazebos; and inflatables.* | *The Event Manager should monitor weather conditions on the day and undertake dynamic risk assessments, stopping activities and/or restricting access to hazardous areas where necessary.* | *If ‘Yes’, complete action plan with details.* |
| Length and timing of the event | *All*  *Injuries, Slips/trips/falls etc.* | *Consider the time of year that the event will take place and how long it will last i.e. will it be dark or going dark at any point during the set-up, running of or breakdown of the event? Measures such as temporary external lighting will need to be considered.* |  |  |
| Manual Handling | *Staff and Volunteers*  *Sprains, strains, crush injuries sustained through carrying out manual handling activities* | *Provide details of anticipated manual handling activities for staff/ volunteers during the setup, running, and breaking down of the event.*  *Provide details on how you will minimise the risk of injury, e.g.:*   * *Safe working practice taught;* * *Supervision;* * *Children/ young person’s not being permitted to engage in heavy manual handling;* * *2-person/ team lifting used where necessary;* * *Provision of manual handling aids such as trolleys, sack trucks etc.* * *Designated loading point as close to the event venue as is possible.* |  | *If ‘Yes’, complete action plan with details.* |
| Electricity | *All*  *Electric shock or electrocution causing injuries or death* | *Provide an overview of the electrical equipment that will be used during the event, together with details of how you will ensure that it is set up and used safely.*  *Ideally any portable electrical equipment should have been PAT tested within the last year.*  *The electrical supply needs to be suitable for use. For large scale events, specialist contractors may be required to provide temporary internal/ external supplies.*  *RCD’s may need to be used, especially for music performances involving electrical musical instruments, amplifiers etc.*  *All equipment should be visually checked before use, and any damaged/ faulty equipment removed and repaired /replaced.* |  | *If ‘Yes’, complete action plan with details.* |
| Work at height  e.g. use of access equipment such as stepladders, ladders, kickstools, mobile tower scaffolds etc. whilst setting up, running, and/ or breaking down event | *Staff and Volunteers*  *Death or various injuries through fall from height* | *Work at height should be avoided wherever possible.*  *Where it cannot be avoided, you must ensure that it is thoroughly risk assessed.*  *You should provide details here of any work at height that is likely to be undertaken by staff/ volunteers either during set up, during the event and/ or during the break down.*  *Access equipment should not be brought onto site without the permission of the Event Manager.*  *Provide details on how you will ensure that the equipment itself is safe (i.e. pre-use checks, ladders and stepladders to be commercial EN131 standard etc.) and that it is used safely (i.e. by competent, trained persons).*  *Ladders should not be used for tasks for more than 30 minutes.*  *Any persons erecting/ dismantling mobile tower scaffolds must hold a valid PASMA certificate/ card.*  *Any persons operating a mobile elevated work platform (e.g. cherry picker) must hold a valid IPAF certificate/ card.*  *You may also need to cross reference here to any existing work at height risk assessments that you have in place that may be relevant (e.g. use of stepladders etc.).* |  | *If ‘Yes’, complete action plan with details.* |
| Slips/ trips/ falls | *All*  *Slips/ trips/ falls on site that could result in*  *various injuries ranging from minor to major; such as broken bones, dislocation, bruising etc.* | *Explain how you will minimise the risk of slips/ trips/ falls, for example:*   * *Equipment and materials to be stored in a safe manner and not impede access or egress.* * *Corridors and aisles to be kept clear.* * *All equipment is suitably stored when not in use.* * *Spillages to be mopped up ASAP – wet floor signs to be used where available.* * *Trailing cables should be avoided, or where they cannot be avoided, they should be taped down or covered by matting/ cable covers.* * *Ensure that adequate lighting is in place for the event, both internally and externally.* * *Arrangements for wet weather, ice, snow etc.* | *The Event Manager should ensure that a visual check of the event area is carried out prior to the commencement of the event to identify and remove any slip/ trip/ fall hazards. All staff/ volunteers involved in running the event should also be briefed to continually monitor this throughout, and ensure that slip/ trip/ falls hazards are rectified promptly.* | *If ‘Yes’, complete action plan with details.* |
| Vulnerable groups (e.g. the elderly, children, young persons, disabled persons etc.) | *All*  *Various injuries* | *Consider any specific control measures to reduce the risk to vulnerable groups. For example, for a large-scale event it may be useful to have a ‘lost children’ point and brief staff and volunteers in procedures.*  *You will also need to consider access/ egress arrangements and welfare facilities for disabled persons.*  *If you have children/ young person’s assisting with the event, you should outline the agreed arrangements for ensuring their safety here. They will need to be given clear instructions and closely supervised, and advised of any activities that they are prohibited from undertaking (e.g. use of machinery, heavy manual handling, work at height etc.).* |  | *If ‘Yes’, complete action plan with details.* |
| Lack of information / training given to third parties / contractors, event staff, volunteers and attendees | *All*  *Confusion / unsafe acts* | *Outline how you will ensure that third parties / contractors, event staff, volunteers and attendees will be informed of key H&S information such as site rules, layout of the site, welfare provisions, first aid points, emergency procedures etc.*  *This could be provided in written format prior to the event, and/ or during an event safety induction/ briefing upon their arrival to the event site.* |  | *If ‘Yes’, complete action plan with details.* |
| Sound and noise | *All*  *Damage to hearing* | *If music is being played at the event, outline how you will ensure that sound and noise do not pose a risk to staff, volunteers, contractors, and/ or the audience.*  *You should also be aware of any noise limitations placed upon the venue by the local authority and/ or as part of any license conditions.*  *The event equivalent continuous sound level (Event LAeq) in any part of the audience area should not exceed 107 dB (A), and the C-weighted peak sound pressure level should not exceed 140 dB.*  *Where practicable, the audience should not be allowed within 3m of any loudspeaker. This can be achieved using approved safety barriers and dedicated Event Marshals, wearing appropriate hearing protection. Where this is not practical, the overall music sound levels will have to be modified so that people closer than 3m to the loudspeakers are not exposed to an Event LAeq of more than 107 dB (A) or C-weighted peak sound pressure levels of more than 140 dB. Under no circumstances should the audience and loudspeaker separation distance be less than 1m.*  *Where the Event LAeq is likely to exceed 96 dB, you should advise the audience of the risk to their hearing in advance, e.g. either on tickets, advertising or notices at entry points.*  *Staff/ volunteers/ contractors working on or near to the stage area may require hearing protection.* |  | *If ‘Yes’, complete action plan with details.* |
| Machinery/ equipment | *All*  *Death or various injuries through use of machinery/ equipment* | *Provide details of any machinery/ equipment that will be used by staff/ volunteers/ contractors here.*  *Provide details on how you will ensure that machinery/ equipment is safe, maintained, and only used by competent persons.*  *Any tables/ stalls/ stands that are used should be set up in accordance with manufacturer’s instructions and visually checked for stability before use and throughout the event.*  *Tables/ stands etc. must not be overloaded as this could result in collapse.*  *Visual checks should be completed on any furniture used to ensure that it is safe for use (i.e. no defects etc.).* |  | *If ‘Yes’, complete action plan with details.* |
| Access to food and drinking water | *All*  *Fatigue*  *Dehydration*  *Fainting* | *This will be relevant to events of long duration, and/ or sporting events. You should outline arrangements for access to food and drinking water, including locations where relevant.* | *The Event Manager should ensure that all staff, volunteers, and contractors involved in running the event are briefed on the location of catering provision and drinking water.* | *If ‘Yes’, complete action plan with details.* |
| Food hygiene | *All*  *Food poisoning illnesses from food not being stored, prepared, cooked and/or served in a hygienic manner* | *If you are selling/ providing food, outline the measures you have in place for ensuring that good levels of food hygiene are maintained, and that all food safety legislation is adhered to.*  *For example:*  ***General:***   * *Any hot and/ or high-risk foods will be provided by an experienced and competent person. Hazard analysis, cleaning and temperature monitoring are in place, and all staff/ volunteers involved have been trained in food hygiene.* * *Food prepared or cooked at the event is done so in a safe and hygienic manner, and the kitchen and preparation areas are inspected before use.*   ***Personal Hygiene:***   * *Exclusion for food handlers following illness (48hrs).* * *Tie back long hair and use hairnets where appropriate.* * *Staff/ volunteers to wash hands before handling food and after using the toilet etc.* * *Ensure that warm water, soap and towels/ dryer are available at the event.* * *Food handlers to ensure that any cuts/ open wounds are covered with waterproof adhesive dressings.*   ***Transport/storage:***   * *Any food brought to the event is transported in suitable containers to either keep it hot or cold where necessary; and to prevent contamination.* * *Food that requires refrigeration must not be supplied unless adequate facilities for taking to the event and keeping in a chilled state exist.* * *When serving food outdoors, keep it covered where possible.* |  | *If ‘Yes’, complete action plan with details.* |
| Lack of procedures for reporting and recording of accidents/ incidents/ near misses | *All*  *Lost time* | *Outline the procedures for reporting and recording of accidents/ incidents/ near misses that may occur during the event here. For example, the accident book may be held at reception, or at the designated first aid point etc.* | *The Event Manager should ensure that all staff, volunteers, and contractors involved in running the event are briefed on accident/ incident/ near miss reporting procedures.*  *Ideally a debrief should be carried out with relevant staff after the event to obtain details of any accidents/ incidents/ near misses that occurred.* | *If ‘Yes’, complete action plan with details.* |
| Temporary structures – e.g. marquees, gazebos etc. | *All*  *Death or injury caused by difficulties in setting up/taking down, collapse of structure etc.* | *Marquees should only be erected/ dismantled by competent persons. If you require the use of a marquee, it is recommended that you appoint a competent contractor and request:*   * *Public Liability insurance details (i.e. name of insurer, policy number, amount of cover, and expiry date);* * *Risk assessments/ method statements; and* * *Evidence of competency.*   *You should also ensure that measures are in place to prevent access to the area whilst marquees are being set up/ dismantled.*  *You should determine the safe operating limits for the marquee in terms of wind speed.*  *Gazebos should be erected by a minimum of two persons in accordance with the manufacturers’ instructions. Be aware that gazebos can become unstable, particularly in windy weather, and so should only ever be used in calm conditions.* | *The Event Manager should monitor the stability of any marquees/ gazebos during the event, especially during any inclement weather. Should there be any safety concerns then the areas should be evacuated immediately and taken out of use.* | *If ‘Yes’, complete action plan with details.* |
| Third parties providing services at the event (e.g. stalls, food vans, rides etc.) | *All*  *Property damage, fire*  *Death and various injuries* | *Event Manager to obtain the following information from all third parties prior to the event (and hold copies on file):*   * *Public Liability insurance details (i.e. name of insurer, policy number, amount of cover, and expiry date. The amount of insurance cover should be proportionate to the risk, and if there are any doubts you should liaise with your insurer/broker for advice);* * *Risk assessments/ method statements;* * *Evidence of previous work or technical ability/ competence;* * *Sufficient resource levels;* * *Food business registration details and rating (for those selling/ providing food); and* * *Contracts (where supplied).* | *The Event Manager should monitor the performance of the third party periodically throughout the event, and intervene if and when any safety concerns arise.* | *If ‘Yes’, complete action plan with details.* |
| Bouncy castles and other inflatables | *All*  *Death and various injuries from children falling off, loss of pressure resulting in collapse etc.* | *It is strongly recommended that the supply, set up, inflation, inspection, and supervision of bouncy castles and other inflatables is left to an experienced person who is covered by relevant public liability insurance (i.e. an external contractor).*  *If you wish to hire and/ or operate an inflatable yourself, we strongly recommend that you liaise with your insurer/broker for advice beforehand.* | *The Event Manager should monitor the performance of the third-party operator periodically throughout the event, and intervene if and when any safety concerns arise.* | *If ‘Yes’, complete action plan with details.* |
| Trampolines | *All*  *Various injuries from children falling off, collapse etc.* | *It is strongly recommended that the supply, set up, inspection, and supervision of trampolines is left to an experienced person who is covered by relevant public liability insurance (i.e. an external contractor).*  *If you wish to hire and/ or operate a trampoline yourself, we strongly recommend that you liaise with your insurer/broker for advice.*  *Domestic, home and garden trampolines should not be used.* | *The Event Manager should monitor the performance of the third-party operator periodically throughout the event, and intervene if and when any safety concerns arise.* | *If ‘Yes’, complete action plan with details.* |
| Crowd Management | *All*  *Overcrowding leading to crushing, slips/trips/falls etc.* | *The Event Manager should have a clear idea of the number of persons expected, and ensure that adequate space and facilities are provided, and that any building/room/venue capacities are not exceeded at any point.*  *Event Manager to ensure that there is sufficient supervision for the event, and that there is an effective means of communication between organisers and attendees.*  *Barriers, access points, Event Marshals and ticketing may be required to control access.*  *Event Marshals and security may be required to assist with crowd control.* |  | *If ‘Yes’, complete action plan with details.* |
| Lone working / remote working | *Staff/volunteers*  *Death or various injuries ranging from minor to major* | *Ideally, there should be no lone working or remote working for events (i.e. during set up, running, and break down) – i.e. there should always be more than one member of staff/ volunteer present.*  *If lone working / remote working is unavoidable, then you will need to consider communication methods and suitable controls to reduce the risk, such as prohibiting high risk work activities (e.g. no work at height, use of high-risk machinery/ hazardous chemicals etc.).* |  | *If ‘Yes’, complete action plan with details.* |
| Lack of waste management / cleaning | *All*  *Slips/trips/falls, build-up of rubbish / combustibles / fire* | *Outline procedures in place to ensure that waste is managed effectively i.e.:*   * *Event Manager and Event Marshals to continuously monitor the build-up of any waste during the event and take necessary measures to remove it* * *Plenty of bins to be provided through the event space* * *Ensure the waste contractors are competent and licensed to handle, remove and dispose of waste* * *Litter pickers to be assigned to continually pick up any litter found* * *Separate recycling bins available for recyclable waste* * *Separate medical waste / sharps bins provided for first aid area* * *If animals will be taking part / attending the event, adequate toileting and waste facilities to be provided*   *Also see ‘vehicle movement around site’ in regard to the movement of waste collection vehicles.*  *Describe the arrangements in place to ensure the site is regularly cleaned throughout the event.* |  | *If ‘Yes’, complete action plan with details.* |
| Hazardous substances | *All* | *Outline arrangements for the safe storage, handling and disposal of any hazardous substances that will be used by staff/ volunteers and/or brought onto the site by third parties / contractors.* |  |  |
| Pyrotechnics or other visual effects | *All* | *Outline how you will ensure that those responsible for the pyrotechnics / visual effects are competent for the work they are undertaking.*  *Ensure that the special effects personnel are provided with adequate information regarding the event (i.e. location of the audience, display timings, etc.)*  *Ensure adequate time and resources are allowed for both rehearsal and preparation, as advised by the special effects personnel.*  *Ensure appropriate arrangements have been made for emergencies i.e. firefighting and first aid.*  *Ensure adequate communication arrangements are in place.*  *Ensue that the venue is suitable for the intended special effects (i.e. space, ceiling height, presence of combustibles etc.).*  *Ensure secure facilities are available for the assembly, fusing etc. of explosive effects before their use.*  *Ensure that the display firing and control operation area is suitably located at the correct distance for safe operation and with a clear line of sight.*  *There should be effective means to warn and exclude people from any danger area.*  *Nominated special effects personnel will be responsible for:*  *• The specification and procurement of the explosives, pyrotechnics and other materials to be used in the effect.*  *• Ensuring that all materials are fit for purpose and comply with all legislation relevant to their safe transportation, storage, handling and use.*  *• Managing procedures for partial functions or misfires.*  *• Safe removal/disposal of unused materials.*  *There should be an agreed, clear and unambiguous system for cueing an effect.*  *The special effects personnel responsible for setting off any explosive, pyrotechnic or fire effect should have clear sight of it and its immediate surroundings.*  *The cueing arrangements should be rehearsed in situ before the effect is performed.*  *Before commencing any effect, checks should be made by the Event Manager, together with the person in charge of the special effects, to ensure effective exclusion zones are in place and manned as necessary and that all appropriate PPE is worn.*  *Source:* [*https://www.thepurpleguide.co.uk/*](https://www.thepurpleguide.co.uk/) |  |  |
| Safeguarding of children and young people | *Children / young people*  *Children getting lost* | *Outline your arrangements to ensure the safety of any children and young persons attending the event. This could include a Missing and Found Child Policy, arranging lost and found children’s points and meeting points for children / young people to go to meet parents / guardians at the end of the event. This should include handover procedures to parents / guardians.* |  |  |
| *Continue to add additional hazards as necessary….* |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Revision No. |  |  |  |  |  |  |  |  |  |
| Frequency of review |  |  |  |  |  |  |  |  |  |
| Next review date |  |  |  |  |  |  |  |  |  |
| Reviewed by |  |  |  |  |  |  |  |  |  |

| Action required | Person(s) Responsible | Target Date | Completion Date |
| --- | --- | --- | --- |
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| --- | --- | --- | --- | --- | --- |
| Risk Assessor Name |  | Signature |  | Date |  |
| Approver Name |  | Signature |  | Date |  |

**Appendix 2 - Event Safety Plan**

**Event Safety Plan**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Event Manager Name: |  | Event Manager Contact No: |  | Event Manager E-mail: |  |
| Type of event: |  | Date(s) of event: |  | Start/end time: |  |
| Indoor / Outdoor: |  | Event address: |  | Attendee profile and anticipated number: |  |

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| --- |
| Event overview (brief description of the event): |
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| --- | --- |
| Event itinerary: (set up and break down times) | |
| Date / Time | Action |
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| --- | --- |
| Programme of events: | |
| Time | Activity |
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| --- | --- |
| Roles and Responsibilities: | |
| Role | Responsibilities |
| *E.g. Facilities/estates staff* |  |
| *Transport/parking* |  |
| *Cleaning* |  |
| *Catering* |  |
| *First aiders* |  |
| *Fire marshals* |  |
| *Event marshals* |  |
| *Security* |  |

|  |  |
| --- | --- |
| Contractors / Traders | |
| Name of Contractor / Trader | Role |
| *E.g. Joe Bloggs Limited* | *E.g. Provision of bouncy castle with operator* |
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The following documentation (dependent on the type of event) will need to be in place or obtained before the event.

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Risk Assessment | Insurance Certificates | Method Statements | Permits | Evidence of PAT testing | Licences | Food Hygiene Certificates |
| Event Manager |  |  |  |  |  |  |  |
| Stall holders |  |  |  |  |  |  |  |
| Contractors |  |  |  |  |  |  |  |
| Traders |  |  |  |  |  |  |  |

**Key: Yes (Y) – No (N) – Not Applicable (N/A)**

|  |
| --- |
| Arrangements: Emergency procedures (e.g. fire, lost child, event cancellation etc.) |
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| Arrangements: First Aid: (equipment, personnel, contact numbers) |
|  |
| Arrangements: Accident/incident/near miss reporting |
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| Arrangements: Welfare facilities (toilets, hand wash stations etc.) |
|  |
| Arrangements: Traffic management (car parking, one-way systems, traffic marshals, road closures etc.) |
|  |
| Arrangements: Crowd management (designated walkways, crowd capacity, control, bottle necking, ticketing, access and egress etc.) |
|  |
| Arrangements: Communication (mobile phones, radios, pre-event discussions etc.) |
|  |
| Arrangements: Waste management and cleaning (bins, recycling, litter pickers, collection / disposal etc.) |
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| Arrangements: Catering (food, water) |
|  |
| Arrangements: Noise Management |
|  |
| Arrangements: Lighting |
|  |
| Arrangements: Site Security (fencing, barriers, door security, event marshals etc.) |
|  |
| Arrangements: Inclement weather |
|  |
| Arrangements: Accessibility (ramped access, accessible toilets, accessible parking etc.) |
|  |
| Arrangements: Special effects (fireworks, pyrotechnic, hazing management etc.) |
|  |
| Arrangements: Contractor management |
|  |
| Arrangements: Sale of Alcohol |
|  |
| Arrangements: Electricity and gas supply |
|  |
| Arrangements: Temporary structures (gazebos, marquees, staging etc.) |
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