

Your Event Title
Times, dates, location.

Event Safety Plan

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When your document is complete insert page numbers as appropriate

This Event Management Plan has been drawn up byand is a guide to the safety measures to be undertaken by

The named Event Organiser,, and through its appointed, volunteers officers and representatives, are responsible for the Health & Safety arrangements for the event, for complying with arrangements outlined in this plan along with any other measures required to comply with the terms any relevant legislation. The accountability for these health and safety arrangements lies with(The organisers.)

INSERT YOUR SAFETY POLICY HERE

EVENT SAFETY POLICY

General Policy Statement

.....(the event organiser) acknowledges that it has a responsibility to the health and safety of its employees (i.e. all people contracted to work or provide services to the company), volunteers, visitors and members of the general public attending the event. This is in adherence to Sections 2 and 3 of Health and Safety at Work Act 1974.

This responsibility is an essential part of the duties of all members of the company, and in particular, those who act in a managerial or supervisory capacity. Safety considerations are as important as all other operations that the company performs.

Guidance for the organisation of events is taken from HSE guides including,

- The Event Safety Guide HSG 195
- The Guide to Safety at Sports Grounds

The organisers also expects its representatives and contractors to recognise their individual duty under the same legislation, to take care of the health and safety of themselves, their colleagues and all other persons who may be affected by their activities.

INTRODUCTION

On(date of the event.) an event will take place at This is an event for veterans.....

Provide a short description of the day, timings, locals and activities

EVENT CONTACTS

	Event Organiser	
	Event Manager	
	Site/Production Manager	
	Promotion and publicity	
	Safety Advisor	
	First Aid	
	Security firm?	
	Police contact	
	Fire and Rescue	
	Ambulance	
This list is not exhausted, please include others who are relevant.	Remember personal mobile numbers maybe private, so please ask if sharing this document with others.	

EVENT MANAGEMENT STRUCTURE

If applicable you can include an illustration of the management structure of your event here.

ROLES & RESPONSIBILITIES

Event Organiser (insert name)

Responsibilities include:

- Managing an event management team
- Planning & co-ordination with all parties pre, during & post event
- Programming of the event
- Liaison with the local residents
- Liaison with Council departments & emergency services
- Delivery of the event production & ancillary site services
- Traffic management within the boundaries of the park site
- Provision of site signage where required.
- General site co-ordination & scheduling
- Provision, organisation & management of the 'site crew'
- Coordinating communications during the event.
- Ensuring all incidents are recorded

Event Manager

Delegates event management powers to event manager, but is accountable for the safety and security of the event.

Responsibilities include:

- Devising a comprehensive and robust event plan
- Distribution of event plan to stakeholders
- Safeguarding and security of veterans
- Leading the event staff on the day of the event.
- Assisting with decision making on emergency situations and evacuations with the Event Safety Advisor, Security Company and Police (if on site).
- Liaison with emergency services
- Liaison with wider Event Management team.

Security Management

The Security contractors are responsible for:

- Providing event staff/stewards for the event.
- Providing a supervisor to liaise with event management.
- Providing adequate staff identification
- Providing a communication system for their staff
- Controlling public/artist access and egress routes.
- Controlling the event\crowd & where necessary working in-conjunction with the emergency services as required by the situation.
- Liaison with emergency services in the event of an emergency

Medical

Please list dedicated personnel.

- Provide general first aid cover, as agreed, for the event.
- Liaise with Ambulance Service to provide the appropriate response to any incident.

Police

Event management will be responsible for contacting Lancashire Constabulary in case of an incident.

The Police are aware of the event and have attended planning meetings. Where possible they will provide a presence on site at non specified times throughout the day.

Fire Service

Event management will be responsible for contacting Lancashire Fire and Rescue in case of an incident.

The fire service is aware of the event.

The event site plans

Include your event maps here – Show parade route, showfield, traffic management

Event Elements and Safety considerations

This section provides an opportunity to list the elements of the programme of your event, with particular reference to h and s considerations

For example: Assembly of parade

Parade

Exhibitors

Showground

Crownings and performance areas

Funfair

Stalls, gazebos, stages and technical

Event Space

List all the event spaces, how they will be set up, who will use them and how will they managed.

- The highway
- The field
- Building based event staffing

Safety, security and welfare

Include here audience Profile/Capacity/Event Duration

Cleaning & waste removal

Water

Fire Precautions

Fire Extinguishers to be provided for stall holders and contractors relating to the type and level of risk involved. (See separate Fire Risk Assessment.)

Sanitary Facilities

State where suitable facilities are located

Communications. (You may wish to hire these.)

UHF radios

Event Control

State where event control will be located

Catering

List of caterers if applicable

Crowd management (this will be done by the main organisers)

Event Security

Event Security will be through, a local organisation.

Time of staffing, as from taking the preferred option.

Organisation of Event security staff

The event will have a Security Co-ordinator/Supervisor directly responsible to the event manager and safety advisor, who should have the overall management responsibility for all event security staff in their area of control

The event security contractors will be responsible for maintaining an efficient event command & control system, and ensuring the maintenance of effective incident report and logging systems.

Volunteer stewarding

A number of stewards will be needed around the site to support static show areas, act as information points and liaise with event elements. State the numbers of stewards required for this purpose.

Traffic Management

The traffic management, laying out of signs etc. will be provided by: include details here

Parking for event related staff

Include a statement on parking availability, such as: Parking availability is very limited locally, event related staff should arrive before (insert time). And park either on hard standing, or within hospitality compound if space permits.

Contingency/Emergency plan (again done by the main organisers)

EVACUATION EMERGENCY MANAGEMENT

Responsibility for the partial evacuation of the site lies with the event management and will be managed by stewards/security, with the assistance of the police if required. Information relating to incidents will be passed to representative of other emergency services through event control.

In the event of a major incident being declared the police will assume responsibility for the evacuation of the site, through various chains of command. Event security and management staff will assist the police as directed.

PREPARATION FOR EVENT

Event management will be made aware of procedures for dealing with incidents. Managers/supervisors will be responsible for briefing staff under their control on procedures relating to their area of responsibility.

A number of event management meetings will take place prior to the event to discuss and update management on any procedural changes relating to incident management.

COMMUNICATION

Management of any incident will be co-ordinated through the event management team.

Staff will be in contact with by UHF radio systems and as a contingency through mobile phone.

Public Announcements

To be made using pa systems located in the performance areas. A general announcement pa will be located in the event control which will relay general messages to the public.

Emergency vehicle access route ('blue routes')

Should the emergency services require access to the event the main access point will be down (state route). Staff will be deployed to meet any vehicles and direct/escort them to the location in the park.

Management Incident Command Points

The main command point for the management of any incident will be situated at the control point designated on the day, most likely within the Hospitality Compound. Should this area not be useable an alternative control point will be agreed with representatives of the emergency services and event management team, dependent upon the location and nature of any incident.

Staff assembly points

Locations may vary dependent upon the location and nature of any incident. Staff assembly points to be given to all staff at the time of the incident. All staff will be provided with a site map.

Pedestrian routes

Egress routes for members of the public and local residents will be determined dependent upon the areas to be cleared and the location of any incident. Pedestrians will be directed along main routes through the site. Staff will be located at each gate throughout the event and will remove any barriers to allow open egress as required.

Evacuation procedures.

Stewards and event management staff should assist in directing audiences away from the performance site, and clear the area by the emergency routes instructed by the security managers/supervisors.

It is the responsibility of the staff and event managers to notify the police of any incidents and hazards at the time of occurrence, raising the alarm and giving instructions to staff via radio. As soon as the police and emergency services are on site, staff are to assist, following their orders on how to proceed.

Evacuation Zones

The site has been zoned into (state number) areas.

Zone 1

Zone 2:

Zone 3:

Zone 4:

The final area to be evacuated will be dependent upon the location and type of incident. Individual areas within the site may require evacuation or be included in the clearance of one or more of the areas listed above.

Contingency plans (example only)

Approaching capacity within the park, and around the stage area.

- A peripatetic security staff will monitor crowd build up in this area, which is compounded by fencing surrounds and 3 ingress/egress gates.
- Medical staff will be alerted.
- Staff will be redeployed to ensure the area does not become overcrowded.
- Performances and displays will be suspended if crowd safety becomes an issue.

Inclement weather strategy

The above control measures may have to be enforced during periods of inclement weather.

The programme will be suspended, or changed if it is felt that the safety of public, artists or staff is at risk until such time as it is reasonably safe to continue.

- Wind in excess of 25mph making gazebo and other temporary structures and furniture unstable.
- Persistent rain making ground conditions a slip hazard.
- Electrical storm – Risk of lighting strike in open spaces, and tree heights.

Use control measures, such as limits.

- Wind under 10 mph hour: review and checklist structures as normal.
- Gusts between 10 and 20mph: monitors wind speeds at various intervals
- Over 25 mph, and if predicted before the event: do not erect domestic gazebos.

For hired marquees, check with firm wind thresholds and redundancy.

If in doubt leave it out!

Generic Risk assessment

This risk assessment is intended to give an overview of discussions\meetings that have been had with all parties involved with the show. This document will be up-dated as necessary. It is the responsibility of all parties to work together in a co-ordinated\co-operative way to ensure that risks\events both foreseen (and unforeseen) are dealt with in a professional manner with a view to minimising the risk of injury to both the audience & contractors involved in the event.

It is the policy and intention of the event organiser to comply with the terms of any relevant legislation and license conditions to provide and maintain a healthy and safe environment for all members of the public, contractors and crew. The events health and safety objective is to minimize the number of accidents and incidents that may endanger the health, safety and welfare of all persons attending this event.

All persons will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective. The event organiser recognises and accepts their duty to protect the health and safety of all visitors to the event, including contractors and temporary workers, as well as any members of the public who might be affected by their operations.

While the event management team will do all that is within its powers to ensure the health and safety of all persons, it is recognized that health and safety is the responsibility of each person associated with the event. It is the duty of each and every person working on this event to take reasonable care of their own and other people's welfare and to report any situation, which may pose a threat to the wellbeing of any other person

The risk assessment is produced using the definitions listed below and is given following the introduction of the control measures detailed.

Probability

- 1 Improbable
- 2 Possible
- 3 Highly Possible
- 4 Probable

Severity

- 1 Minor Injury
- 2 Significant Injury (Reportable)
- 3 Major Injury
- 4 Fatality

Overall risk level is obtained by multiplying the probability and severity ratings.

1-5 Low Risk Further action to be taken if possible

6- 8 Med Risk Further controls to be introduced where practicable and measures monitored to ensure effectiveness.

10- 16 High Risk Unacceptable level of risk

Levels of Risk are stated with control measures in place.

The risk assessment uses the 5 hierarchical elements of risk control, and these are noted within the risk assessment as follows:

E –Eliminate the risk

R- Reduce the risk

P – Prevent people from coming into contact with the risk

S – Safe working systems

PPE – personal protective equipment

PLEASE NOTE: YOU MAY NEED TO ADAPT THIS TO SUIT YOUR SPECIFIC LOCATIONS AND EVENT ELEMENTS

Area	Hazard	Risk	P	S		Control
Load in / out & event	Vehicles on site	Collision with vehicles	1	3	L	<ul style="list-style-type: none"> No vehicle movement on site during the event, unless guided by security or other hi-viz staff. Security staff located at site entrances. Low speed limit on site at all times Vehicle curfew 30 minutes prior to start of the event. Onsite parking is available for site vehicles.
		Blocked access for emergency vehicles	2	2	L	
R and S						

Area	Hazard	Risk	P	S	R	Control
Load in / out & event	Manual Handling	Slips, trips, falls	2	2	L	<ul style="list-style-type: none"> Only experienced/competent staff will be involved in the set up and breakdown of the event. All equipment stored to minimise the risk of falls etc. First aid trained competent staff on site during build up, load in and breakdown, load out.
		Skeletal and muscular injuries	2	2	L	
R,PPE and S						

Area	Hazard	Risk	P	S	R	Control
Load in / out & event	Electrical equipment	Shock	2	4	M	<ul style="list-style-type: none"> Competent person will be on site and setting up equipment. The PA and sound system is being provided, installed and run by competent staff used to working in similar conditions, through Equipment will be suitable for the purpose for which it is being used i.e. safe for outdoor use. Barriers will be placed around any generators that are on site. Cables run so as not cause a trip hazard.
		Trips				
R, P,S,PPE						

Area	Hazard	Risk	P	S	R	Control
Stalls, gazebos and marquees	Collapse of structure	Covering/enveloping, knocks, bruises.	1	2	L	<ul style="list-style-type: none"> Stalls, gazebos and marquees should be erected by competent and are suitable for the intended use and secured as required. Stalls will be inspected prior to the event opening. Ballasting and tethering will be available in prevailing conditions. <p>R, S,PPE</p>

Area	Hazard	Risk	P	S	R	Control
Performance areas	Noise	Hearing damage	1	3	L	<ul style="list-style-type: none"> Sound levels will be kept to appropriate levels for this type of event. All staff operating the sound systems will be experienced at working on similar events. Staff will not work in close proximity to the sound system for prolonged periods of time. Where this cannot be avoided information and appropriate hearing protection should be provided by the contractor management and staff should be rotated on a regular basis. Noise levels will be monitored at nearest noise sensitive premises and recorded to provide feedback on levels for this type of event. <p>R, S, PPE (Ear Defenders non-essential with noise levels expected.)</p>
		Local nuisance	2	1	L	

Area	Hazard	Risk	P	S	R	Control
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Event site	Injuries / illness	General site medical emergency for public, staff and artists	2	2	L	<ul style="list-style-type: none"> • 2 FIRST aid staff from Remote Medical Services have been booked to provide first aid cover. • Security posted at entrance to park to ensure access routes are available for emergency vehicles. • Emergency services informed of the event. • Indoor facilities for treatment if required, within the Hospitality compound. <p>S, P and PPE</p>
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Area	Hazard	Risk	P	S	R	Control
Catering / Bars	Food and drink hygiene and consumption	Unsuitable provision Control of alcohol	1	2	L	<ul style="list-style-type: none"> • All catering will be checked for local authority registration and certification. • Alcohol sales through regulated Temporary Events Notice. • Separate security, Challenge 25. • Security spotters throughout the site. • Confiscation of alcohol for underage drinkers. • Extraction from the event footprint for continued anti-social behaviour or drunkenness. <p>S,PPE</p>

Area	Hazard	Risk	P	S	R	Control
Crowd managements	Overcrowding	Crushing and trampling	1	3	L	<ul style="list-style-type: none"> • The event is taking place in a large open public park and due to the type of programming it is not anticipated that overcrowding will be an issue. • Staff will monitor the size and movement of crowds in each area, especially the children's play area. • If overcrowding is a possibility security will be re-deployed to assist with crowd management. • Should any site attract an audience where it is felt safety is an issue due to the volume event organisers will consider

						<p>suspending the performance until numbers have reduced to a manageable level.</p> <ul style="list-style-type: none"> The acts and activities are based on a family audience. <p>R,S.</p>
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Area	Hazard	Risk	P	S	R	Control
Site and performance area	Uneven ground, wet and slippery surfaces	Slips, trips and falls	1	2	L	<ul style="list-style-type: none"> Areas chosen for performances are on flat grassed area, some open, some canopied by trees. The children's play area is designed for open play but has a natural sloped area for audience viewing or queuing. During inclement rainy weather, these areas will be monitored for emerging hazards. <p>R,S</p>

Area	Hazard	Risk	P	S	R	Control
Outdoors	Adverse weather	Electric Shock	1	4	L	<ul style="list-style-type: none"> All equipment used in the production is suitable for outdoor use. Production and technical crew will have the call on whether it is safe to continue in the prevailing weather conditions. Should extreme weather conditions lead to the suspension or cancellation of the programme then the procedures laid down in the emergency plan will be instigated.
		Slips trips & falls	2	2	L	
		Crowd management	1	3	L	

						R,S,PPE
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Area	Hazard	Risk	P	S	R	Control
Bouncy Castle.	Insecurity Collapse Fire and explosion Adverse weather Horseplay and anti-social behaviour	Falls Traps Burns. Unauthorised public access	2	2	L	<ul style="list-style-type: none"> All event elements of this ilk will be supervised by competent event staff and competent operator staff. Equipment or animals will not to be left unattended. Event Organiser, Event Safety Advisor and event security will monitor the area during set up, operation and breakdown period. Guidance will be given, before archery or participation in forge, and bird handling. (If appropriate.) Anti- social behaviour will result in immediate cessation of activity. Weather will be monitored and decisions made on suspension or cancellation of activity. All individual operations have their own safe working practice and specific risk assessments. Event Safety Advisor and event organiser to check before hand, and check during set up and operation. <p>R,P,S,PPE</p>

Need separate Traffic Management Plan and Fire Risk Assessment - to follow.

Things to include in the appendices, this list is not exhaustive:

- 1) Public Liability Insurance statements
- 2) Safe methods of working papers from paid contractors.
- 3) Pre, during and post checklists.
- 4) Accident book template
- 5) Lost children protocol
- 6) Certifications from caterers
- 7) Copy of Temporary Events Notice
- 8) Emergency contact numbers
- 9) Copy of Use of Land License
- 10) Copy of Temporary Road Closure Order
- 11) Waste Management certificates
- 12) Electrical sign offs