**EAST RENFREWSHIRE CULTURE AND LEISURE TRUST**

**GUIDANCE NOTES FOR WRITING UP AN EVENT SAFETY PLAN**

**1.0 INTRODUCTION**

These guide notes are intended to assist customers, groups and organisations complete the attached form-type plan. This is a basic plan and the more relevant information you can supply the easier the process will be.

**1.2 The Health & Safety Policy Statement**

This demonstrates your concern for maintaining a safe environment. It should be a statement of intent, which sets the standards of safety management.

*EXAMPLE POLICY:*

*Our policy is to provide a safe event without any risk to volunteers, stall holders and people attending the event. It is our intention to provide information, training and supervision as required.*

*We accept responsibility for the health and safety of people who may be affected by our activities.*

*The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy is set out in the following sections.*

*The policy will be updated if changes in the event arise.*

*Signed……………………………………………………………………… Event Organiser*

*Date…………………………………………………………………*

**1.3 The Event Management Plan**

The policy will be put into place by the Customer/Group/Organisation at the event through the 'event management plan' which is introduced by stating who the organisers are and what the event is.

Identify who the main event organisers are and their responsibility within the committee (organising group). Illustrate the main areas of responsibility, state any protective measures i.e. where children are to be supervised are volunteers signed up to a child protection scheme? Are there volunteers with experience/training in Health & Safety? Disclose as much relevant information as possible in both sections. e.g.

# *The Event Team Organisation*

*The Event organisers are:…..*

*The Event is………..:*

*The Event Organisers have the following roles and responsibilities:…………*

*The Event Organisers have delegated the following roles and responsibilities:……………….*

# Arrangements

*The Event Organisers have made the following arrangements for safety in the area, safe systems, safe access, safety information, training and consultation.*

**2.0 PLANNING AND MANAGING THE EVENT**

The customer/group/organisation is required to identify the planning and management decisions it has made in organising the event. The first stage is to list exactly what activities make up the event programme and the second stage is to have these activities risk assessed.

# **2.1 The Identifying hazards & risks**

The customer/group/organisation have organised the ‘event’ which consists of:

List the events and who is organising them i.e. volunteers/contractor

# **2.2 Eliminating/controlling hazards & risks**

By listing each activity of the event day and then following the five steps to risk assessment on each one (Appendix 1) identify what the risk is, how its will be controlled and at what level is the residual risk.

**3.0 PLANNING – PHASES OF AN EVENT ‘The Build Up’**

# **Venue design/layout/services**

The venue selected has to be suitable for the event to be safe and comfortable. Consideration needs to be given to the ground conditions, traffic and pedestrian access, proximity to noise-sensitive buildings and safe location. The layout of attractions in relation to services such as water and electricity requires consideration. Occupancy limits, seating areas and toilet services as well as safe access and egress to the area are further considerations. A site plan should illustrate all these factors.

**3.2 Selection of competent contractors (i.e. play equipment hire)**

All contractors should submit their competency proof to the event management team i.e. membership of Showman's Guild or any other proof of working standards and also a copy of their own public liability insurance cover. All catering requires to comply with food safety legislation - all documentary evidence requires copied.

**3.3 Construction of stages/barriers etc**.

Contractors should guarantee a safe standard of construction and submit proof of competency (Institute Structural Engineers) and public liability.

**4.0 PLANNING – PHASES OF AN EVENT ‘THE LOAD-IN’**

# **4.1 Delivery & installation of equipment and services**

Safe well-managed load in of equipment/vehicles etc. prior to public access

# **4.2 Lighting**

Ensure all electrical installations and lighting are managed by a competent electrical contractor and consider risk with overhead lines and buried cables'

**4.3 Stage effects/props**

Any stage effects like strobe lighting, disco lighting, laser beams, fog & smoke vapour effects have HSE guidelines to their use. Use of Fireworks in Council premises is prohibited for further guidance see (Fireworks Safety Regulations 1997).

**4.4 Public Address systems**

The PA system should be audible at any area of the event. The customer/group/organisation should have a consistent script for making announcements.

1. **PLANNING – PHASES OF AN EVENT ‘The Show’**

**5.1 Effective crowd management**

This is achieved by understanding how a crowd will behave in a given environment. Crowds can be affected by various factors i.e. alcohol, panic, excitability. Good crowd management comes from good entry and exit areas with plenty of space for crowd movement within the venue. Ensure clear signage and good verbal communications with the crowd are essential for safety.

**5.2 Transport management**

There should be clearly marked car parking areas and car parking stewards assisting at the event.

* 1. **Welfare Arrangements**

Welfare arrangement for lost children, lost property, access to telephones, wheelchair/vulnerable persons assistance should be clearly signposted. Stewards should be identifiable and have been trained to assist.

* 1. **Dealing with emergencies**

The Event Management Team should have clear roles in dealing with emergencies - the appointed team leader should take the lead in appropriate action in dealing with the emergency and contacting the appropriate services. In many cases there is a Police presence at events and usually the Police will take the lead role for emergency action.

* 1. **Fire**

Ensure the site plan includes vehicle access for emergency vehicles and keep clear at all times. Signage should indicate 'no parking/blocking' of all access and egress points and stewards should check these points on a regular basis. Stewards should be trained in the emergency evacuation procedure and be clear in which areas they are responsible for evacuating. The appointed team leader should be clear as regards his/her role in co-ordinating the evacuation plan. Fire warning sounds should be distinctive and fire-fighting equipment should be available on site.

* 1. **First Aid**

First Aid Tent/room should be available at all events and needs to be clearly sign-posted. This service can often be provided by the Red Cross or St. Johns Ambulance Brigade or by qualified first aid volunteers.

* 1. **Major emergencies**

An emergency plan for major incidents should be drawn up giving clear lines of responsibility on who has to contact whom. If the Police are in attendance at an event they will take lead role in Emergency Planning although it is wise to seek this assurance.

**5.7 Reporting of Accidents**

The Event Management Team must keep a record of accidents/incidents occurring at the event. The appropriate RIDDOR Pack will be issued on request to the Event Management Team.

**6.0 PLANNING – PHASES OF AN EVENT ‘THE LOAD-OUT AND BREAKDOWN’**

* 1. **Safe removal of equipment and services**

The removal of vehicles and service after the event is over has to be managed safely. Guidance should be issued to activity suppliers on where and when they can exit the venue. A staggered time plan and safety guidelines should be given.

* 1. **Dismantling and removal of infrastructure**

Safety planning of dismantling should follow the same principles as safely erecting structures and should be carried out by competent persons insured to undertake the responsibility.

* 1. **Collection of rubbish**

Arrangements for the disposal of rubbish immediately at the end of the event should be disclosed in the safety plan.

**6.4 Disposal of Waste**

Arrangements for the disposal of waste (chemical toilets) immediately at the end of the event should be disclosed in the safety plan.

# **EAST RENFREWSHIRE CULTURE AND LEISURE TRUST**

**EVENT SAFETY** **PLAN**

Please complete all information and email to community.facilities@ercultureandleisure.org or post to East Renfrewshire Culture and Leisure Trust, St John’s, 18 Commercial Road, Barrhead, East Renfrewshire, G78 1AJ

**DATE OF EVENT:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **VENUE FOR EVENT:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### ORGANISATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**TELEPHONE NUMBERS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **INTRODUCTION**

Managing an event safely should be a high priority for all individuals, community groups and organisations. The safety of others should take precedent over all planning and will result in good planning a well-managed safe event. This form has guidance notes and is intended to provide a basic framework for the various community events that take place outdoors. It is also suitable for use for social functions, one off events, local community fairs, car boot sales, fetes, and gala days.

Each event will have their own version of the plan and the framework can be adapted to suit individual organisations.

**1.1 The Event Safety Plan should include the following**:

* Health & Safety Policy
* Risk Assessments
* Site Safety Plan
* Crowd Management Plan
* Emergency Plan
* First Aid Plan

**1.2 The Health & Safety policy statement demonstrates the individual/group/organisation’s concern for maintaining a safe environment**

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| **Policy Statement** |

* 1. **The Health & Safety policy will be put into place by the individual/group/organisation at the event through the 'event management plan'.**

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| **The Event Team Organisation** The ‘event management team’ have the following roles and responsibilities at the event to ensure safety. |

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| **Arrangements**The ‘event management team’ have made the following arrangements for safety in the area, safe systems, safe access, safety information, training and consultation. |

**2.0 PLANNING & MANAGING**

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| **2.1 Identifying hazards & risks** The ‘event management team’ have organised the ‘event’ which consists of :  |

 List the activities of the event day and then following the five steps to risk assessment (Appendix 1) Identify what the risk is, how it will be controlled and at what level is the residual risk.

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| --- |
| **2.2 Eliminating/controlling hazards & risks***Please list below each activity and risk information* |
| **ACTIVITY** | **RISK** | **CONTROL METHOD** | **RESIDUAL RISK** |
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**3.0 PLANNING – PHASES OF AN EVENT ‘THE BUILD UP’**

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| **3.1 Venue design/layout/services** |

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| **3.2 Selection of competent contractors (i.e. play equipment hire)** |

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| **3.3. Construction of stages/barriers etc.** |

**4.0 PLANNING – PHASES OF AN EVENT ‘THE LOAD-IN’**

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| **4.1 Delivery & installation of equipment and services** |

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| **4.2 Lighting** |

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| **4.3 Stage effects/props** |

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| **4.4 Public Address Systems** |

**5.0 PLANNING – PHASES OF AN EVENT ‘THE SHOW’**

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| **5.1 Effective crowd management** |

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| **5.2 Transport Management** |

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| **5.3 Welfare Arrangements** |

##  DEALING WITH EMERGENCIES

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| **5.4 Fire** |

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| **5.5 First Aid** |

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| **5.6 Major emergencies** |

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| **5.7 Reporting of Accidents/Incidents** |

**6.0 PLANNING – PHASES OF AN EVENT ‘THE LOAD-OUT AND BREAKDOWN’**

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| **6.1 Safe removal of equipment and services** |

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| **6.2 Dismantling and removal of infrastructure** |

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| **6.3 Collection of rubbish** |

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| --- |
| **6.4 Disposal of waste** |

Signed ……………………………………………………………………………………..………………

Name – (please print) …………….…………………………………………………………………….…………………

Date: …………………………………………………………………………………..…………………

Organisation: ………………………………………………………………………………..……………………

# East Renfrewshire Culture and Leisure Trust

PLANNING AND MANAGING AN EVENT

The Safety Plan should include the following:

* Health & Safety Policy
* Risk Assessments
* Site Safety Plan
* Crowd Management Plan
* Emergency Plan
* First Aid Plan

***HEALTH & SAFETY MANAGEMENT – SAFETY POLICY FOR THE EVENT***

* Policy Statement
* Organisation
* Arrangements

***PLANNING & MANAGING***

* Identifying hazards & risks
* Eliminating/controlling hazards & risks

***PLANNING – PHASES OF AN EVENT***

**‘The Build Up’**

* Venue design/layout/services
* Selection of competent contractors (i.e. play equipment hire)
* Construction of stages/barriers etc.

**‘Load-In’**

* Delivery & installation of equipment and services
* Lighting
* Stage effects/props
* Public Address systems

**‘The Show’**

* Effective crowd management
* Transport management
* Welfare Arrangements
* Dealing with emergencies

 - Fire

 - First Aid

 - Major emergencies

**‘The Load Out’**

* Safe removal of equipment and services

**The ‘Breakdown’**

* Dismantling and removal of infrastructure
* Collection of rubbish
* Disposal of waste