



West Dorset District Council

Safety Advisory Group

GUIDANCE FOR ORGANISERS OF LARGE EVENTS (Attendance of 500 people or more)

2011 Edition

Developed in partnership with



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Guidance for Organisers of Large Events

INTRODUCTION

This guidance has been produced to assist large event organisers; attendance of generally greater than 500 people. Each event is different and will require different levels of management, services and provisions. However, there are elements common to all events and we advise you to use the information contained in this guide as a basis for planning your event.

If you are an employer or self-employed person, compliance with health and safety, food safety and fire precautions legislation are legal requirements and can be enforced by local authorities. In other cases, voluntary groups will find much of the information in this guidance useful, and if the principles laid out within are followed, it should ensure that you comply with common law duties, i.e. those which are not enforceable but through which you could be sued. Safe, well run events will have fewer injuries or unsafe incidents, with less likelihood of resultant claims for compensation or even enforcement action.

Appropriate precautionary and preventative, or control, measures in each case will depend on a host of factors including:

- The size, location and nature of the event
- Whether the event is indoors or outdoors
- The audience/crowd profile and dynamics
- Whether contractors undertake certain tasks
- The presence of traders, use of special effects
- Accessibility for emergency services etc.

Depending on the circumstances, event organisers, which are often called 'duty holders' will either have a legal duty to comply with the law, or a common law duty to follow the same principles; in all cases they should determine and implement suitable and sufficient precautions to keep everyone safe.

This guide aims to assist event organisers in providing information on how to run a safe and successful event. The event organiser, whether an individual, charity or community group, has prime responsibility and an obligation in law for protecting the health, safety and welfare of everyone working at, or attending the event. So in practice, this includes any staff, volunteers, helpers and the public. This will include ensuring that there are sufficiently robust arrangements to deliver a safe event. Good planning and management are fundamental to the success of any event. The arrangements should be self-sufficient and not reliant on the emergency services or other agencies. All organisers are recommended to use the section headings in this guide as a framework or checklist for planning their particular event and to highlight the main areas for consideration in their risk assessment.

What this guide is not

The information contained in this guide has primarily been written to provide advice for large sized events of various types with attendance of greater than 500. Smaller events with an attendance of less than 500, such as a fund raising event or a small village fete, are not likely to require all of the aspects outlined in this guide. Guidance for such small events can be sought from the [Safety Advisory Group Guidance Document for Small Event Organisers](#) (see Appendix 4 Bibliography at the end of this document).

It should be noted, however, that this guide does not replace the need for large event organisers to seek advice from other sources and particularly consultation with relevant Local

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Authority officers and the emergency services. This can be done by simply contacting the West Dorset District Council Safety Advisory Group (WDDC SAG). This may be necessary particularly for the larger and more specialist events. Additional information on the SAG can be found next section. Should you consider that more information is required there are many national associations and clubs who may be able to offer advice on specific types of event. A list of publications can be found in the Bibliography at the end of this document.

Please remember that this document is intended purely as a guide.

SAFETY ADVISORY GROUP (SAG)

It is recognised that whilst public events can enhance community life in the boroughs and districts, there is potential for risks to public safety and adverse environmental effects posed by the numbers of people attending such events. That is, unless proper management is in place with input from relevant stakeholders and the emergency services. In recognition of this, a Safety Advisory Group (SAG) has formed, who will be able to help you with the following sections when planning your event.

Membership of the SAG

The SAG consists of officers from key organisations in the following areas:

- Emergency Planning
- Health & Safety
- Licensing
- Highways
- Building Control
- Emergency Services, including Dorset Police, Dorset Fire & Rescue and the Health Protection Agency

Purpose of the SAG

The SAG provides a forum to share information amongst the key organisations, considering events (both licensed and unlicensed, on and off the public highway) occurring within the West Dorset District Council's area, to provide information, advice and guidance to enable organisers of events to put in place arrangements for public safety to the satisfaction of the members of the SAG. The SAG is particularly interested in events with attendance of greater than 500, and even smaller events (attendance of less than 500) where there have been problems, incidents or issues relating to public safety in the past. If required, a specific meeting, known as an Event Specific SAG (ESSAG) may be organised with an event organiser and/or committee and the SAG prior to the event to discuss and resolve any areas of concerns and to ensure that all the correct paperwork, risk assessments and contingency plans are in place.

In summary, the purpose of the SAG, as the name suggests, is to offer guidance in order to help organisers discharge their responsibilities. The members of the SAG will not accept or adopt any of the responsibilities of the organiser.

The SAG will consider plans presented by the organisers of events and offer guidance on the contents and structure of the Event Emergency Plan. However, it is not the role of the SAG to assist in the planning of the events or in the writing of plans.

STAGE 1 - PRE-PLANNING

Detailed preplanning is essential to ensure the event is successful. The following needs to be considered at this stage:

Timescale

If you are considering organising an event, please remember to start planning at an early stage. Large events need somewhere in the region of nine to twelve months depending on the size and nature of the event and especially if specialist advice is required, and/or special permissions are needed, such as a Temporary Traffic Regulation Order (TTRO). You may need to allow time for any licenses required. It is also important to remember that the summer can be a busy time with hundreds of events taking place within your area.

What

Decide on the type of activities to be held. Will there be any specific hazards such as animals or water sports? Also, try to establish the size of the proposed event and whether or not an entrance fee will be charged. Will the activities require the use of any specialist equipment such as bungee jumps etc.? If so, does this equipment pose any specific hazards? Will a particular activity need barriers etc? Some equipment may require certificates of erection by a competent person.

Where

Make sure the venue you have chosen is adequate for the proposed event. Do not forget to consider the impact on the local community, how easy it will be for people to get to the venue and any car parking requirements. Consider the suitability of the venue and any existing hazards, which may be on the site such as water hazards, overhead power lines etc. Consider whether or not emergency routes will be adequate.

Who

Identify the aim of the event. Are particular groups or types of people to be targeted, such as young children, teenagers, the elderly or disabled? If so, specific facilities may be required to accommodate them or additional stewards to ensure adequate safety standards are maintained.

When

Consider the time of year, including the consequences of extreme weather conditions at an outside event. The day of the week and time will also need consideration regarding the nature of the event, noise and ease of travel etc. You may need to arrange lighting for an evening function.

Contingency Planning

Consider the implications on the event of extreme weather conditions. Will the event be cancelled? Could specialist matting be hired in at short notice? Or could the event be moved to an alternative inside venue. This will involve a lot of planning and may be too complex for anything other than the smallest of events. There could also be other scenarios, which should be planned for, such as dealing with a disappointed crowd if the main attraction has not turned up.

STAGE 2 – ORGANISING THE EVENT

Once you have decided on the fundamental objectives behind the activities, you can then start to organise the event in detail. Remember to write things down as you go and to keep the Event Management Plan up to date.

1. Establish a Committee/Working Group

Identify specific responsibilities for all committee members. One person should be identified as the Event Manager and be responsible for liaison with other organisations such as the local authority and the emergency services. One person, with suitable experience, should be given overall responsibility for health and safety – the Event Safety Officer. A person should be appointed to oversee the medical provision on site and another to look after the Security arrangements and the Stewarding of the event. This committee/working group should be in operation both prior, during and immediately after the event.

2. Areas to cover

Licensing

As detailed earlier, many events will involve activities which come within the definition of “licensable activity” for the purposes of the Licensing Act 2003.

District/borough councils are the licensing authorities for their administrative areas under the Licensing Act 2003. The Licensing Act 2003 came into force in November 2005 and merged six licensing regimes into one new system.

The main licences under the new regime are:

- Premises licences
- Club premise certificates
- Personal licences
- Temporary event notices

Subject to certain exemptions, “licensable activity” generally includes:

- Retail sale of alcohol
- Provision of entertainment (e.g. music and dancing, live music, play, film, indoor sporting event)
- Late night refreshment (supply of hot food or drink to the public for consumption on or off the premises (mobile units included) between 11pm and 5am)
- A combination of the above

Other licensable activities include:

- Street collection of money for charity
- Raffles and lotteries
- Trading from stalls etc.

It is not unusual for large events of various types to involve a ‘licensable activity’ which requires a Premises Licence for the period of the event under the Licensing Act 2003. This differs from the smaller events (less than 500 people) of short duration (less than 96 hours), where

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organisers are unlikely to require a Premises Licence but may be required to give the Licensing Authority a Temporary Event Notice.

If it is a licensable event the Police, Fire Service, Environmental Health (Noise Control), Health & Safety Regulator, Trading Standards or Social Services (Child Protection) acting as 'responsible authorities' can place detailed conditions in relation to the four licensing objectives which then become requirements of the Premises Licence. The four key licensing objectives are:

- Prevention of crime and disorder
- Public safety
- Prevention of public nuisance
- Protection of children from harm

The Licensing Act 2003 goes into further detail on licensable activities and you should seek advice from the relevant licensing authority if you have any doubts.

It is recommended and that further information is obtained to ensure understanding and compliance with the Act and that you allow plenty of time to ensure your event is appropriately licensed. Further information can be found in the Bibliography (Appendix 4) or refer to the licensing section on www.dorsetforyou.com. Alternatively, please contact West Dorset District Council on 01305 251010 and ask to be put through to 'licensing' or look up the SAG's Licensing contact in Appendix 5 who will be able to assist you with your enquiry.

Temporary structures

Many events will require temporary structures such as staging, tents, marquees, stalls etc. The Event Organiser must decide where this equipment is needed, who will erect and dismantle it and what safety checks will be required. Written confirmation should be obtained detailing that the structures are safe in all foreseeable conditions, including bad weather, and that they will be erected by a competent person. All staging and structures should be free from trip hazards and other physical hazards, e.g. sharp edges, points, protruding support members. Fall protection for the edge of the stage facing the audience is not normally provided but the edge should be clearly marked. Other physical obstructions, unprotected edges, gaps and stair nosings should be all be marked with white, luminous or reflective tape, of a minimum of 25mm wide to be visible.

The Event Organiser must also consider whether barriers will be required to protect the public against specific hazards such as moving machinery, barbecues, vehicles and any other dangerous displays etc. In some cases, barriers will need to have specified safety loadings dependent upon the number of people likely to attend. The standards for lighting, emergency lighting, ingress/egress remain the same for temporary and permanent structures.

If marquees and tents are to be used during the event, the Event Organiser should also consult the Fire Service for guidance on safety aspects, including siting, construction, flame retardancy and the provision of exits, emergency lighting etc. Fire Risk Assessments are always based on the numbers attending the event; this along with the capacity of the site determines the number of escape routes required. The spacing between structures is also important and a minimum of 6 metres should be allowed between stands etc. which have a heating source. However this

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spacing can be reduced if other control measures are in place. The wind loading specification for each marquee should be obtained for use when planning for possible emergencies.

Remember:

- Temporary structures erected as part of the event must be suitable for the purpose intended, of good condition and erected by competent persons. Marquees are not permitted on the highway unless within a road closure.
- Structures should be obtained from experienced suppliers.
- Temporary structures made of materials which may be flammable must be treated to ensure they are flame resistant. It is the responsibility of the event organiser to request a certificate from the supplier to confirm that the materials have been treated. Advice can also be obtained from Dorset Fire & Rescue Service – please refer to the [SAG contacts](#) section for details.
- Any temporary structure, which is load bearing must be erected in strict compliance with the Institution of Structural Engineers publication “[Temporary Demountable Structures](#)”.
- The location of any such structures should be positioned so as not to obstruct any entrances or exits from the site and identified on the site plan.

For further information, please refer to the Bibliography (Appendix 4) or seek guidance from the SAG for the latest information on current regulations.

Safety Barriers

Safety barriers can provide physical security or be used to prevent the audience accessing equipment, displays, moving machines etc. They may also be used to relieve and prevent the build up of audience pressures, e.g. a properly constructed front of stage barrier. Barriers may be pushed against and must be able to withstand this load. You must check with your supplier that they are fit for your purposes.

For further information, please refer to the Bibliography (Appendix 4) or seek guidance from the SAG for the latest information on current regulations

Catering & Food Safety

The Event Organiser must ensure that all caterers are registered with their local authority and that they have a caterers' food hygiene certification. Please contact the SAG Health & Safety contact listed in Appendix 5. With regards to location on site, food stalls must be sensibly positioned; away from children's activity areas for example but near to water supplies etc. Adequate space should be left between catering facilities to prevent any risk of a fire spreading should one occur.

Stewards & Crowd control

Stewards are responsible for public control and the direction of people and traffic at the event. It is advisable that a dedicated person within the Organisation Committee be responsible for the co-ordination and management of stewards. Stewards at larger events must be fully briefed on all aspects of the event including crowd control and emergency procedures, site plans and checklists. It is essential that there is an adequate amount of stewards available, particularly in the event of an emergency evacuation. It is important that the public can easily identify stewards by wearing high visibility clothing and that they can effectively communicate with each other, their supervisor, the person responsible for health and safety (Event Safety Officer), and

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the Event Manager. Stewards must wear appropriate personal protective clothing. For evening events, there may be a need to issue torches. Consideration will need to be given to the number and positioning of barriers, and the provision of a public address system – obviously, the type of event and the numbers attending will determine the measures needed.

Remember: Only the Police have the authority to regulate traffic on the public highway. It is the responsibility of the Event Organiser to take on competent and adequately trained stewards. Usually the Police will only intervene in the event of a serious incident.

For further information, please refer to the Bibliography (Appendix 4) or seek guidance from the SAG for the latest information and recommendations.

Communication

A reliable method of communication must be in evidence prior to the commencement of a fixed location event. It is essential that the organisers and the stewards are able to communicate effectively and efficiently throughout the event. It's recommended at least one staffed office should be available on site. In the event of an evacuation, an effective means of communication must be available, over the PA system or megaphone for example.

For further information, please refer to the Bibliography (Appendix 4) or seek guidance from the SAG for the latest information on current regulations

Numbers attending

The maximum number of people the event can safely hold at any one time must be established. This may be reduced dependent upon the activities being planned. The numbers of people attending the event may have to be counted to prevent overcrowding. Remember that one particular attraction may draw large numbers of visitors. The attendance will determine the number of stewards required amongst other safety aspects including number and width of exits etc. Details will be outlined in other sections of this document.

Information Notices and Signage

Safety signs and information notices are a very important means of communication at an event. Internationally recognised logos are helpful to non-English speaking/reading individuals. Please note that if the signs are on the highway, they must comply with the Traffic Signs Regulations and General Directions 2002. It is also important to remember that enclosed structures need signage to remind people that smoking is prohibited in these areas.

Consider:

- Multilingual signs and notices
- Whether there is an adequate amount of signage and notices of a suitable size around the venue.

For further information, please refer to the Bibliography (Appendix 4) or seek guidance from the SAG for the latest information on current regulations

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Insurance

Public liability insurance will be expected at all events. This must be in evidence before the event takes place and advice may be sought from insurance brokers. Adequate cover provided by such policies is normally in the region of £5,000,000. All event contractors and performers at an event will also need Public Liability Cover and if the event organiser is employing people, it is a legal requirement to get employer's liability insurance. In the absence of adequate insurances it may lead to the event not being properly supported by the public authorities and emergency services.

First Aid and Medical Provision

The level of first aid, paramedical and medical facilities will be determined by the risk assessment, taking into consideration such things as the activities, the numbers, types and age groups attending, accesses and egress, the site and structures, Health, Safety and Welfare issues must be included as a cost in the event budget. Provision of adequate numbers and types of resource (e.g. First Aiders, Ambulances, Paramedics etc.) should be based upon published guidance, especially the Event Safety Guide ("Purple Guide") and Guide to Safety at Sports Grounds ("Green Guide"). Many organisations provide medical services, but you must ensure that the organisation you choose is competent, well trained and able to meet the demands of the Event. Medical Services are extremely busy and should be booked well in advance. Ensure that the Medical Services provider has a "Duty Order" detailing the operation of services for the event and a Contingency Plan for Major Incidents. These Plans may require validation and approval by the statutory NHS Ambulance Service.

Remember: Medical provision for the event should NOT rely upon the normal provision made by the statutory NHS Ambulance Service for use by the General Public, i.e. the "999" system.

For further information, please refer to the Bibliography (Appendix 4) or seek guidance from the SAG for the latest information on current regulations

Fire Safety

It is the responsibility of the event organiser to draw up a Fire Risk Assessment. And Fire Emergency Plan.

A Fire Risk Assessment is an organised look at the event, the activities carried out there and likelihood that a fire could start and cause harm to those in and around the premises.

A Fire Emergency Plan is a written operation methodology, forming part of the overall Emergency Plan, to be implemented in the event of a fire. This plan should be kept on site and made available to all staff members.

The Fire Emergency Plan could include how people will be warned if there is a fire, where people should assemble, identification of key escape routes, how the Fire and Rescue Service are to be called and the location of designated fire emergency routes for the statutory services to attend all parts of the site, particularly emergency access routes and Emergency Rendez Vous Points (ERVPs).

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For further information, please refer to the Bibliography (Appendix 4) or seek guidance from the SAG for the latest information on current regulations.

Lost and Found Children

It will be necessary to establish a lost and found children point. This area should be supervised by appropriately trained people who also have the appropriate Criminal Records Bureau check certification. A proper procedure needs to be in place for safeguarding children and re-uniting them with their parents or guardians.

Security

Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight. Cash collections should be planned to ensure this is kept to a minimum and that regular collections are made to a secure area. Following your risk assessment, stewards or helpers collecting cash may require money belts or other carrying facilities. Counting and banking arrangements should be given careful consideration.

Off-site traffic

Contractors and/or performers vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. It may be necessary to only permit vehicular access at specific times and not during the event itself. Separate entrances should be provided for vehicles and pedestrians with specific arrangements for emergency vehicle access. Car parking facilities will be required at most events and these will have to be stewarded. Consider where such facilities should be situated.

Unplanned and uncontrolled access and egress to a site can result in a serious incident. Traffic control both inside and outside the site should be discussed with the Local Highways Authority and the Police. Adequate signs and directions should be provided in prominent positions on the approaches to the entrances. If road closures, signs on the highway, traffic diversions and/or the placement of "No Waiting" cones are required, then an application must be made for a Temporary Traffic Regulation Order (TTRO) and/or approval from Dorset County Council as the local Highway Authority. It is the responsibility of the event organiser to provide all signs, no waiting cones and if required, crowd safety/security barriers.

Please be aware that a Temporary Traffic Regulations Order (TTRO) has to go through a legal process and statutory consultation period, normally 13 weeks. It may be necessary to advertise the proposed closure to ensure the Order is fully legal, but discretion will be shown on this where possible.

Events on the Highway

On the grounds of public safety neither the police nor local highway authority encourage events that take place on the highway. For that reason serious consideration should be given to planning events that may involve its use.

Road Closures/Diversions

Where events do take place on the public highway they will generally require a road closure order authorised by the local highways authority. At least 13 weeks notice is required and road closures are only permissible for certain types of events. Account should also be taken of the

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likely effect that extra traffic coming to the event will have on the area. Early consultation should take place jointly with the Police and local highway authority. Remember, only the Police have the authority to direct traffic on the public highway.

Transportation

The local rail and bus companies should be advised of large events to establish if existing services will be adequate or additional services are needed to be put in place.

Electricity

The following points need to be taken into account:

- It is recommended where electricity is required within the event this is provided by the use of generators.
- Installation of electrical supplies must be carried out by a competent electrician and it is recommended that all electrical work be given to a recognised and established electrical contractor.
- Any supplies taken from 240 volts with mains electricity must be protected by the use of an RCD (Residual Current Device) to give some protection against electric shock.
- Use of electrical supplies outdoors requires equipment that is weather proof to the appropriate standard. This must be specified to the installation contractor.

General Welfare Requirements

The organiser must estimate the number of attendees to the event and consider its duration. General welfare requirements should be based on these estimations, including toilets, provision of refreshments. Provision may also need to be made for baby changing and lost property. Advice is given in the *Code of Practice for Outdoor Events* published by the National Outdoor Events Association (see Bibliography).

With regards to toilets, separate facilities must be available for male and female with appropriate signage to be displayed. Consideration should be given to toilet facilities for disabled persons and baby changing facilities. As a general guide, there should be 1 WC per 100 females and 1 WC for 100 or less males; 2WCs for 101-500 males and 3 WCs for 501-1000+ males. In addition, 1.5 metres of urinal accommodation per 500 males should be provided.

Environmental Concerns

The Event Organiser must, at all times have regard for environmental concerns. This will take into account of whether the venue is suited to the type of event proposed. Furthermore, attention must be given to the concerns of local residents in respect of noise, litter and property access. Examples of facilities that should be provided include, collection/disposal of waste, toilets etc. PA systems and amplified music should have noise levels set to an acceptable level. Information with regards to waste disposal and collection can be obtained from West Dorset Services on 01305 251010.

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3. Event Plan

The Event Plan contains all the details necessary to run the event, i.e. all of the areas mentioned in the previous section and more.

Part 1 Management Arrangements

It should provide details of the arrangements for dealing with the following areas:

- Event Organiser and Licence Holder (may appoint an Event Manager)
- Deputy/Assistant to the above
- Health & Safety (Event Safety Officer)
- Security
- Stewarding
- Fire safety on site
- Medical/first aid cover provider
- Press Liaison Officer
- Emergency Services Liaison Officer
- On site traffic management
- Noise
- Food Safety
- Communications: PA/radio/loud hailer/radio channels
- Crowd Management
- Lost Children
- Lost Property
- Sanitation
- Water Provision
- Waste Management
- Electrical Supply
- Lighting
- Structures/Marquees/Tents – temporary & demountable
- Public Information
- Emergency Procedures – see Event Emergency Plan below
- Event Control
- Welfare
- On-site information

Part 2 Gridded Site Plan

You should remember that all events must have adequate space for the public to move safely around the site and facilities. The routes to exits must not be obstructed, this is particularly important when the event is indoors.

If the event is being held outdoors, the car park, footpaths and any staging/structures should be suitable for use in bad weather conditions and think how bad weather may affect your emergency arrangements.

Draw out a site plan using a grid identifying the position of all the intended attractions and facilities (preferably to scale). Plan out and designate the location of:

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- Site Office
- Entrance and exit points
- Emergency exit point
- Emergency Services Rendezvous Points/holding areas
- Circulation routes
- Vehicle access and emergency evacuation paths.
- Emergency command centre or Serious Incident Room
- First Aid/Medical Provision Points
- Information Points
- Drinking water points
- Toilets
- Refreshments
- Car Parking
- Ticketing Points

The site plan should consist of grids with sequential lettering on one axis and sequential numbering on the other to allow for ease of reference.

See Appendix 3 for an example.

Part 3 Risk Assessment

Please remember that organisers of events have a legal responsibility to ensure the Health, Safety and Welfare of any employees, volunteers or contractors involved in arranging the event and to the public and participants attending. A full risk assessment should be carried out for all events. The process of carrying out a detailed risk assessment should go a long way to ensuring this.

The risk assessment for an event should cover the following:

- Step 1: Identify the hazards
- Step 2: Decide who might be harmed and how
- Step 3: Evaluate the risks and decide on precautions/appropriate action to be taken to remove, control or minimise the hazard to an acceptable level
- Step 4: Record your findings and implement them
- Step 5: Review your assessment and update if necessary

It is important to correctly document the Risk Assessment process and to review and monitor control systems. Where the event consists of more than one attraction e.g. a summer fete a written risk assessment may be required for each activity. Any contractors involved in the event should also carry out risk assessments. Where relevant, you should obtain copies of these as well. Completed forms should also be retained for future reference.

Step 1: Identifying the hazards

A hazard is something with the potential to cause harm. All hazards should be identified including those relating to the individual activities and any equipment. The following should be taken into account:

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- Any slipping, tripping or falling hazards
- Hazards relating to fire risks or fire evacuation procedures
- Any chemicals or other substances hazardous to health e.g. dust or fumes.
- Moving parts of machinery
- Any vehicles on site
- Electrical safety e.g. use of any portable electrical appliances
- Manual handling activities
- High noise levels
- Poor lighting, heating or ventilation
- Any possible risk from specific demonstrations or activities
- Crowd intensity and pinch points

This list is by no means exhaustive and care should be taken to identify any other hazards associated with the activities at the event.

Step 2: Identifying those at risk

For each hazard identified, list all those who may be affected. Do not list individuals by name, just list groups of people. The following should be taken into account:

- Stewards
- Employees
- Volunteers
- Contractors
- Vendors, exhibitors and performers
- Members of the public
- Disabled persons
- Children and elderly persons
- Potential trespassers
- Expectant mothers
- Local residents

The following are examples of areas to consider:

- Type of event
- Potential major incidents
- Site hazards including car parks
- Types of attendees such as children, elderly persons and the disabled
- Crowd control, capacity, access and egress and stewarding
- Provision for the emergency services i.e. Clear access and egress to site at all times
- Provision of first aid
- Provision of appropriate facilities i.e. toilets for the public, missing and found persons point, changing facilities for exhibitors and food handlers
- Fire, security and cash collection
- Health and safety issues
- Exhibitors and demonstrations
- Amusements and attractions
- Structures
- Waste management

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Step 3: Assessing the risk

The extent of the risk arising from the hazards identified must be evaluated and existing control measures taken into account. The risk is the likelihood of the harm arising from the hazard. You should list the existing controls and assess whether or not any further controls are required. The following should be taken into account:

- Any information, instruction and training regarding the event and the activities involved
- Compliance with legislative standards, codes of good practice and British Standards
- Whether or not the existing controls have reduced the risk as far as is reasonably practicable

Further action necessary to control the risk

Classify risks into high, medium and low. Examples of risks falling into these categories are as follows:

- High:** An unsecured inflatable being used in adverse weather conditions by young children
Medium: A display of animals in a roped off arena
Low: A mime artist performing amongst the crowd

For each hazard, rate the risks – if the harm is very likely it scores 5 under Likelihood, if it is very unlikely it scores 1.

If the harm does arise, what will the severity be? Worst case, a bad head injury is critical whereas a bruise means that it is minor.

If you take the likelihood factor and multiply it by the severity factor, you get a risk factor i.e.

$$\text{Likelihood} \times \text{Severity} = \text{Risk}$$

Risks that score low, do not require much intervention, those which score highly deserve to be treated with respect and care should be taken to avoid or minimise them. You should rate the risk on the basis of the current controls in place.

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Risk Evaluation	Severity:	5 - Major ()	3 – Serious ()	1 – Minor ()
	Likelihood:	5 – High ()	3 – Medium ()	1 – Low ()
Severity X Likelihood = Risk-Rating () () ()				Priority Rating Score High 15 – 25 Medium 5 – 10 Low 1 - 4

For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to an acceptable level. Only use personal protective equipment as a last resort when there is nothing else you can reasonably do. Consider the following:

- Elimination – do I really need this activity?
- Find a substitute for that activity/machine etc.
- Removal of the hazard
- Preventing access to the hazard e.g. by guarding dangerous parts of machinery
- Implement procedures to reduce exposure to the hazard
- The use of personal protective equipment

Step 4: Record the risk assessment findings

Please feel free to use the blank risk assessment template (Appendix *, page **) which can be photocopied as many times as required, to record all significant hazards, the nature and extent of the risks and the action required to control them. Keep this for future reference or use. You could also refer to other documents you may have, such as manuals, codes of practice etc. Appendix ** provides an example of a typical risk assessment with generic hazards listed.

Step 5: Review and revise

If the nature of the risks changes during the planning of the event, the risk assessments will need to be reviewed and updated.

Information

Where the risk assessment has identified significant risks, you must provide information to all those affected, regarding the nature of the risk and the control measures to be implemented. All companies providing a service to your event should provide their own risk assessment to you before the event takes place. They should also provide a copy of their Public Liability Insurance Certificate and Employers Liability Insurance Certificate.

Additional information regarding risk assessments can be obtained from the Health and Safety Executive (HSE) publications or on the HSE website (www.hse.gov.uk) and in other recommended publications in the bibliography. Also, for specialist events it is worth researching specialist guidance.

Remember: All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.

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Part 4 Event Emergency Plan/Emergency Procedures Plan (EEP/EPP)

A formal Event Emergency Plan (EEP)/Emergency Procedures Plan (EPP) should be established to deal with any emergency situations, which may arise during the event. The following information is provided to assist you in preparing an EEP/EPP which is in line with national published guidance for outdoor events. The information detailed under each heading can be expanded or revised as necessary as your event planning progresses. You may not need to include information on everything mentioned here - it will depend on the event. There also maybe additional areas, not mentioned here, which you will need to consider. This document is intended purely as a guide.

The complexity of this plan will depend upon the size and nature of the event itself. You may have to liaise with the emergency services, local hospitals and the local authority's emergency planning officer and create a planning team to consider all potential major incidents and how you would deal with them. You will also need to consider who will manage the emergency and liaise with the Emergency Services should an emergency occur. You will also need to ensure that all those involved in the event are aware of the EEP/EPP and what to do. You may wish to organise a tabletop exercise to test your emergency plan prior to the event or present it to members of the SAG for comment.

Generally an EEP/EPP should cover:

- Specific contingencies, such as adverse weather
- Method of contacting the emergency services
- Location/staffing of any incident control room and alternative facility, both on and off-site
- Communication system(s) in place – radio or mobile telephones or both
- Emergency contacts list
- Public announcement and alerting procedures (coded messages)
- Evacuation plan – covering part evacuation, total evacuation and abandonment of the event
- Temporary accommodation areas
- Initial fire fighting response
- Initial medical response
- A statement of when and how, during an incident, control is transferred between the event organiser and the police
- Designated Emergency Services Liaison Officer
- Designated Press Liaison Officer
- Structure diagram of the command structure for the event
- Emergency Liaison Team

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The following format is typical of an Emergency Event Plan/Emergency Procedures Plan:

1. *Introduction*
2. *Information*
3. *Intention*
4. *Method*
5. *Administration*
6. *Risk*
7. *Communication*
8. *Health & Safety/Human Rights*
9. *Annexes*

These headings allow the Event Organiser to present information to the Safety Advisory Group members in a format that is recognised throughout Dorset by responders, and those who would be required to prepare their own contingency plans in advance of the event.

1. Introduction

Provide a brief description of the event

2. Information

It should include:

- The location - full address, postcode, map reference (where applicable)
- Dates and times of event including build up and breakdown
- Size of the site – a grid plan is recommended
- Catering
- Specialist equipment e.g. generators, sound systems
- Pyrotechnics
- Specialist displays
- Animals
- Security
- Performers

However, this list is not exhaustive and you may wish to add or amend information depending on the location, type and time of the event.

Specific information should be displayed or incorporated onto a site plan(s) which should include:

- Number and type of temporary structures e.g. beer tents, music tents, fairground rides etc.
- Medical provision
- Fire-fighting equipment
- Emergency access points
- Evacuation points
- Traffic management routes - on site/off site
- Evacuation areas, predetermined directions and safe areas

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3. Intention

Setting a clear strategic aim and objectives by which the success of the plan, operation or management of the event can be assessed. It should be expected that the safety of those attending, working or performing should be the key element of the overarching aim.

An example of an objective maybe that of minimising disruption to the communities affected by events, and referring to contingency arrangements should unexpected incidents occur and how they the Event Organiser intend to work with:

- Police
- Ambulance
- Fire
- Local Authority
- Others

4. Method

This should explain how the Event Organiser intends to operate in certain conditions. It should also include how the Event Organiser operates during an emergency. The emergency arrangements should clearly state the definitions of emergency response levels including incident control and handover.

- On site disruption (dealt with by Event Organiser)
- On site emergency (assistance by Emergency Services)
- Major incident (control assumed by Emergency Services)

Emergency arrangements could include specific contingencies:

- Fire
- Structural collapse
- Suspect package (bomb/terrorist threat)
- Adverse Weather (heat wave/high winds / gales/ storms / heavy Rain)
- Public Order
- Accident/illness
- Evacuation Procedures:
 - Part evacuation
 - Total evacuation

Detailing roles and responsibilities of key personnel, and clarity of who has responsibility for making key decisions such as evacuation, delaying, postponing or interrupting events etc.

The statement of intent or memorandum of understanding forms an agreement, signed on behalf of key agencies, underpinning the key roles and responsibilities. In some cases this maybe contained within formal arrangements and contracts and maybe statutory.

Resourcing – ensuring sufficient suitably trained staff are available to deal with any event/situation and in the event of an emergency/incident. Those resources match numbers attending and can be increased or decreased accordingly. This will also apply to specialist resources such as medical, electrical, sound, crowd safety personnel.

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Traffic management both on and off-site and arrangements for parking should be included.

Training & Exercising – the Event Organiser needs to demonstrate that personnel are competent to undertake the roles described and that the plans are realistic for the event taking place and an opportunity to test the plan or key elements to validate it before the event is strongly recommended.

There maybe a need to include pre-event search of the venue, searches of all or some attendees, and searches in relation to specific situations such as missing child etc.

Creating a safe infrastructure be it temporary or permanent is critical in ensuring safety of all involved. Event Organisers need to explain how they intend to achieve this through e.g. sectorising, cordoning, barriers, ingress/egress points, lighting, CCTV, PA systems, special needs provision, mobility provision, measures to counter slip trips and falls etc.

A brief description and location of the items (suggested key) should be included. The Event Organiser may choose to display this information on a site plan(s), this maybe shown as a grid plan depending on the complexity of the event this maybe combined with the information plan/diagram

Suggested Key

Site Control Gold, Silver, Bronze(s)
Show Administration Office
Control Room
Security
Steward
Medical Treatment
First Aid
Lost persons/Meeting Point
Fire
Local Authority Control
Serious Incident Room (SIR)

5. Administration

Often understated but nevertheless lack of attention to this can be the difference between a successful and less successful event. The Event Organiser should consider explaining:

- Procedure for briefings, debriefings, Inquiries and Lessons Learnt
- Reporting times, duty rotas, overtime
- Mode of dress – standard uniform
- Noise monitoring if applicable
- Catering, transport, welfare provision
- Logging systems, paperwork
- Availability of plans and documents etc.

6. Risk

Health and safety is dependant on generic and specific risk assessments and the creation of safe systems of work. Hazard identification the Event Organiser should produce a summary

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from the Event Management Plan. The outcomes should be indicated as high, medium and low and displayed as red high, amber medium and green as low. Where the risk has been reduced by control measures these should be explained e.g. roping off open water, barriers, timing of pyrotechnics etc.

The risk assessment should include a visitor profile to assist the responders in preparing their contingency plans. This should include:

- Numbers of visitors
- Audience profiles (children, teenagers, elderly, mobility impaired etc.)
- Number of exhibitors
- Number of residential campers (if applicable)
- Number of event personnel
- Number of event personnel campers
- Number of contractors

7. Communications

Effective communications will be particularly challenging in large crowd situations or at events where the event is spread out over a large area. The challenge is therefore not just robust hard communications but also mobile communications. It is vital systems are in place to adequately cover the event and that personnel are fully trained and exercised and aware of the communications procedures.

This should include:

- Site Personnel Radio channels
- Call signs
- Public Announcements
- Warning & Information the Public
- Alerting Procedures: Emergency Coded messages
- Information to the Media

Where possible a communications diagram should be included, and used by personnel.

Effective communications with the public can and should be supported through the media but also supported with key information messages on tickets, programmes, visual displays and signage. As control rooms form the hub of communications it may be appropriate to consider a backup provisions depending on the size and scale of the event.

8. Human Rights/Health & Safety

Certain situations could raise concerns about infringing human rights, therefore it is important that the Event Organiser in consultation with the police has considered this as the searching of persons upon entering, or delaying egress of spectators needs careful planning in order to avoid confrontation.

9. Annexes

Must include:

- Site Plan(s)/Site Map(S)/Site Diagram(s) [A3 Landscape]
- Emergency Contact List/Event Telephone Directory

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Could include:

- Action Cards/Aide-memoirs if used for Roles & Responsibilities etc.
- Aerial photographs
- Photographs of access points and other key locations

STAGE 3 – FINAL PREPARATIONS

Just prior to the event a detailed safety check will have to be carried out. This should include the following:

Routes

Ensure clear access and exit routes and adequate circulation within the site. Pay particular attention to emergency routes for use by the emergency services.

Inspections

A checklist is provided as an example in the following section. A walk through inspection of the site should be carried out immediately prior to, during and after the event to identify any potential hazards and to check out communications are working. You may want to carry out more than one inspection during the event. All defects should be noted and also the remedial action taken. These checklists should be retained for future reference.

Siting

Make sure that all facilities and attractions are correctly sited as per your site plan. Be certain that the first aid facilities, fire extinguishers and any cash collection boxes are in place. Check waste bins are in their correct locations.

Signage

Ensure adequate and necessary signage is displayed where required. This should include emergency exits, first aid points, fire points, information and lost/found children points and designated smoking areas. and other welfare facilities such as toilets and drinking water.

Vehicles

Check that all contractors, performers and exhibitors vehicles have been removed from the site or parked in the designated area before the public are permitted to enter.

Structures

Ensure all staging, seating, marquees and lighting structures have been erected safely and that certification has been obtained from the relevant contractors.

Barriers

Check that all barriers and other protection against hazards are securely in place and there is no risk of falling from staging or other facilities.

Stewards / Security staff

Make sure that all staff have arrived and are in their correct location. Ensure all stewards / security staff are wearing the correct clothing for easy identification.

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Lighting

Check all lighting is working, including any emergency lighting.

Public information

Make sure the public address system is working and can be heard in all areas

Briefing

Ensure that all stewards and staff have been fully briefed and understand their responsibilities

STAGE 4 – AFTER THE EVENT

Site condition

After the event, another inspection should be carried out to make sure nothing has been left on the site, which could be hazardous to future users. This inspection should also identify any damage, which may have been caused during the event. If any structures are left overnight, it must be ensured they are left in a safe condition and are safe from vandalism etc. If numerous structures are left, specific security arrangements may be required.

Accidents

If an accident occurs, the names and addresses of witnesses should be obtained, photographs taken and a report made by the organisers. An accident form should be completed and a copy sent to the landowner. A sample accident reporting form is included in the pack. You will also need to advise your own insurance company. If any accident or dangerous occurrence is reported, action must be taken to prevent any further incidents taking place.

Claims

Should any person declare an intention to make a claim following an alleged incident associated with the event, you should contact your insurers immediately. They may also require a completed accident form.

CHECKLIST FOR STAGES 1 – 3

SAFETY INSPECTION CHECKLIST

(Before, during and after the event)

Walk through safety inspections should be carried out immediately prior to, during and after the event. More than one inspection may be needed during the event. Using this form, note all defects and also the remedial action taken. This is not an exhaustive list and care should be taken to identify any other hazards associated with the activities at the event.

Location:.....

PRIOR TO THE EVENT START

Prior to the event
Yes No N/A

Site Access/egress

Are entrances/exits clear?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Are staff/stewards in place?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Can emergency vehicles gain access?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Are pedestrians segregated from vehicles?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Are security precautions in place?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Have adequate signs been provided?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Site condition

Has vegetation been cut back, debris removed and the area made safe?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Are permanent fixtures in good condition e.g. seats, fencing, signage etc?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Is site free from tripping hazards e.g. cables, potholes, footpath defects etc?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Have current weather conditions created new hazards to be addressed?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

If you have answered no to any of the questions please note the defects/remedial action taken:

.....

.....

.....

.....

.....

.....

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Location:.....

Attractions/activities/structures

	Yes	No	N/A
Site Access/egress			
Have all structures been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all structures been inspected and approved by a competent person where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all activities/attractions sited correctly and checked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all activities/ attractions supplied evidence of insurance and health and safety requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all potentially hazardous activities segregated and/or fenced as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have temporary decorations been installed correctly and checked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have any unanticipated hazards been introduced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event provisions			
Are stewards in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is lighting in place where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is fire fighting equipment in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is signage adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have electrical supplies/equipment been checked/certified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have toilets been provided where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are first aid facilities in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is control centre in place and public address system working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are adequate waste bins in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Defects noted:

[illegible]

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Date and Time of Inspection: _____

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Location:.....

DURING THE EVENT

Yes No N/A

Site Access/egress

Are the entrances/exits clear?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Are staff/stewards in place?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Can emergency vehicles gain access?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Are pedestrians segregated from vehicles?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Are security precautions in place?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Have adequate signs been provided?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Site Condition

Is site free from tripping hazards e.g. cables, potholes, footpath defects etc?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Are permanent fixtures in good condition e.g. seats, fencing, signage etc?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Has current weather conditions created new hazards to be addressed?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Attractions/activities/structures

Are all structures still safe?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Are all activities/attractions still safe?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Are all potentially hazardous activities segregated and/or fenced still safe?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Are temporary decorations still safe?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Have any unanticipated hazards been introduced

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Event provisions (During the Event)

Are stewards still in place?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Is fire fighting equipment still in place?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Is lighting in place where required?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Is electrical supplies/equipment still safe behind barriers?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

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Are toilets clean and facilities still available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are first aid facilities still in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the public address system working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the waste bins require replacing/emptying?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Defects Noted:This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Remedial action taken:

[illegible]

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Printed Name of Inspector: _____

Signature: _____

Date and Time of Inspection: _____

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AFTER THE EVENT

Yes No N/A

Have all the public gone?

☐ ☐ ☐

Exhibitors/attractions

Have all attractions been dismantled and removed?

☐ ☐ ☐

Have all exhibitors vacated the venue?

☐ ☐ ☐

Have all vehicles left the venue?

☐ ☐ ☐

Temporary facilities

Has all equipment been dismantled and removed?

☐ ☐ ☐

Have all structures been dismantled and removed?

☐ ☐ ☐

Have temporary markers such as stakes, ropes, flags etc been removed?

☐ ☐ ☐

Have any holes/trenches etc been made good?

☐ ☐ ☐

Have all temporary electric installations been isolated and made safe?

☐ ☐ ☐

Waste collection

Has all waste been collected satisfactorily?

☐ ☐ ☐

Has all waste been removed from the site?

☐ ☐ ☐

Have all residue fire hazards been checked e.g. fireworks, bonfires?

☐ ☐ ☐

Venue condition

Has any damage to permanent facilities, buildings or the ground been reported?

☐ ☐ ☐

Has any damage been found during inspection?

☐ ☐ ☐

If the answer to either of the above is yes, then describe briefly below:

INCIDENTS/ACCIDENTS

Were any incidents/accidents reported during the event?

Yes

No

If **Yes** describe briefly below. (If there was personal injury then please complete Accident/Incident)

☐☐

Remedial action taken:

(Please advise the Safety Advisory Group of any damage found and remedial action taken)

Printed name of inspector _____

Signature _____

Date of inspection _____

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Sample: Injury/Incident Report Form

Event name.....

Event reference number.....

Event date.....

This form is only to be completed by the event organiser or their representative, and could be required by your Public Liability Insurance Company if a claim against the event is made.

Injured person (if any)

Surname _____ Forenames _____

Address _____

Postcode _____

Telephone number _____ Age _____

Employee ☐ Volunteer ☐ Exhibitor ☐ Contractor ☐

Member of the public ☐ Other ☐ _____

Date and time of accident/incident

Date and time reported _____

Person reported to _____

Details in accident book? Yes ☐ No ☐

Details of injury (specify left or right side), and/or loss or damage

Details of action taken

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Assisted by event representative (please give name) _____

First-aid administered by (please give name) _____

Please tick relevant boxes

Ambulance called Yes ☐ No ☐ Taken to hospital Yes ☐ No ☐

Name and address of hospital attended _____

Taken home Yes ☐ No ☐

Circumstances of accident/incident and location

Name and address of witnesses _____

Person completing this form

Name _____

Address _____

Postcode _____

Telephone _____

Signature _____

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Event Participation List

Event Reference number _____ Event Name _____
 Event Date _____

	Name of activity (i.e. Caterers, exhibitors, ground entertainment, inflatables, fairground equipment, dance, first aid providers etc.)	Insurance Details Attached Yes/No	If 'No' Please give details
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

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GLOSSARY OF ACRONYMS

DCC – Dorset County Council

EEP/EPP – Event Emergency Plan/Emergency Procedures Plan

EPS – Emergency Planning Service

ERV – Emergency Rendez Vous Point

ESSAG – Event Specific Safety Advisory Group

SAG – Safety Advisory Group

WDDC – West Dorset District Council

APPENDICES

Appendix 1 – SAMPLE: Event Safety Generic Risk Assessment

Event Name:

Date of Assessment:

Review Date:

Assessment carried out by:

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by who?	Action by when?	Done
Traffic movements on site	All on site risk serious, possibly fatal, injuries if struck by a vehicle.	Workers trained by competent person to operate work vehicles and forklift trucks. All work vehicles maintained and inspected according to manufacturers' instructions. Workers wear lap belts when using vehicles. High visibility vests available and worn as necessary, e.g. night time	Introduce a one way traffic flow system. Introduce speed limit. Arrange for servicing of toilets and collection of waste only between the hours of ??? when the public are on site. Prohibit all other vehicle movements other than emergency services when the public are on the site			
Pedestrian/ Vehicle conflict	All risk serious, possibly fatal, injuries if struck by a vehicle in a car park or on the highway.	Car parking stewarded and car park well lit. Taxi/Bus drop off point provided and pedestrians discouraged from walking on the Highway. Signage and lighting provided to warn other road users of event.	Consider temporary speed limits on Highway. Investigate the possibility of providing a shuttle bus. Consult on transport plans with Police Force and County Council Highways.			
Slips, Trips and Falls	Workers and visitors risk serious injury if they slip or trip, even on the level.	Floors in marquees and other structures laid by a competent person and kept dry. Steps, changes in level and other tripping hazards fenced if not in use. Temporary lighting provided to walkways, toilets and general areas in use after dark. Marquee pegs protected by bright	Provide a temporary fence to the ha ha and the lake. Providing a spillages kit for quick clean ups.			

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		foam and guy ropes etc highlighted in public areas Good housekeeping: Workers-see it and sort it.				
Collapse of Structures	Workers and visitors risk serious, possibly fatal injury if fixed structures collapse.	Stages and marquees to be erected by a competent person/contractor. Contractor(s) to provide sign off certificates for all structures. Daily checks made on all structures by a competent person.	Check weather forecast daily. Check with provider(s) maximum wind speeds that structure can withstand. Make contingency plans to enable closure of structure in adverse weather conditions.			
Hearing Damage	Workers might suffer permanent or temporary hearing damage from long term exposure to loud music. All on site Workers assumed to be at risk, particularly performers, stewards and bar Workers.	Areas of the stage/event identified as being within the action level and signage provided. Workers rotation between quiet and noisy areas. Workers trained in noise risks and the protective measures needed. Workers known to be particularly at risk identified and provided with ear plugs. Performers and contractors entering noisy areas to be warned of risks of hearing damage and offered ear plugs.				
Hearing Damage	The public might suffer permanent or temporary hearing damage from exposure to loud music.	Ensure the event equivalent continuous sound level (Event Leq) in any part of the audience area does not exceed 107 dB (A), and the peak sound pressure level does not exceed 140 dB. Members of the public are prevented from getting closer than 1m (or 3m for more powerful systems) from speakers. Warnings provided to the public with in advance with tickets and by signage at the entrance.				
Medical	Workers and others	First aid for Workers to be provided	Consult on plans for medical			

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Emergency	could become seriously ill if no emergency first aid available.	in accordance with Regulations. First Aid point provided for the public with a minimum of two first aiders for events of up to 500 attendees or in accordance with Chapter 20 HSG 195 The Event Safety Guide – A guide to the health, safety and welfare at music and similar events (commonly known as The Purple Guide) - https://books.hse.gov.uk/bookstore.asp?ACTION=BOOK&PRODUCTID=9780717624539	emergency cover with Local NHS Ambulance Trust.			
Lost Children	Children and parents can become separated	All Workers and stewards made aware of the Lost Child policy.	Check CRB status of person to take responsibility for lost children.			
Electrical Danger	Workers and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.	All electrical systems should be constructed and maintained in a condition suitable for use in the open air and will be protected as necessary by 30mA residual current circuit breakers. All generators, distribution boxes etc to be fenced and away from public. A competent person should certify all electrical installation as to their safety on completion. Certificate to be kept at the event. All electrical equipment to be PAT tested.	Contractors and performers reminded to ensure any electrical equipment they bring to the event is PAT tested.			
Fire Safety	If trapped, Workers and others risk serious, possibly fatal injuries from smoke inhalation or burns	Fire risk assessment done, following Fire Risk assessments and Fire Management Plan guidance	Fire stewards to check fire exits and keep exits clear during performances. Prohibit sale and use of Chinese lanterns on site- with advance publicity and signage at the gate.			

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Gas Safety	Workers and others risk injury from fire and explosion if gas appliances not properly maintained and used.	Food Vendors using LPG to be required to ensure their gas installation and equipment has been installed and checked within the last twelve months by a "Gas Safety Register" approved contractor. Compliance certificates to be kept on food stall. Food vendors to be reminded of the need to ensure Workers changing LPG cylinders are trained to do so. Food vendors only allowed to have one day's supply of LPG at their stall.	Make arrangements to check food vendors are complying with gas safety requirements.			
Barrier Failure	Workers and others risk serious, possibly fatal injury if barriers collapse.	Barriers suitable for foreseeable loading to be erected by a competent person/contractor. Contractor to provide sign off certificates for all structures. Daily checks made on all structures by a competent person.				
Fairground Rides	Workers and others risk serious, possibly fatal injury if fairground rides collapse or have defects.	Only reputable fairground ride suppliers to be used at the event. Copies of all inspection certification (ADIPS) and public liability insurance to be obtained in advance of the event.	Ensure stand off barriers erected to prevent collision between rides and passers by.			
Bouncy Castles	The public risk serious injury if bouncy castles are defective or there is inadequate supervision.	Only reputable bouncy castle suppliers to be used at the event. Copies of all inspection certification (ADIPS and/or PIPA) and public liability insurance to be obtained in advance of the event.	Check to ensure there will be adequate levels of supervision when the bouncy castle is in use.			
Fireworks	Danger from fire, explosion, direct impact and panic	NOT TO BE USED WITHOUT PERMISSION OF LICENSING AUTHORITY ASSESSMENT OF SUITABILITY OF VENUE BY COMPETENT PERSON,				

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		FULL RISK ASSESSMENT AND COMPLIANCE WITH HSE GUIDANCE (HS(G) 123/124).				
Lasers and other special effects	Workers and public may suffer eye damage if used improperly.	NOT TO BE USED WITHOUT PERMISSION OF LICENSING AUTHORITY. ASSESSMENT OF SUITABILITY OF VENUE BY COMPETENT PERSON, FULL RISK ASSESSMENT AND COMPLIANCE WITH HSE GUIDANCE HS(G) 95.2				
Food poisoning	Workers and the public risk ill health if they eat food prepared in unhygienic conditions.	Only reputable caterers to be used at the event whose business is registered with their Local Authority. Food traders required to bring copies of their employee's food hygiene training certificates and their food safety management system with them to event.	Check with Environmental Health Department whether they would like a list of food traders to be submitted before the event. Invite Environmental Health Department to inspect food stalls.			
Public Disorder	Workers and the public risk serious injury, if assaulted or if caught up in incidents of disorder.	Workers trained to spot potential trouble makers, defuse tension/situations etc throughout. Adequate number of trained, SIA badged security Workers. Workers trained in procedures re-entry, queuing, searches, etc and signs displayed for public. Control of numbers at event particularly in performance areas and marquees. Pit security Workers employed to observe crowd behaviours. Drinks not served to people obviously under the influence. No glass at the event.	Consider providing advance information of prohibited items (glass and alcohol) the public can bring to the event. Consult with the local Police on security plans.			
Smoke and fogs	Workers may suffer skin damage from handling dry ice. Fumes and mists can cause irritation to	Only trained workers have access to the products, which are kept in a locked container. Only workers trained in the risk of the product, use the products following	Signage on use of smoke and fogs put up at entrance to venue to warn the public.			

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	eyes, nose and breathing for Workers and the public.	safe systems of work – including wearing appropriate gloves, as recommended by the manufacturer.				
Work at height	Workers and others risk serious, possibly fatal, injuries if they fall from height.	Stages and marquees to be erected by a competent person/contractor. Risk assessments/method statements of contractors checked for safe systems of work before the event. All work at height assessed on an individual task basis. Suitable ladders, in good condition and suitable for heavy work, provided and workers are trained know how to use them.				
Manual Handling	Workers may get musculoskeletal problems, e.g. back pain from handling heavy and/or awkward objects.	All work involving manual handling assessed on an individual task basis. Risk assessments/method statements of contractors checked for safe systems of work before the event. Only trained Workers involved in manual handling. Aids to manual handling including fork lift truck and a range of heavy duty sack truck and trolleys available for Workers.	Ensure new Workers are shown how to use the manual handling aids.			

N.B. workers may be paid staff or volunteers for the purpose of this document

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Appendix 2 – Blank Risk Assessment Template

EVENT: DATE OF EVENT VENUE: ORGANISER:

What are the hazards?	Who might be harmed and how?	Risk Factor (High, Medium, Low)	Measures required to control the risk	Action by who?	Action when?	Done

NAME OF ASSESSOR:

SIGNATURE:

DATE:

Appendix 4 – Bibliography of Recommended Publications

Health & Safety Executive (HSE) – Website www.hse.gov.uk, Information line Tel: 0845 345 0055 and Workplace Health Connect Tel: 0845 609 6006

Temporary Structures

“Temporary demountable structures – Guidance on design, procurement and use (Third Edition)(2007)” published by the Institution of Structural Engineers. The publication is available from the Institution – see <http://www.istructe.org/publications/pubdetails.asp?pid=138>

Performance Textiles Association Publication – the MUTAmarq “Best Practice Guide for the Safe Use and Operation of Marquees and Temporary Structures” at <https://www.muta.org.uk/MUTAMembers/media/MUTAMembersMedia/PDFs/MUTA-s-Best-Practice-Guide,-November-2014.pdf>. Also see “The Work at Height Regulations 2005” and “Falls from Height” section of the HSE website at <http://www.hse.gov.uk/toolbox/height.htm>

Dorset Fire & Rescue Service – Fire Safety Information and Guidance for those proposing events in marquees and similar structures. <https://www.dwfire.org.uk/>

Department for Culture, Media and Sport Guide to Safety at Sports Grounds
www.culture.gov.uk

Managing Crowds Safely - A guide for Organisers at Events & Venues, Health and Safety Executive (HSG 154) Crowd safety at events including a section on Emergency Planning and procedure.

HSE Organising a Fireworks Display <http://www.hse.gov.uk/explosives/fireworks/using.htm>

DTI <https://www.gov.uk/fireworks-the-law>

Fireworks Safety <https://www.fireservice.co.uk/safety/firework-safety/>

Giving Your Own Fireworks Display - Health and Safety Executive (HSG 124) - Advice to small clubs about displays for the public.

Working Together on Firework Displays - A guide to safety for firework display organisers and operators Health and Safety Executive (HSG 123) a more detailed advice about semi-professional/professional displays.

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HSE Managing Crowd Safety <http://www.hse.gov.uk/pubns/indg142.htm> and [www.uksport.gov.uk/.../Publications/Major_sports_events_The_guide/HEALTH AND SAFETY .pdf](http://www.uksport.gov.uk/.../Publications/Major_sports_events_The_guide/HEALTH_AND_SAFETY.pdf)

Fire Safety Risk Assessment - Open Air Events and Venues
<http://www.communities.gov.uk/publications/fire/firesafetyassessment>

Road Running Handbook No ISBN Number £4 Available direct from UK Athletics Book Centre

Safety and Sponsored Walks Leaflet. Produced by the Dept for Transport (Ref No T/INF261).

Safety Guidance for Street Arts, Carnival, Processions and Large-scale Performances
www.streetartsnetwork.org.uk

Major Sports Events: The Guide <http://www.uksport.gov.uk>

There is also a useful HSE website to search for relevant books on, which is:

<https://books.hse.gov.uk/>

You can also contact the HSE on their hotline, 0845 345 0055.

HSE Books
PO Box 1999
Sudbury
Suffolk
CO10 6FS
Tel: 01787 881165
Fax: 01787 313995

Appendix 5 – SAG MEMBERS CONTACT DETAILS

SAG Generic Email: sag@westdorset-dc.gov.uk

CHAIR

Rob Clarke – Emergency Planning Engineer, West Dorset District Council

Email: r.clarke@westdorset-dc.gov.uk

Telephone: 01305 252294

HEALTH & SAFETY

Christina Squires – Health & Safety Technical Officer, West Dorset District Council

Email: c.squires@westdorset-dc.gov.uk

Telephone: 01305 252442

LICENSING

Kathryn Miller – Licensing Officer, West Dorset District Council

Email: k.millier@westdorset-dc.gov.uk

Telephone: 01305 252214

BUILDING CONTROL

Paul Thomas – Senior Building Control Surveyor, West Dorset District Council

Email: p.thomas@westdorset-dc.gov.uk

Telephone: 01305 252414

EMERGENCY PLANNING

Liam Patton – Emergency Planning Officer, Dorset County Council

Email: l.patton@dorsetcc.gov.uk

Telephone: 01305 228663

HIGHWAYS

Kevin Cheleda – Road Space Manager, Dorset County Council

Email: k.j.cheleda@dorsetcc.gov.uk

Telephone: 01305 221000

DORSET POLICE (Dorchester/Sherborne & Bridport respectively)

Les Fry – Dorset Police, Dorchester & Sherborne Section Commander

Email: les.fry@dorset.pnn.police.uk

Telephone: 01305 226820

Caroline Naughton – Dorset Police, Bridport Section Commander

Email: caroline.naughton@dorset.pnn.police.uk

Telephone: 01305 226920

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DORSET FIRE & RESCUE SERVICE

Fire Safety Team Dorset
Telephone: 01305 252600

HEALTH PROTECTION AGENCY

Paul Bolton – Health Protection Nurse Specialist, Health Protection Agency
Email: paul.bolton@hpa.org.uk
Telephone: 01202 851272