



ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

The Safety Advisory Group

Guidance to Organising a Safe

Entertainment document

Event Guidance Note

Introduction

This guidance pack has been designed to provide information to organisations wishing to arrange an event. The forms contained within the pack can be used for all events regardless of size, however some parts may not be relevant for smaller events.

The guide gives general advice that should be used when arranging any type of event. However, it must be remembered that events can be extremely diverse, ranging from a simple car boot sale, to a large outdoor carnival and therefore this guidance cannot be considered exhaustive. It is likely that additional guidance will be required for specialist events and larger scale activities.

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.

Safety Advisory Group

It is recognised that whilst public events can enhance community life in the Royal Borough, there is potential for risks to public safety and adverse environmental effects posed by the numbers of people attending such events unless proper management is in place, with input from relevant stakeholders and the emergency services. In recognition of this a Safety Advisory Group was established.

The Safety Advisory Group exists to consider plans presented by the organisers of events and offer guidance on the contents and structure of the Event Plan. It is not the role of the Safety Advisory Group to assist in the planning of the events or writing of plans. The purpose of the Safety Advisory Group is to offer guidance in order to help organisers discharge their responsibilities. The members of the Safety Advisory Group will not accept or adopt any of the responsibilities of the organiser.

Risk assessment

Please remember that organisers of events have a legal responsibility to ensure that Health, Safety and Welfare of any employee, volunteer helpers or contractors involved in arranging the event and to the public and participants attending.

Carrying out a detailed risk assessment should go a long way to ensuring this. All hazards associated with the event should be identified, the lever of risk assessed and appropriate action taken to reduce these risks to an acceptable level. **All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.**

A formal record must be kept of the risk assessments. A simple guidance note and an example form are provided with this pack. Completed forms should be retained for future reference.

Where the event consists of more than one attraction e.g. a summer fete, a written risk assessment may be required for each activity. In these circumstances, the enclosed risk assessment form can be photocopied.

Any contractors involved in the event should also carry out risk assessments. Where relevant, you should obtain copies of these.

More information regarding risk assessments can be obtained from the Health and Safety Executive (HSE) publications at HSE Information Centre, Broad Lane, Sheffield S3 7HQ. Tel: 0845 345 0055. There is a list of recommended bibliographies at the back of this document. However, for specialist events, there may be specialist guidance.

Stage 1 Pre Planning

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

- **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.
- **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 will probably need to arrange lighting for an evening function. The event should not clash with any other major events in the area.
- **Who.** Identify the aims 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.
- **What.** Decided on the type of activities to be held. Will there be any specific hazards such as animals or water sports? If possible also try to establish the size of the proposed event and whether or not an entrance fee will be charged.
- **Capacity.** What will the capacity of your event be? How many people can safely be managed? Will the event be ticketed? Will people be able to turn up on the day?
- **Specialist equipment.** 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.
- **Codes of practices.** For all events there will be a need to comply with guidance which includes Publicly Available Specifications PAS 51:2004 – Guide to industry best practice for organizing outdoor events published by the BSI and *Code of Practice for Outdoor Events* published by the National Outdoor Events Association, both of which give advice on structures, marquees, tents and

electrical matters. The HSE *The Event Safety Guide* is also a very useful reference document.

- **Welfare arrangements.** The organiser must estimate the number of attendees to the event and consider its duration. Toilet requirements should be based on these estimations. Advice is given in the *Code of Practice for Outdoor Events* referred to above. Permanent toilets should be checked for adequacy and maintained during the event. The provision of drinking water will be necessary. Depending upon the scale of the event, refreshments and other facilities may be required. Provision also needs to be made for lost and found children, missing persons, baby changing and lost property.
- **First Aid and Medical Provision.** The Event Organiser should carry out a medical 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. 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 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. “999” system).** Further advice can be sought from the Royal Berkshire Ambulance NHS Trust.

Guidance for Event Organisers regarding provision of First Aiders

The Event Safety Guide (HSG 198) specifies the definition of a First Aider as:

“ A ‘First Aider’ is a person who holds a current certificate of first-aid competency issued by the three voluntary aid societies (or certain other bodies or organisations); St John Ambulance, British Red Cross Society or St Andrew’s Ambulance Association. The first aider should have prior training or experience in providing first aid at crowd events.

Note: The completion of a ‘Health and Safety at Work’ or four day ‘First Aid at Work’ course does not necessarily qualify a person as competent to administer first aid to members of the public”.

Unfortunately the guidance is not specific about what “certain other bodies or organisations” means. It also specifies that:

“First Aiders, ambulance and medical workers should:

- *be at least 16 years old and not over 65 years old*
- *have no other duties or responsibilities*
- *have identification*
- *have protective clothing*
- *have relevant experience or knowledge of requirements for first aid at major public events*
- *be physically and psychologically be equipped to carry out the assigned roles*
- *Also, first aiders under 18 years old must not work unsupervised”*

Practical Advice for Event Organisers

The guidance can be interpreted in several ways but the overriding factor is that the Event Organisers must satisfy themselves (and possibly others at an Inquiry) that the facilities provided for either their “employees” or the visiting public, at the event, is capable and competent to undertake the responsibilities of the work in question and have the relevant organisational back-up to deal with issues, for example medical-legal litigation, should the need arise.

First Aid at Events is not about having “a mate who does a bit of first aid equipped with a box of plasters”, nor is it necessarily having the company First Aider, appointed under the Health and Safety (First Aid) Regulations 1981, providing services to members of the general public, unless they are competent and comfortable to do so. Public First Aid is a very different scenario to the workplace.

First Aiders should not have other jobs to do as well – for example stewarding or security, although that does not stop stewards or security personnel from being first aid trained. The question one must ask is if the First Aider is doing first aid, who is doing the other job that was assigned to that person.

First Aiders need to be equipped to do the job and have access to a facility in which they can work. Consider Patient confidentiality and dignity.

The best advice is to approach a recognised body that provides such services.

For further information see The Event Safety Guide or contact your First Aid Provider.

- **Special permission.** A licence may be needed if the event consists of music, dancing, singing or similar, or if it includes a display or exhibition of boxing, wrestling, judo, karate or similar sport. The procedure for licensing varies between each council, you should allow 12 weeks. Therefore the local Authority licensing officer should be contacted on 01628 685850 / 01628 685851. A fee may be charged for a licence.
- **Insurance.** All events will require Public Liability Insurance. All contractors and performers will also need their own Public Liability Cover with a £5 million Limit of Indemnity. Depending upon the nature of your organisation and the proposed event, other insurance’s may also be required. Quotations should be obtained from your insurance provider.
- **Timescale.** Set out the proposed timescale and give yourself as much time as possible to organise the event. You may need as much as 9 to 12 months planning and the event should be notified to the SAG at least six months before the event is due to take place. Some specialist advice may be required and special permissions could take time. You may need to allow time for any licenses needed to be granted. Do not forget the summer can be a busy time with hundreds of events taking place within your area.
- **Event plan.** This should include all your health and safety arrangements. Once you have resolved all the issues referred to above, keep records of the proposals as a formal plan for the event. This will help you when carrying out your risk assessments.

Stage 2 – Organising the event

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

- **Establish a committee.** 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 and another person co-ordination and supervision of stewards. This committee should be in operation both prior, during and immediately after the event.
- **Site plan.** Draw out a site plan identifying the position of all the intended attractions and facilities. Plan out and designate the entrance and exit points, circulation routes, vehicle access and emergency evacuation paths.
- **Emergency plan.** A formal plan should be established to deal with any emergency situations, which may arise during the event, for example fire and/ or evacuation of the site, adverse weather, overcrowding, and threats (eg terrorism, bomb). The complexity of this will depend upon the size and nature of the event itself. A simple easy to follow plan will be acceptable for a small event. You may have to liaise with the emergency services, local hospitals and the local authority 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 Emergency Plan and what to do. You may wish to organise a tabletop exercise to test your emergency plan prior to the event and invite members of the Safety Advisory Group to attend and advise.
- **Temporary structures.** Many events will require temporary structures such as staging, tents, marquees, stalls etc. Decide where this equipment is to be obtained who will erect it and what safety checks will be required. The location of any such structures should be identified on the site plan. 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 dependant upon the number of people likely to attend. Temporary structures should only be obtained from experienced suppliers. The standards for lighting, emergency lighting, ingress/egress remain the same for temporary and permanent structures. RBWM Building Control can act in an advisory capacity if necessary.
- **Catering.** Ensure that all caterers have been licensed by their local authority and that they will be sensibly positioned such as away from children's activity areas and near to water supplies etc. Adequate space should be left between catering facilities to prevent any risk of fire spread. Obtain caterers' food hygiene certification. You may wish to obtain a list of their menu and charges to ensure their prices are reasonable.
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- **Stewards.** Stewards at larger events must be fully briefed on all aspects of the event including crowd control and emergency arrangements. Written instructions, site plans and checklists should be provided to them. It is important that the public can easily identify.
- **All** stewards should be properly trained and competent, as they will need to be constantly on the lookout for hazards, which could develop during the event. They may also be required to guide vehicles, clear emergency exits, and sort out any behavioural problems. Specific training should be provided for basic first aid assistance and fire fighting. Stewards must have personal protective clothing such as hats, boots, gloves or coats. For evening events, they may need to be issued with torches. At all day events, duty rotas will be required. Only the Police have the authority to regulate traffic on the public highway.
- **Crowd control.** The type of event and the numbers attending will determine the measures needed. Consideration will need to be given to the number and positioning of barriers, and the provision of a public address system.
- **Numbers attending.** The maximum number of people the event can safely hold must be established. This may be reduced dependant 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. It will also be necessary to establish a crowd profile to assist in stewarding and crowd control.
- **First Aid and Medical Provision.** Medical Services are extremely busy and should be booked well in advance of the Event. 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.
- **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.
- **Provision for Those with Special Needs.** Specific arrangements should be made to ensure disabled visitors have adequate facilities, parking and specific viewing areas and can safely enjoy the event.
- **Security.** Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight. Cash collection should be planned to ensure this is kept to a minimum at collection points 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.
- **On-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.

- **Off-site traffic.** Unplanned and uncontrolled access and egress to a site can result in a serious accident. 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 traffic regulation order and/or approval
- **Events on the Highway.** On the grounds of public safety neither the police nor local authority supports events that take place on the highway. For that reason serious consideration should be taken in planning events that do not involve its use.
- **Road Closures/Diversions.** Where events do take place on the highway they will generally require a road closure order authorised by the local highways authority. At least 12 weeks notice is required.

Road closures are only permissible for certain types of events. Account should also be taken of the likely effect extra traffic coming to the event will have on the area. Early consultation should take place jointly with the Police and Highway Authority. (Telephone – Police – 01753 835528 / Highways Authority – 01628 796801

- **Transportation.** The local rail and bus companies should be advised of larger events to establish if existing services will be adequate.
- **Contractors.** All contractors should be vetted to ensure they are competent to undertake the tasks required of them. Wherever possible personal references should be obtained and followed up. Ask contractors for a copy of their safety policy and risk assessments, and satisfy yourself that they will perform the task safely. Always ask to see their public liability insurance certificate, which should provide a limit of indemnity of at least £5 million. Provide contractors with a copy of the event plan and arrange liaison meetings to ensure they will work within your specified parameters.
- **Performers.** All performers should have their own insurance and risk assessments and the same considerations will apply as for contractors. Where amateur performers are being used, discuss your detailed requirements with them and ensure they will comply with your health and safety rules and event plan.
- **Facilities and utilities.** Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe. All portable electrical appliances including extension leads etc. should be tested for electrical safety and a record kept. Any hired equipment should come with a certificate of electrical safety.

Where events are taking place outside, residual current circuit breakers should be used and if possible the power supply stepped down to 110volts. All cables will have to be safely channelled to eliminate any electrical and tripping hazards. Potential hazards due to extreme weather should not be overlooked at outside events.

Portable gas supplies for cooking should be kept to a minimum in designated areas away from the general public. The same should apply to any fuel supplies items such as portable generators etc. Generators should be suitably fenced or barriered to prevent public access from public areas. All these arrangements should be clearly shown on the site plan.

- **Contingency plans.** 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.
- **Clearing up.** Arrangements may be required for waste disposal and rubbish clearance both during and after the event. Individuals should be designated specific responsibilities for emptying rubbish bins and clearing the site. There may be some hazardous waste for advice on waste disposal contact the Local Authority on 01628 683800.
- **Risk assessments.** Taking all the above into consideration, you should establish which specific hazards require individual risk assessment. Initial assessments should be undertaken and any remedial action specified in the updated event plan. A timescale should be specified where necessary.

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
- **Inspections.** A checklist is provided as an example. 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 carryout 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 signage is displayed where necessary. This should include emergency exits, first aid points, fire points, information and lost/found children points 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 as a record of this.
- **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.** Make sure that all staff have arrived and are in their correct location. Ensure all stewards are wearing the correct clothing for easy identification.
- **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.** Check 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.

Useful Telephone Numbers

South Central Ambulance Service (NHS Trust)

Emergency Preparedness Manager: 07738 480977

Thames Valley Police

Operations: 01753 835528 / 08458 505505

Royal Berkshire Fire & Rescue

01189 452 888

Royal Borough of Windsor & Maidenhead

Licensing: 01628 683840

Environmental Health: 01628 683600

Building Control: 01628 796870

Network Management (Road Closures) 01628 796801

Traffic & Road Safety: 01628 796405

Car Parks 01628 796485

Chair, SAG 01628 685849

SAG email sag@rbwm.gov.uk

Event Guidance Notes Checklist For Stage 1 – 3

Introduction

To ensure that you have fully considered and acted upon all the issues raised in Stages 1 – 3 of this Form (Pre-planning; Organising the Event; Final Preparation) tick them off below. An **action** column has been provided to allow you to monitor progress. Space has been given at the foot of each stage to allow for brief notes.

Stage 1 Pre-planning

	Done ✓	To Do ✓	By When	By Whom
Where (Who owns the land)				
When				
Who				
What				
Specialist equipment				
Code of Practice (e.g. Event Safety Guide)				
Welfare arrangements				
Special permission				
Insurance				
Timescale				
Draft Event Plan				
Draft Site Plan				
Draft Medical Plan				
Contact / book 1 st Aider				

Notes:

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Stage 2 – Organising the Event

	Done ✓	To Do ✓	By When	By Whom
Establish a committee				
Liaison - Emergency Services – Local Authority				
Site Plans				
Temporary structures				
Catering				
Stewards				
Crowd control				
Numbers attending				
Provision for disabled				
Security				
On-site traffic				
Off-site traffic				
Road closure applied (if applicable)				
Transportation				
Contractors				
Performers				
Facilities & Utilities				
Draft contingency plan				
Draft event plan				
Draft site plan				
Draft medical plan				
Draft emergency plan				
Clearing up				
Risk assessment				

Notes:

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Stage 3 – Final Preparations

	Done ✓	To Do ✓	By When	By Whom
Routes, including emergency routes in/out				
Inspection				
Siting				
Signage				
Vehicles				
Structures				
Lighting				
Public address				
Briefing				
Final contingency plan				
Final event plan				
Final site plan				
Final medical plan				
Final emergency plan				

Notes:

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Event Risk Assessment Guidance Notes & Form

A full risk assessment should be carried out for all events. This will be a legal requirement in many circumstances. The following guidance should aid you in carrying out your risk assessments. A form to record your findings has also been provided. This form can be photocopied as many times as is required.

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:

- 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.
- Criminal or terrorist activity.

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

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 & elderly persons.
- Potential trespassers.
- Expectant mothers.
- Local residents.

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 & safety issues.
- Exhibitors & demonstrations.
- Amusement & attractions.
- Structures.
- Waste management.

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

High	An unsecured inflatable being used in adverse weather conditions by young children.
Medium	A display of animals in a roped off area.
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. likelihood x severity = 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.

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.

Record the risk assessment findings

Use the attached Risk Assessment Form 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.

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 risk, 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.

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			
SITE ACCESS / EGRESS	Yes	No	N/A
Are entrances /exist clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff/ stewards in place and briefed?	<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 CONDITIONS	Yes	No	N/A
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 on the defect / remedial action part of the form.

Location:

Attractions/activities/structures	Yes	No	N/A
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 potential 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	Yes	No	N/A
Are stewards in place and briefed?	<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:

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Remedial action taken:

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Printed Name of Inspector:

Signature:

Date and Time of Inspection:

Location:

DURING THE EVENT			
Site Access / egress	Yes	No	N/A
Are the entrances / exits clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff/ stewards in place and briefed?	<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"/>
Have adequate signs been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Site condition	Yes	No	N/A
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 et?	<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	Yes	No	N/A
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	Yes	No	N/A
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"/>
Are electrical supplies / equipment still safe behind barriers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are toilets clean and facilities still available?	<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:

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Remedial action taken:

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Printed Name of Inspector:

Signature:

Date and Time of Inspection:

AFTER THE EVENT			
	Yes	No	N/A
Have all the public gone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibitors/attractions			
Have all exhibitors vacated the venue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all vehicles left the venue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temporary facilities			
Have all the equipment been dismantled and removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all structures been dismantled and removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have temporary markers such as stakes, ropes, flags etc been removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have any holes/trenches etc been made good?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all temporary electric installations been isolated and made safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste collection			
Has all waste been collected satisfactorily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has all waste been removed from the site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all residue fire hazards been checked e.g. fireworks, bonfires?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Venue condition			
Has any damage to permanent facilities, buildings or the ground been reported?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has any damage been found during inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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Incidents / accidents		
	Yes	No
Were any incidents / accidents reported during the event? If yes describe briefly below. (If there was personal injury then please complete Accident / Incident)	<input type="checkbox"/>	<input type="checkbox"/>
Remedial action taken: (Please advise the Safety Advisory Group of any damage found and remedial action taken)		

Printed Name of Inspector:

Signature:

Date and Time of Inspection:

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 **Date of Birth**

Employee **Volunteer** **Exhibitor** **Contractor**

Member of Public **Other**

Date and time of accident / incident (delete as necessary)

Date and time reported

Person reported to

Details in accident book? (Tickbox) **Yes** **No**

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

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Details of action taken

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Assisted by event presentation (please give name)

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First aid administered (please give name)

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Please tick relevant boxes

Ambulance called **Yes** **No**

Taken to hospital **Yes** **No**

Name and address of hospital attended

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Taken home **Yes** **No**

Circumstances of accident / incident and location

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Name and address of witnesses

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Person completing this form

Name

Address

..... **Postcode**

Telephone

Signature

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.		
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10.		
11.		
12.		
13.		
14.		

Bibliography of SAG recommended Publications

Title	Author	Year of Publication / ISBN (if known)
Managing Crowd Safety	HSE 2 nd edition (HSG 154)	(2000) 071761834X
The Event Safety Guide (The 'Purple' Guide)	HSE (HSG 195)	(2005) 0717624536
The Guide to Safety at Sports Grounds (The 'Green' Guide)	DCMS 5 th edition	(2008) 978 0 11 7020740
Code of Practice for Outdoor Events	National Outdoor Events Association	
Publicly Available Specifications PAS 51:2004 Guide to industry best practice for organising outdoor events	BSI	(2004) 0580 43319 6
Fire Safety in small and medium places of assembly	www.communities.gov.uk/index.asp?id=1162110	(May 2006) 978 1 85112 816 7
Fire Safety Risk Assessment - Open Air Events and Venues	www.communities.gov.uk/publications/fire/firesafetyassessment	(Mar 2007) 9781851128235
The Good Practice Safety Guide Small and sporting events, taking place on the highways, roads and public places	Home Office	(August 2006)
Safety Certification	Football Licensing Authority www.flaweb.org.uk/docs/publications/pubs/safecert.php	2001
Accessibility by Design – A Standard Guide	Berkshire Building Control Managers	2007
Best Practice Guide for the Safe Use and Operations of Marquees and Temporary Structures	MUT Amarq	2008
Safety Management: Sports Grounds and Stadia Guide No 4	Football Licensing Authority	(2009) 095462933-7
Understanding Crowd Behaviours: Guidance and Lessons Identified	Cabinet Office	(June 2009) 978-1-874321-20-0

There is also a useful HSE website to search for relevant books on which is www.hsebooks.com/Books/default.asp

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

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