

# Event Safety Guide



**Let's get started >**



# Introduction



Outdoor events and activities can define the life of a community and, as such, should be a time of enjoyment and fun. Coming together to celebrate is a part of social life since society first began and should be encouraged as much as possible. It must also be done with due regard to every member of society which means it should be undertaken in a safe manner.

This guide is intended to be an introduction to events safety to those taking an event for the first time, as well as a reference for more experienced event organisers.

The main part of the guide contains guidance and information about things you need to consider, and the appendices provide templates and checklists that can help with planning and recording the progress of your event. The guide can be printed off for reference, but on screen you can use the links and navigation buttons on each page to get to the right information quickly.

**IMPORTANT** - This document is a guide only. If you are in any doubt about your activities or plans then you are strongly advised to seek specialist advice.



## Coventry City Council - here to help!

Coventry City Council Events Team encourages events and activities that enhance the life of the city, and provides support for event organisers in the following ways:

- Holds a Premises License for most of Coventry's parks and city centre open spaces, saving event organisers from the work of applying for Premises Licenses or Temporary Event Notices themselves.
- Manages the booking diaries for parks and open spaces, ensuring that the space you need is only allocated to you when your event takes place.
- Can provide advice and support to event organisers, from safety guidance to budget-saving advice, and providing contacts for local suppliers, funding opportunities, and other organisations that can help.
- Can provide up to date key contact details for Emergency Services, Statutory Authorities, other Local Authority departments who may need to know of your event.

- Can advise on potential clashes with other events taking place around the city.

As event organisers ourselves, we are always happy to discuss ideas for events, and by publishing this guide, we hope to help you manage your events as safely and efficiently as possible.



# Licensing

**The Licensing Act 2003** came into force in November 2005, and its effects were altered by the **Live Music Act 2012**

Most events in Coventry will need to be covered by a Premises License under the Act, **however most parks and city centre open spaces will be covered by existing premises licenses held by Coventry City Council for the purposes of holding public events. The process of submitting an event booking form will therefore meet the requirements of the Licensing Act if the event is approved.** However if your chosen site is not covered by the Council's premises license, you may need to arrange a license separately if your event includes 'Regulated Entertainment' and/or involves the sale of alcohol or late night refreshments.

Regulated entertainment includes live music, performance of a play or dance, exhibition of a film, indoor sporting

event, boxing or wrestling, playing of recorded music (unless incidental to a non-licensed main activity eg. a fairground ride) or performance of dance.

If your chosen site is not covered by an existing license, and your entertainment is live or recorded music, and your event is for less than 200 people, it is exempt from the requirements of the Licensing Act, following the Live Music Act 2012.

If your chosen site is not covered by an existing license, and the event is for up to 499 people (including audience and participants), you can apply for a Temporary Event Notice to hold your event.

For larger events not covered by an existing license, please contact the licensing team directly for advice.



## **More information:**

**[www.coventry.gov.uk/licensing](http://www.coventry.gov.uk/licensing)**

**[licensing@coventry.gov.uk](mailto:licensing@coventry.gov.uk)**

**024 7683 1888**



# Booking Form

An events booking form is required to hold an event in any of Coventry's parks or open spaces. This will provide us with outline information about the event while detailed plans are being prepared, and allow the dates to be allocated.

Booking forms can be downloaded from [www.coventry.gov.uk/events](http://www.coventry.gov.uk/events) and can be completed and emailed, or printed out and handed or posted in.



# Detailed Plans

Where appropriate, after completing the booking form you will be asked to provide:

- Evidence of Public Liability Insurance cover
- A risk assessment
- A site plan
- A contact list
- An operations schedule
- Noise action plan
- An organisational structure
- A security and stewarding plan
- Traffic management plan

(If you have any of these already prepared, please include them with the booking form)

Together, these are often referred to as an Event Manual, a complete document that covers all aspects of your event plan. These will be fully explained as we use the guide to go through the steps of organising a safe and enjoyable event.



## How to use the planning guide



Appendix 1 gives a step-by-step chart that you may wish to follow during the planning phase and through to the end of the event itself. It is a simplified checklist that can be added to, but contains the basis of what is required to hold events within the city.

**Form a committee:** simple but true! Trying to do it all yourself is a recipe for disaster. When it comes to the day of the event, one person cannot be everywhere and responsible for everything. Share the load by dividing the responsibilities between the committee and record key decisions made.

**Liaison:** Contact the local police, fire brigade, ambulance and first aid providers. Tell them about the event and ask their advice.

**Design the event:** what exactly is it you are trying to do? Will there be a parade, a stage, marquees, food stalls, live or recorded music? What time will the event start and finish? Every event is unique and a clear idea of the aims and objectives will help to plan it properly.

**Who do you expect to attend?** What sort of audience do you wish to attract, how many and of what age groups are merely some of the questions concerned with audience profiling.

**Produce a planning schedule:** this planning guide can be used as an example of a schedule, but a specific planning schedule should be produced for each event. Finding out at the last moment that you have failed to order vital equipment, artistes or staff can jeopardise your whole event.

**Establish who does what:** it is vital that communication is maintained and that everyone involved knows exactly what they are required to do, and when! Someone will have to be responsible for the risk assessment, someone for booking artistes, someone for attractions and catering and someone for waste management etc. Sharing out the responsibilities ensures that no one person has an unmanageable workload.



**Research and set the date:** even though you can't stop some events clashing, it is surprising how many could be avoided with a little forethought. Check what major events are taking place both nationally and regionally and visit [www.coventry.gov.uk/events](http://www.coventry.gov.uk/events) to find out what, if anything, is already booked locally. Look under the 'What's on' section.

**Choose the venue and book it:** knowing what scale and type of event you intend to produce, who is organising it and when it is scheduled you can now go ahead and select a venue. Visit [www.coventry.gov.uk/events](http://www.coventry.gov.uk/events) to see what is already going on on your chosen dates. Take this opportunity to get your event into the calendar, the earlier it is notified the better your chances of not clashing with a neighbouring event.

**Establish funds and set budget:** basically this means asking the following questions. What can we afford to do? What do we charge for and how much? Can we gain sponsorship? Are there grants available? Do this as early as possible, applying too late may jeopardise your event. Having found out what you have to spend enables the setting of budgets for the various areas of expenditure like infrastructure, security, staff, specialist equipment and artistes becomes feasible. When planning your event please give considerable consideration to the quotes and the costs of event infrastructure. **Be realistic!**

**Check legal obligations:** [Appendix 5](#) highlights some of the laws governing the production of events but the most important is Health and Safety. There must be at least one person who can affirm that they are a **“competent person”**. This is important because as an event organiser it will be you who will be liable should an incident occur and it can be proved that the incident occurred as a result of your acts or omissions. You will also need to know what conditions are attached to the premises licence that you intend to make use of, e.g. there may be specific times when events can start and finish and other conditions that apply to specific venues. To safeguard their licences the council will need to ensure that all events comply with the law at all times.

It is vital, at this stage, to decide whether your event will involve any closure or obstruction to a public highway. Road closures require that any obstruction to normal traffic flow be advertised in the local press. This means that an absolute minimum of 45 days notice is required though the council recommends a period of 90 days notice in case of the need for any alteration to the original plan. This notice should be given to the Council's Traffic Management team on 024 7683 2037 or via email [temptm@coventry.gov.uk](mailto:temptm@coventry.gov.uk)





**Obtain permissions:** if any music is to be played to members of the public then the [Performing Rights Society](#) (PRS) will need to be contacted.

If the event is recorded then the [Mechanical Copyright Protection Society](#) (MCPS) has to be informed. If you are using paid security staff, these will require a [Security Industry Authority \(SIA\) licence](#) (The only time that a security role may be carried out by unlicensed staff is when there is no remuneration to that staff.) Stewards/volunteers can be used for activities such as car parking and marshalling.

**Establish insurance:** you must have public liability insurance for the event (a minimum of £5million) and may well need employer's liability insurance if you are instructing contractors about the performance of their duties. For any event, where you as an organiser, invite people to attend, you automatically become responsible for their health and safety, therefore, Coventry City Council requires a minimum of £5 million public liability insurance.

**Marketing and PR:** decisions on the level of publicity needed, where your target audience is based and how you will reach them need to be made early. The council's and CV One's websites are available for promoting your event but this will rarely be sufficient. Coventry City Council's Communications Team may help with media support of your event. Using social media such as Facebook and Twitter is a fantastic way of promoting your event for free.

**Book the artists:** leaving this until the last minute can leave you with limited choice, an overextended budget or, in the worst case scenario, no artistes at all. Some artistes will require specialist equipment such as specific PA demands, size of stage or even type of flooring which has to be supplied. All of this could have an effect on your budget.

**Booking specialist equipment:** the events industry is a seasonal business and the demands often outstrip the equipment stocks. Do not leave the booking of marquees, stage, fencing, barriers, generators or even toilets until the last moment. If your event coincides with a major national celebration or even international event, you may find that some equipment is not available for hire in the whole country. This also applies to specialist service providers like electricians, stage builders, security staff or First Aid providers. Please note that no petrol-fuelled generators are permitted on council owned sites.



**Coventry City Council have [community equipment](#) that can be hired at low cost.**



# Detailed planning

## Contingency Plan

Starting here may seem puzzling but unless you plan for bad weather, transport difficulties and other problems that can arise at any event you will find that you have no fall back position when anything unforeseen does occur.

**Prepare to fail, if you fail to prepare..**

## Risk Assessments

This is one of the documents required a minimum of 28 days prior to an event. A sample can be printed off from [Appendix 3](#). Remember, the person writing this document must be a **'competent person'** who assesses and controls all reasonably practicable risks.

### What is risk assessment?

*(HSE definition)*

A risk assessment is nothing more than a careful examination of what, in your event/activity, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

### What is risk management?

*(HSE definition)*

Risk management is a process that involves assessing the risks that arise in your events/activities, putting sensible health and safety measures in place to control them and then making sure they work in practice.

### What is a hazard?

*(HSE definition)*

A hazard is anything with the potential to cause harm e.g. working at height on scaffolding.

### What is risk?

*(HSE definition)*

A risk is the likelihood that a hazard will cause a specified harm to someone or something, e.g. if there are no guard rails on the scaffolding, it is likely that a construction worker will fall and break a bone.

### What does 'reasonably practicable' mean?

This means that you have to take action to control the health and safety risks in your workplace except where the cost (in terms of time and effort as well as money) of doing so is 'grossly disproportionate' to the reduction in the risk. You can work this out for yourself, or you can simply apply accepted good practice.



The Health and Safety Executive's '**Five steps to risk assessment**' provides a straightforward method, but it's certainly not the only acceptable way.

A number of alternatives exist. Most follow the same format.

- 1. Identify the hazards.**
- 2. Decide who might be harmed and how.**
- 3. Evaluate the risks and decide on precautions.**
- 4. Record your findings and implement them.**
- 5. Review your risk assessment.**

**Examples of the risks to be accounted for are:**

- Crowd control – arrival, movement during and after the event
- Slips, trips and falls
- Fire
- Chemicals
- Electricity
- Working at height
- Vehicles (including fuel and what they are carrying)
- Structural failure
- Adverse weather and other conditions
- Inadequate public lighting
- Noise hazards
- Emergency evacuation
- Disposal of rubbish
- Handling of cash
- Provision of water
- Other members of the public
- Child safety /protection
- Security
- Food Hygiene
- Bomb threats/terrorism



If possible find someone in your group who has been trained in risk assessments and deals with them as part of their job. Fill in the risk assessment form, ask advice of the council and then use it throughout the event. Merely having the piece of paper is not enough. You must follow the measures outlined in it completely; it is a live document and should be evolving as your event develops depending of on the weather, police intelligence, crowd dynamics etc. This document could well be demanded as evidence following any incident at the event. Any contractor involved in the event should carry out their own risk assessment and the event organiser should keep copies of these in an events file.



### **More information:**

<http://www.hse.gov.uk/risk/index.htm>

**Remember** the 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. This is a tough job.

All hazards associated with the event should be identified, the level of risk assessed and appropriate action take to reduce these risks to an acceptable level. See [Appendix 3](#) for further information.

## **Health/Safety**

The most important thing at any event is the safety and well being of the public. A competent (experienced/qualified) person must be appointed as Safety Officer for the event and that person should draw up a plan to deal with this. This plan should refer to the risk assessment and state what responsibilities the Safety Officer will manage. The Safety Officer should be responsible for management of the Event Safety Check List, appendix two and for ensuring that the entire event is run with health and safety as a priority.

## **What do I have to do in terms of fire safety?**

Under the Regulatory Reform (Fire Safety) Order 2005, a responsible person must carry out a fire safety risk assessment and put measures in place that adequately protect in the event of a fire. More information and guidance on how to comply with the law can be found at [www.communities.gov.uk/firesafety](http://www.communities.gov.uk/firesafety)



## Transport/Traffic Plan

Consideration should be given to the effects of your event on the local traffic situation. How many vehicles are you expecting? Where will they park? Do you need parking attendants? Will congestion be caused and how will emergency vehicles be catered for are some of the questions that must be answered. Remember that people and vehicles do not mix. Ensure your transport plan keeps the two separate. The Safety Officer and Security Officer, the Site Manager and the Event Manager should all be consulted on the transport plan. For larger events the local authority may require a separate traffic management plan in advance.

## Emergency Plan/ Services

Emergency vehicle routes, first aid cover, public order queries and complete site evacuation should be considered in the emergency plan. How will access for police, fire and ambulance vehicles be maintained throughout the event? Who will take responsibility during emergencies? Who calls 999? How will you get the emergency services to the correct part of the site to deal with an emergency?

## Staff/Training Plan

It is beneficial to have a planned approach to staff briefings so that everyone involved understands their responsibilities and, more importantly, the limits of their authority. For this purpose a formalised operational structure showing the chain of command is necessary and will be required a minimum of 28 days in advance by the local authority.

## Site/Services Plan

It will assist your planning for an event if you make a scale map of the site showing the main structures, vehicle and pedestrian routes, the location of drinking water, skips and litter collection points, toilets, the control point and first aid post. It helps in creating a “food village” if stalls and catering outlets are positioned on the map and will aid, not just in setting up the event, but throughout the event itself.

A site plan will also be required as part of the document pack supplied 28 days prior to the event.



## Catering and Markets Plan

This is part of the site map but has been mentioned separately because most events have a person dedicated to this role who should have detailed plans well ahead of the event.

## Fairground rides and inflatables

If you are planning to have any sort of fairground ride or inflatables (bouncy castle, bouncy slides etc.) at your event, it is advisable to make sure that the supplier has all of the necessary documentation.

The three main schemes that the industry recognise are:

1. **ADIPS (Amusement Device Inspection Procedures Scheme)** This is the fairground and amusement park industry's self regulated safety inspection scheme.
2. **PIPA (Inflatable play inspection)** This website allows organisers to check the validity of a PIPA tag as well as giving information on the inflatable industry.
3. **BIHA (British Inflatable Hirers Alliance)**

## Marquees

The MUTAmarq Code of Practice, '**Safe Use and Operation of Marquees and Temporary Structures**', has been developed to provide best practice guidelines to marquee contractors, event organisers and health and safety professionals enforcement officers on the design, erection and dismantling of marquees and temporary structures.

By covering standards of structural integrity, fire safety, flame retardancy, health and safety practices of erection crews, the Code is designed to minimise the risk of injury that temporary structures pose to members of the public, marquee crews and other on-site workers, while helping outdoor events run smoothly.

Based on the Institution of Structural Engineers 2007 document '**Temporary Demountable Structures**', the Code was launched in 2008 and has the support of the Health and Safety Executive.



**More information:**

<http://www.performancetextiles.org.uk>



# Food Safety & Hygiene

You should ensure that all caterers attending the event comply with the **Food Hygiene (England) Regulations 2006**, and associated regulations. One person should take responsibility for liaising with caterers and ensure that they comply with the minimum legal requirements and are registered with the relevant local authority, if necessary. This registration will depend on the size of the caterer and their operations, however they should know their status in this regard. Legal requirements include ensuring food handlers maintain personal hygiene and are trained in food hygiene matters in line with the type of food they are handling and their duties. Certificates of formal training courses should be available, where relevant. The caterer must also ensure they have looked at their activities and are producing food safely. This food safety management system should be written down, along with other relevant records.

The caterer must ensure the stall or vehicle itself is kept clean and in good repair and condition and is provided with adequate facilities, including a supply of hot and cold water, somewhere to wash and dry hands hygienically, a sink for cleaning and disinfecting equipment, facilities for storing foods at safe temperatures. Food must also be protected from contamination.

Whilst these responsibilities lie with the caterer you should give consideration to certain factors when designing the

layout of the site, for example site food businesses near services such as water, drainage, electricity and refuse disposal.



## More information:

**The Nationwide Caterers Association website is a good source of information - [www.ncass.org.uk](http://www.ncass.org.uk)**

# Waste Management Plan

How will you collect litter, what will you do with it once collected and will there be any hazardous materials involved? Will you need to get the toilets serviced during the event, how many will be required and when will they be collected? All these and other questions need to be addressed. It should also be remembered that food waste and waste water may demand special disposal conditions and should not be treated as ordinary litter/water.

# Toilets

Having enough clean toilets can make the difference between a great event and a bad experience for your visitors. This table gives you an idea of how many toilets you should provide depending on the size of your event,



but think carefully about where they are placed (not too close to caterers, for example), and whether they will need cleaning during the event. If your venue has permanent facilities, these can be included in the numbers required, as long as they are open during your event.

	Female	Male	Disabled
Gate opening time of less than 6 hours	1 x toilet per 120	1 x toilet per 600 + 1 x urinal per 175	1 x unisex disabled toilet per 100
Gate opening time of more than 6 hours	1 x toilet per 100	1 x toilet per 500 + 1 x urinal per 150	1 x unisex disabled toilet per 100

Full calculation charts can be found in chapter 21 of the Health and Safety Executive book number HSG195, The Event Safety Guide. Please note, these figures are for guidance purposes only. In reality for smaller events, you may only need one or two unisex disabled toilets.

## Site services/safety

During the event the responsible persons should continually monitor conditions on site with the aid of the event safety checklist. As with all of the appendices, this needs to be a working document not merely something to be completed and then filed away.

## Artiste liaison

One person should take responsibility for the artistes performing at the event, their personal and technical requirements and their well being while guests at the

event. It is frustrating for all concerned when technical or logistic considerations affect a performance and everyone feels let down when things go wrong.

## Customer care

It is highly recommended that a control point with a public service function is set up. This could be called an information or welfare point and should be well signposted. This could also act as the lost children point. The First Aid, toilets, exits and water points should also be well signposted, having them means little if no one can find them. The visitor to the event is the reason the event exists and should be given every chance to enjoy the event safely. It is now a legal requirement to provide free (tap or equivalent) water at all events.

## Stewards/Security

Customer care is the main purpose of stewards and this should be impressed upon them by verbal and written briefings. They should be supported in this with an efficient system of communication and a comprehensive list of who does what. Consider hiring two-way radios, collate and disseminate mobile telephone numbers and most importantly, make everyone aware of the chain of command - who they report to. This information should be contained in the event manual. They need to be fully briefed on all aspects of the event including crowd control





and emergency arrangements. Certain security duties will require staff to hold an SIA badge [www.sia.homeoffice.gov.uk](http://www.sia.homeoffice.gov.uk), please check with the Coventry City Council's events team to ensure that you have employed the appropriate staff for the duties being undertaken. Stewards may require personal protective clothing such as earplugs, torches, boots, gloves or coats. It is also vital to ensure they have proper breaks built into the schedule.

It is advised that a different person should be chosen as Security/Stewarding Officer who should also draw up a similar plan of operation. This should contain a brief synopsis of the stewards briefing, their duties and their limitations bearing in mind the licensing requirements for SIA regulations [www.sia.homeoffice.gov.uk](http://www.sia.homeoffice.gov.uk). These plans should be included in the event manual and be submitted 28 days before the event. A sample list of topics for briefing stewards is attached at [Appendix 4](#).

## Noise

Due to the Licensing Act 2003 various parks now have set conditions in relation to the licence, for example noise levels, event running times and regulated entertainment. The organiser must liaise with the city council to enquire whether these conditions apply to the location of their event. In areas where there are restrictions, the organiser must submit a Noise Action Plan to the council and a consultant

will be employed to work with the organisers to ensure that the licence conditions are not broken during the event. For more information on Noise Regulations 2005 visit <http://www.hse.gov.uk/noise/musicound.htm>

## Cash Handling

If you are taking money for tickets, donations, raising money for charity or selling merchandise you should have a documented plan to show your procedures for handling cash, ensure safe procedures for storing and transporting it, and accounting for the correct amount. It is advisable to have more than one of your team present wherever counting or transporting of cash takes place.

## Clean up

Have a plan for returning the site to the owners in the same condition that you found it, then stick to that plan. Structures and major equipment should not be dismantled or removed until it is safe to do so and the public has left the site. Plan what safety measures will be in force during dismantling and removals from site. Decide who will be responsible for litter clearance and site restoration and make sure that staff and equipment are available to carry this out. Please be aware that you may well have to pay for ground reinstatement work.



# After the event

## What went right/wrong

It is important to carry out what is known as a post-production exercise to emphasise the good and eliminate the not so good for next time. If the event is for more than one day ensure you go through this exercise at the end of each day. If you do not examine the positive and negative aspects of the event then you will learn little or nothing. Do not concentrate solely on difficulties, equally as much may be learned from success as failure. Good practice in one area of the event should be highlighted for all other areas to adopt.

## Finalise accounts

This may seem obvious but leaving it too long after the event to balance the books diminishes what can be learned. It is at this point that the value to the event of the outlay on individual items can be judged. The cost/benefit

ratio of each area of expenditure should be examined and decisions made as to the allocation of funds during future events.

## Feedback-funders/sponsors

Take some time to report back to those who have supported the event financially. Some sponsors need to report back to shareholders or committees and all appreciate some form of contact. A brief thank you note outlining what the event achieved can often lead to longer-term relationships with benefits for all concerned.

## Set date for next event

Don't let the research you have already done be a waste, set the date for the next event as soon as possible, preferably at any post production meeting. Involving those who have enjoyed the current event immediately afterwards often proves the best way to build for the future.



# Staff de-brief and thanks

Tell the people involved what they have achieved. Keep those who have helped to make the event successful informed as to its success and thank them for their efforts. This could be a good excuse for a social gathering but a great deal of helpful information can be gathered at the same time. The people dealing with the public face to face frequently have a different perspective on an event from organisers who are concerned with the bigger picture.



# Appendix 1 Planning Guide

[Download a sample Planning Guide](#)

Action	Person Responsible	Target Date	Date Completed	Comments
Research and set date				
Form committee				
Design event				
Produce planning schedule				
Establish who does what				
Choose venue and book				
Establish funds/set budget				
Check legal obligations				
Obtain permissions				
Establish insurance				
Marketing and PR				
Book artistes				
Risk assessments				
Specialist equipment				
Sale of alcohol				
Temporary structures				
Provision for the disabled				
Welfare arrangements				
Health and safety				



Noise control plan				
Security/stewards				
Traffic/transport plan				
Emergency plan				
Staff/training plan				
Site Service plan				
Catering plan				
Waste Management Plan				
Site Services/Safety				
Site inspection before opening to public				
Artiste liaison				
Accidents				
Customer Care				
Clean Up				
Feedback				
Finalise accounts				
Feedback to funders/sponsors				
Set Date for Next Event				
Staff De-Brief and Thanks				

**Notes**



# Appendix 2 Safety Checklist



As an extra check, each item should be initialled by the appropriate person, rather than just ticked.

[Download a sample Safety Checklist](#)

Access/Egress	Initial
Are entrances and exits clear?	
Are staff/stewards in place and properly briefed?	
Can emergency vehicles gain safe access?	
Are pedestrians and vehicles fully segregated?	
Are security precautions in place?	
Have adequate signs been provided?	

Site Condition	Initial
Is site free from trip hazards?	
Are permanent fixtures in good condition?	
Has vegetation been cut back, debris cleaned and the area made safe?	
Have prevailing weather conditions created fresh hazards?	

Attractions/Activities/Structures	Initial
Have all structures been completed, inspected and certificated where necessary?	
Have all attractions, activities and structures supplied evidence of insurance?	
Are all structures built to supplier's method statements?	
Are hazardous activities segregated/fenced off?	
Is hazardous equipment (generators/barbecues, etc) fenced off?	

Site Health and Safety	Initial
Is all signage (water/first aid/exits/information/toilets, etc) in place?	
Is fire fighting equipment in place?	
Are staff trained in the use of fire fighting equipment?	
Is site lighting in place and working, where required?	
Have electrical supplies been certificated and checked by a competent person?	
Have sufficient toilets been provided and properly sited?	
Are adequate First Aid facilities in place?	
Is the control centre in place?	
Is the public address system in place and working?	
Have any fresh hazards been introduced during the build period?	
Are sufficient waste bins/skips in place?	
Are stewards/crowd management in place?	
Is everyone aware of the chain of command/their own duties?	



The Clean Up	Initial
Have all visitors left the site?	
Is it safe to dismantle structures?	
Have all structures/attractions been dismantled and left the site?	
Have all traders left the site?	
Have all contractors and caterers vehicles left the site?	
Have all temporary stakes/markers/fencing been removed?	
Have all temporary electrical supplies been made safe/removed?	
Has all waste been collected satisfactorily?	
Has all waste been removed from site?	
Has any damage to the site been found on final inspection?	
Have damage reports been made to the site owners?	
Have the site owners accepted the site as satisfactory?	



# Appendix 3 Risk Assessment



Each activity should be prioritised to establish levels of risk. This will enable you to establish the work activities which may result in serious harm i.e. high risk and concentrate on producing adequate measures to control the risks.

Look at the event area and define the work activities that take place. Establish what level of risk there is for the particular work activity to cause harm i.e. high/medium/low. Concentrate first on those work activities that are considered to be high risk and carry out risk assessments for these activities, following which medium and low risk activities should be assessed.

Bear in mind the **Health & Safety at Work Act, Manual Handling operations regulations, Use of Equipment regulations**. Consider whether or not personal protective equipment is required.

Hazard (What are the hazards)	Who will be affected?	Risk (Possible harm)	Risk Rating				Measures taken to reduce risk
			Likelihood (L)	Severity (S)	Total (L x S)	Risk Level	
E.g. Trailing cables	Visitors Performers	Injury	3	2	6	Low	Cables covered by cable matting or kept away from access routes.

**Signature:**

**Date:**

[Download a sample Risk Assessment](#)





# Risk Level Decision

## SEVERITY

## LIKELIHOOD

	1 Insignificant Harm	2 Slightly Harmful	3 Harmful	4 Very Harmful	5 Extremely Harmful
1 Negligible	Minimum Risk	Minimum Risk	Minimum Risk	Low Risk	Low Risk
2 Rare	Minimum Risk	Low Risk	Low Risk	Moderate Risk	Moderate Risk
3 Unlikely	Minimum Risk	Low Risk	Moderate Risk	Substantial Risk	Substantial Risk
4 Likely	Low Risk	Moderate Risk	Substantial Risk	Substantial Risk	Intolerable Risk
5 Very Likely	Low Risk	Moderate Risk	Substantial Risk	Intolerable Risk	Intolerable Risk



# Appendix 4

## Stewards' Briefing



These suggestions will be of assistance – there may be other issues you would want to include, as this is not a definitive list.

**The role of a steward:** What is the extent and limitation of a steward's role during an event?

**Chains of command:** Who is responsible for what during an event?

**Crowd management:** What is the role of a steward in respect of crowd management and who is responsible for this element of the event?

**Monitoring crowds:** What is the responsibility of each steward in crowd monitoring, reporting and management?

**Emergency evacuation procedure:** What is each individual steward's role in managing the total evacuation of the site?

**Road closure:** Which roads are to be closed, when and for how long? Who will actually close the road and how will this be achieved?

**Radio procedures:** Who will have access to a radio, where and how may other stewards access a radio, what is the protocol for usage and what are the limitations on usage? **Too much radio traffic can be hazardous and confusing!**

**Radio code words:** To prevent panic and confusion what codes will be used for security and safety purposes?

**Fire hazards:** How will these be identified and dealt with and by whom?

**First aid:** What procedures should be followed after an accident causing injury? Where will First Aid be available and who will and will not provide it?

**Public information:** Where and who will provide information to the visitors?

**Lost children:** What procedure will take place when children are found, reported lost and returned to carers? **It is important never to announce lost children by name!**

**Lost property:** Where will lost property be kept, who will be responsible for it and what will happen when the event ends?

**Don't forget to bring with you:** What personal items will be required, will money for refreshments be needed, wet weather clothing, boots and protective equipment etc?

**Uniform:** What will be provided as uniform to identify stewards?

**Logbooks:** Where will the attendance and incident logbooks be kept and who will be responsible for them? What requires records being made?



# Appendix 5 The legal bit

## Acts:

- Health and Safety At Work Act 1974
- Licensing Act 2003
- Disability Discrimination Act 1995
- Race Relations, Amendment, Act 2000
- Children Act 2004
- Food Safety Act 1990
- Food Standards Act 1999
- Environmental Protection Act 1990
- Fire Safety Act 2002

## Regulations:

- Work at Height Regulations 2005
- Food Hygiene (England) Regulations 2006
- Fireworks Regulations 2004
- Control of Substances Hazardous to Health Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1999



The sheer number of laws, regulations and guidance applying to event production prevents a full listing but some of the more pertinent are listed below. You need to be aware of the legislation for anything that may form part of your event. These are merely examples, this is NOT a comprehensive list and ignorance of the law is no defence in court. If in doubt ask!

- Personal Protective Equipment at Work Regulations 1992
- Lifting Operations and Lifting Equipment Regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- Safety Signs and Signals regulations 1996
- Hazardous Waste (England & Wales) Regulations 2005
- Manual Handling Operations Regulations 1992
- Environmental Protection (Duty of Care) (England) Regulations 2003
- Management of Health and Safety at Work Regulations 1999

## Guidance:

- **The Event Safety Guide**, HSE HSG195
- **Fire Safety Risk Assessment: Open Air Events & Venues**
- **Fairgrounds and Amusement Parks, Safe Practice**. HSE GS6
- **Managing Crowds Safely**. HSE HSG154
- **Giving your own firework display**. HSE HSG124

- **Five Steps to Risk Assessment**. HSE INDG163
- Guidance on Temporary Demountable Structures ODPM 1999
- The Good Practice Safety Guide for small and sporting events taking place on the highway, roads and public places (Home Office)
- Safe Use and Operation of Marquees and Temporary Structures (MUTA) \*
- Avoidance of Danger from Underground Services. HSE HSG47 \*
- BS7909, Temporary Electrical Distribution Systems
- BS6465, Provision of Temporary Sanitary Appliances
- Industry guide to good hygiene practice: markets and Fairs Guide, Chadwick House Group Ltd 1998.
- NCASS – Nationwide Caterers Association. HACCP – Hazard Analysis and Critical Control Points.

