

Insure-Our-Event – H&S Event Guide

The below guidance has been put together for organising events. The documentation required will depend on size and scale of the event as well as internal processes.

Planning

- Develop an event safety plan for the event including:
 - Organisations Chart detailing responsibilities (e.g. event organiser, head steward, fire safety officer etc.)
 - Details of the event. Include activities, scale, type, timing, locations, acts etc.
 - First aid/Medical assistance plan (local GPs, hospitals etc.)
 - Site plan to include access and activities
 - Communication plan e.g. radios, channels, mobile numbers
 - Appointed persons e.g. stewards, security and shift patterns, times and locations
 - Type and size of audience
 - Crowd control/traffic management measures (e.g. barriers)
 - Emergency plan including the evacuation procedures, assembly points etc. (security, accident, weather etc.)
 - Liaison with venue provider, emergency services, local authority etc.
 - Contingency plans if the event must be moved/cancelled, stopping the event i.e. due to adverse weather
- Determine what the event will include e.g. stages, marquees etc. (CDM 2015 regulations)
- Risk assessment for event, activities, build/take-down
- Selection of contractors, approval and gathering of health and safety information (e.g. Construction, Food, drink, welfare suppliers etc.)
- Contractor/Supplier Management
- Provision of workplace facilities e.g. welfare, first aid, lighting etc.
- Security arrangements
- Training of staff required to ensure their competence
- Management of Noise and public disturbance

Event Set up

- Site assessment including:
 - site hazards and control measures
 - buried services such as electric cables
 - provision of electrical supply e.g. generators
 - ground stability and suitability for weight limit of loading
 - safe speed limits and parking
 - first aid, toilets and wash facilities
 - emergency arrangements
 - weather forecast
 - procedures for using / booking plant
- CDM requirements and documentation
- Site briefings
- Transport management implementation (marshalling, signs, contingency routes for weather, parking, emergency exits)
- Employee welfare
- Emergency procedures implementation
- Contractor/Supplier Management
- Audit/Review of build period
- Fire risk assessment undertaken for the completed build prior to opening
- Structural sign-off of stages and structures

Event

- Risk Assessment review and update to ensure reflection of event
- Specialist risk assessments for events/activities/special effects/lasers
- Noise Monitoring and assessment
- H&S signage to advise public of required H&S information
- Periodic Audit/Review of event
- Management of crowds (Signage, crowd pressure e.g. mo-jo/crush barriers, crushing)
- Training of event staff for fire/emergencies/marshals etc.
- Transport management (Parking/drop-off, pedestrian routes)
- Food and drink providers' selection/assessment, availability of drinking water, alcohol provision and consumption

- Sanitary facilities (suitable number, washing facilities, location, sewage disposal)
- Waste management (collection, receptacles, H&S of employees exposed to sharps, disposal etc.)
- Management of other activities e.g. Media/Film, press
- Emergency procedures for visitors e.g. lost children, disabled attendees
- Contractor/Supplier Management
- Event Licencing

Event Breakdown

- Transport management – exiting site/collection of plant and equipment
- CDM requirements and documentation
- Employee welfare
- Emergency procedures
- Waste collection/disposal
- Audit/Review Post event breakdown
- Debrief after event