

Good Practice and Safety Guidelines for Events and Hire of Public space.

General advice and guidelines for all events
organisers in the district of East Suffolk and
booking details to hold events on public space

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Introduction

All events and activities held on council land require permission to be obtained in advance. This applies to events of all sizes from small community initiatives to large scale productions that attract thousands of spectators.

Your aim is to produce a successful event which can be safely enjoyed by visiting public. To achieve this you must identify all potential hazards and dangers and then decide, on your own or with help, the safety precautions that need to be taken and how you will put them in place.

As the event organiser you will be held ultimately responsible in law for the safety of people at your event. It is essential that all events, even those in aid of charity, should comply with recognised safety standards. Even if the purpose of the event is in aid of a good cause it will not protect people from having accidents or you from liability.

This information pack has been designed to assist individuals and organisations with arranging events. The pack also provides details on using council managed open space for events and special occasions. The forms contained within the pack can be used for all events regardless of size; however parts of the information may not be relevant for smaller events.

The information pack gives general advice that should be used when arranging any type of event. However, it must be remembered that events are extremely diverse, ranging from craft stalls to major music festivals and therefore this guidance cannot be considered exhaustive. It is likely that additional guidance will be required for specialist events.

This document is designed to assist any organiser of a private or public event on East Suffolk District Council land that requires the piece of land to have reduced access to other users or members of the public.

Major events will require additional information and you should first contact East Suffolk District Council to discuss before you make your application. This must be done a minimum of 6 months before the proposed event. It is advisable to refer to the 'The Purple Guide' which has been written by The Events Industry Forum in consultation with the events industry. Its aim is to help those event organisers who are duty holders to manage health and safety, particularly at large-scale music and similar events <http://www.thepurpleguide.co.uk/> please note that there is a subscription charge for this publication but if you are regularly organising major events it is a useful resource.

When planning and organising an event it is recommended that you refer to the 'The Event Safety Guide' produced by the Health & Safety Executive (ISBN 0-7176-2453-6 t: 01787 881165). <http://www.hse.gov.uk/event-safety/running.htm>

There will also be additional clubs and associations who may be able to offer specific advice.

<http://www.suffolkresilience.com/running-an-event-safely/>

The Events Application Form needs to be completed and submitted along with all the relevant documentation before any consideration can be given to your request.

No advertising of your event may be undertaken until such time as the application consultation process has been finalised and we have given you permission to hire/use our land.

Stage 1 – Pre Planning

Detailed pre planning is essential to ensure the event is safe and successful. The following needs 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 and residents, how easy it will be for people to travel to the venue and what the car parking requirements are. Consider the suitability of the venue and existing on site hazards such as water and power cables. Consider whether emergency routes will be adequate.

When

Consider the time of year, including the consequences of extreme with regard to 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. The event should not clash with other major events in the area: SCDC will be able to assist you with establishing a date which will be suitable.

Who

Identify the aims of the event. Are particular groups or types of people targeted, such as young people, teenagers or the elderly or disabled? If so, specific facilities may be required to accommodate them.

What

Decide on the type of activities to be offered. Will there be any specific hazards such as high-risk sports? Establish the size of the proposed event and whether or not an entrance fee will be charged.

Specialist Equipment

Will activities require the use of specialist equipment? If so, does this equipment pose any specific hazards? Ensure access to site is possible for specific equipment? Will a particular activity require barriers etc? Some equipment such as a stage will require certificates of erection by a competent person that must be available on request.

Code of Practice

For larger events there will be a need to comply with guidance particularly the code of practice for Outdoor Events published by the National Outdoor Events Association. T: 01749 674531, <http://www.noea.org.uk/> which gives advice on structures, marquees, tents, and electrical matters. The HSE 'The Event Safety Guide' is also a very useful document please see www.hse.gov.uk/entertainment/index.htm

Welfare Arrangements

The organiser must estimate the number of attendees to the event and consider its duration. Toilet and first aid 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 may be necessary. Depending upon the scale of the event, refreshments and other facilities may be required. Provision also needs to be made for lost children, missing persons, baby changing and lost property.

Responsibilities

When organising any event there must be a named organiser who is identified at the earliest opportunity. For larger events there should be a detailed management structure drawn up detailing who is responsible for what – this should all be recorded in the event plan.

One person should be identified as the event manager and be responsible for liaison with other organisations such as the Council, the local police force and other emergency services. You should have a named Health and Safety Officer to whom all queries can be referred about safety procedures in case of an emergency.

Licences

A Premises License or in certain circumstances, a Temporary Events Notice will be necessary to carry out what are known as 'licensable activities' in a premises. These activities are described by the new licensing act as being:

- any sale of alcohol by retail
- the supply of alcohol in a members club
- regulated entertainment, such as films, plays, indoor sports, boxing or wrestling, live or recorded music or dancing
- late night refreshment (hot food or hot drink between 11.00pm and 5.00am the next day)

A Temporary Events Notice (TEN) can be issued for events for up to 499 people (including staff, stewards and performers) and for a maximum period of four days. Applications must be given to the Police and the Council at least 10 working days before the event in question.

For events exceeding 499 people an application for a premises licence will need to be submitted. This must be done at least 58 days before the event. For any licence applications please contact East Suffolk District Council Licensing team on 01394 444802 or email licensing@eastsoffolk.gov.uk

Insurance

All organisers of events will require public liability insurance with a limit of indemnity of a minimum of £10 million per claim. If an event is deemed higher risk then we reserve the right to increase this. All contractors and performers will also need their own public liability cover. Depending upon the nature of your organisation and the proposed event other insurances may also be required. Quotations should be obtained from your insurance provider.

Road Closures

If your event is on a road or highway you will need to gain permission from Suffolk County Council <https://www.suffolk.gov.uk/roads-and-transport/roadworks/apply-to-close-a-road-for-an-event/>

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. Some specialist advice may be required, and special permission could take time. 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**. It should also highlight individual responsibilities in the run up to the event and during the event. **You will be asked to supply a copy of your Event Plan to East Suffolk District Council.**

The Event Plan should include

Site Plan

Risk

Assessments

Attendances

Emergency Plan

Contingency Plan

Promotion

Key Contact Details

For help with writing your event plan;

www.suffolkresilience.com/running-an-event-safely/what-should-be-included-in-your-event-management-plan/

Balloons and Sky Lanterns

As of 2014 East Suffolk District Council approved a ban on the release of mass balloon and Chinese lantern releases for events taking place on East Suffolk District Council land. Helium filled latex and foil coated balloons can pose a serious threat to wildlife and livestock and lit sky lanterns pose a significant fire hazard.

It is now part of our terms and conditions of hire that you agree not to release these as any part of your event.

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 plan up to date.

Liaison

You need to inform the local police about the event and ask them for advice. Decide what additional information is required regarding specific activities and make contact with the Council and/or the relevant organisations. You may also be asked to provide copies of your event plan to the County Event Safety Advisory Group (SAG).

Risk Assessments

You must complete a risk assessment for your event. Taking everything 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. Your risk assessment should be added to your event plan.

For information Risk Assessments please see the appendices at the back of this document and

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues>

Attendances

The maximum number of people the event can safely hold 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.

Emergency Plan

A formal plan should be established to deal with any emergency situations, which may arise during the event. 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. Organisers of larger events may wish to liaise with the emergency services, local hospitals and the council's emergency planning officer and create a planning team to consider all potential major incidents and how you would deal with them. Your emergency plan can be added to your event plan.

Contingency Plan

Consider the implications on the event of extreme weather conditions. Will the event be cancelled? Could specialist tracking be hired in at short notice? Should 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.

Promotion

You will need to consider how you plan to inform the community and visitors of your event. You should ensure that a timeframe is in place to give as much notice as possible to those you want to attract to the event.

Stage 3 – Provisions and Services

You will need to calculate what provision and services will be required for the event. This should include all of your contractors, entertainment and welfare for your intended audience. Listed below are a few examples;

Bouncy Castles

If a bouncy castle is used at your event you must follow the HSE guidelines – www.pipa.org.uk
As the event organiser, it is your responsibility to ensure that each inflatable device carries a valid PIPA inspection tag.

Cars on Site

In public parks no cars are permitted on site without special permission from the council. A £300-£500 deposit will be taken for each event and a fine of £25 for each unauthorised car on site will be taken from the deposit. Any cars parked on a public car park must pay the relevant rate.

Catering

The provision for catering will be granted at the Council's discretion. Details of all catering units must be submitted to Environmental Health Service at least 14 days prior to the activity. All catering units must be open for inspection by the Environmental Health Services. If they do not comply with regulations they will not be allowed to trade. The provision of the Food Safety Act 1990 (as amended), Regulation (EC) No. 178/2002 applied by The General Food Regulations 2004 (as amended), Regulation (EC) No. 852/2004 applied by Regulation 17(1) of the Food Hygiene (England) Regulations 2006 shall apply.

Adequate space should be left between catering facilities to prevent any risk of fire spreading. Ask to see caterers' food hygiene certification. You may wish to use only caterers who are members of the Mobile Outside Caterers' Association.

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. Failure to clear the site will result in deductions from the deposit. Please contact Suffolk Coastal Norse 01394 444000 for any specific waste/cleaning enquiries.

Communication

You will need to communicate with event personnel and it is recommended that you have a suitable communications system. For larger events you may need to set up a control room. Communication details should be included in your event plan.

Contractors

You should ensure that your contractors are competent to undertake the tasks required of them. Wherever necessary 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 £10 million. Provide contractors with a copy of the event site rules and details of their responsibilities while on the site.

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, signs, stewards and the provision of a public address system.

Facilities for the disabled

Specific arrangements should be made to ensure disabled visitors have adequate facilities, parking and specific viewing areas and can safely enjoy the event.

Electricity and Gas

Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe.

Electrical Appliances

All portable electrical appliances including extension leads etc. shall be tested for electrical safety and a record kept. The records of a satisfactory test on all equipment shall be available for inspection on the day. Any hired equipment must come with a certificate of electrical safety. The Electricity at Work Regulations 1989 will apply. The Hirer shall obtain approval from the Council for the use of generators at the event. Generators must be operated in a safe manner and segregated from the public or protected by suitable covers or barriers, so as to prevent access by members of the public. All electrical equipment shall be maintained so as to prevent danger, as far as is reasonably practical. East Suffolk District Council requires the entire electrical installation be subject to tests no less stringent than those required by BS 7671:2001 and that a current electrical test certificate be available for inspection. Residual current circuit breakers with a tripping current no greater than 30ma shall be used and if possible the power supply stepped down to 110volts. Residual current circuit breakers shall have no intentional time delay fitted. You will need to supply a current inspection certificate on the electrical installation completed by an NICEIC/ECA electrical contractor and have it available for inspection on the day. All cables will have to be safely routed to eliminate any electrical and tripping hazards. Potential hazards due to extreme weather should not be overlooked at outside events.

All generators shall be earthed at their neutral point by means of a suitable earth electrode and all systems shall be TNS. 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.

Gas Supplies

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 for portable generators etc. Gas systems should conform to and operators have regard to the LP Gas Associations Code of Practice 24. Use of LPG cylinders Part 3:2000. Use of LPG in mobile catering vehicles and similar commercial units. They may also wish to refer to HSE LAC 52/13 The Keeping and Use of LPG in Vehicles and Mobile Catering Units.

First Aid

It is your responsibility to arrange for adequate first aid provision and medical cover. For audiences of less than 5,000, St John or the Red Cross can provide first aid. For audiences of over 5,000, The East Anglia Ambulance Trust must be consulted.

Performers

All performers must 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.

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. Counting and banking arrangements should be given careful consideration.

Sound Amplification

Most of our open spaces are set in residential areas and you will need to be sensitive to this. If you wish to amplify sound at your event you will need permission from us. Not all areas are suitable for musical events; East Suffolk District Council will be able to advise you accordingly.

Stewards

Stewards 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 stewards can be easily identified by the public and that they can effectively communicate with each other, their supervisor, the person responsible for health and safety, and the event manager.

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 firefighting. Stewards may require 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.

Temporary Structures

Many events will require temporary structures such as staging, 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 dependent upon the number of people likely to attend.

Temporary structures should only be obtained from experienced suppliers. An independent Structural Engineer shall be engaged by the hirer to certify all structures in accordance with the Institute of Structural Engineers guidance note: 'Temporary Demountable Structures' guidance and procurement design and use: March 1999. All marquees must be fire retardant to current British Standards.

Toilets

	Female Toilets	Male Toilets
For events with a gate time of less than 6-hours duration opening	1 per 100	1 per 500, plus 1 urinal per 150
For events with a gate opening time of 6 hours or more, but with little or no alcohol or food served	1 per 85	1 per 425, plus 1 urinal per 125
For events with a gate opening time of 6 hours or more, with alcohol and food served in quantity	1 per 75	1 per 400, plus 1 urinal per 100
For campsites at major events, swapping the emphasis from urinal to WCs for males	1 per 75	1 per 150, plus 1 urinal per 250

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. You will be required to supply a copy of this to East Suffolk District Council.

Information Signs

Information and safety signs complying with safety signs regulations are important to the success of an event. Organisers should provide sufficient signage to be available around the venue, for example lost children or first aid.

Any advertising signs placed on the highway are unlawful. "Highway" includes roads, carriageways, footways, pavements and verges.

Advertising signs which create a nuisance or present a danger to users of the highway may be removed by SCC in accordance with the relevant legislation.

Stage 4 – 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 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 that communications are working. You may want to carry out more than one inspection during the event. All defects should be noted and also any remedial action taken.

Sighting

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, information and lost 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. For large events you will need to see if the police should be in attendance.

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 5 – After the Event

Site Condition

After the event, another inspection should be carried out to make sure nothing has been left on the site that could be hazardous to future users. This inspection should also identify any damage that 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. 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 Council, in addition to the statutory requirement to notify certain accidents under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). 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 copy of the completed accident form.

Debrief and Report

After the event you should meet with/ask comments from all the agencies involved in the event for an event debrief. You should write an evaluation report which will help you refine your future plans.

Contacts

Clare Baker

Felixstowe Forward

Suffolk Coastal District Council
Town Hall
Undercliff Road West
Felixstowe
Suffolk
IP11 2AG

01394 444884

Clare.Baker@eastsoffolk.gov.uk

Licensing

East Suffolk District Council
East Suffolk House
Riduna Park
Melton
Woodbridge
Suffolk
IP12 1RT

01394 444802

licensing@eastsoffolk.gov.uk

St John Ambulance

Priory House
Duckamere,
Bramford,
Ipswich

0844 770 4800

Fire Prevention

Fire Prevention Officer
Suffolk County Council
Endeavour House
8 Russell Road
Ipswich
IP1 2BX

01473 583 000

Police

Suffolk Constabulary HQ
Martlesham Heath
Ipswich
Suffolk
IP5 3QS

01473 613500

Suffolk Coastal Nurse

Yarmouth Road
Ufford
Suffolk
IP13 6ET

01394 444000

Contact **HSE** Infoline for Health & Safety advice

0845 345 0055

Fireworks

Events that require the use of fireworks must ensure that the following is in place:

Risk assessments must be completed for the display and persons carrying out the display.

Fire prevention measures are in place.

Your Public Liability insurance covers the use of fireworks

For further information on the use of fireworks please see

www.hse.gov.uk/explosives/fireworks/using.htm

Funfairs

Where the Council has agreed that the Venue shall be used for a fun fair then the Hirer shall supply full details of all side shows and rides prior to the due date and shall comply with and ensure that the operators of the rides comply with the guidance given in the publication *Fairgrounds and Amusement Parks – Guidance on Safe Practice – HSG175* published by the Health and Safety Executive and all other statutory requirements. In particular a copy of the latest certificate of thorough examination must be submitted prior to the start date.

The hire of events sites

Hire Fees

For free public events run by charity and community groups there will be no charge for use of council land. For events where there is a cost to members of the public or for private hire charges will apply.

Requests for use of council land for events will be made at the discretion of East Suffolk District Council in consultation with Suffolk Police and Suffolk Coastal Norse & other relevant organisations.

Deposit

A deposit will be taken for each event and will be required on application. This is fully refundable if no issues requiring remedial action arise. Money will be deducted from the deposit for reinstatement of any damage caused to the open space. Removal of rubbish and reinstatement work must be carried out to the standard required by East Suffolk District Council.

Once an event has been approved an invoice for the hire fee will be issued.

Appendices

1) Event Risk Assessment Guidance Notes

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 at the back of this document.

Identifying the Hazards

All hazards should be identified including those relating to the individual activities and any equipment. A hazard is something with the potential to cause harm. Only note hazards that could result in significant harm. 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
- Moving parts of machinery.
- Any vehicles on site.
- Electrical safety e.g. use of any portable electrical appliances.
- Manual handling activities.
- Falls e.g. from ladders, structures or trailers.
- High noise levels.
- Poor lighting, heating or ventilation.
- Any possible risk from specific demonstrations or activities.
- Crowd intensity, movement 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.

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.
- Vulnerable persons.
- Potential trespassers.
- Local residents.

Areas to consider

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.
- Provision of first aid.
- Fire, security and cash collection.
- Health and safety issues.
- Exhibitors and demonstrations.
- Amusements and 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

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 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:

- 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.
- Find a substitute for that activity/machine etc.

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 change 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.

2) Risk Assessment Template

Event	Date of Event		Venue	Organiser	
Identified Hazards	Persons at risk	Risk High, medium, low	Measures required to control risk	Action taken by	Date complete and signature

Name of Assessor (print) _____

Signature _____ date _____

3) Event Plan Guide

The following is a quick reference to use during the preparation of an event plan. Some of this section may not be relevant to the event in question, and is not a definitive list

The Site

- Suitability
- Capacity
- Access & Egress Routes
- Car Parking Area/s
- Surrounding Roads
- Security
- Health & Safety
- Weather
- Disabled Access

Entertainment License

- Is one needed?
- Fee
- Safety Policy and Risk Assessment

Responsibilities

- Event Manager
- Safety officer
- Other
-
-

Power

- What needs power?
- Mains/Generator location
- Electrical Equipment tests

Stewards

- How many?
- Uniforms/Vests
- Chief Steward/s
- Briefing Instructions

Health & Safety

- Risk Assessments
- Public Liability Insurance

Lighting

- Additional Lighting
- Location

Litter Clearance

- Bins/Skips
- Litter Bags
- Stewards

First Aid Cover

- No. of First Aider's
- Location

Police

- Notification
- Presence

Fire

- Fire Fighting Equipment on Site
- Fire Brigade Presence

Communications

- Radio's
- Stewards

Emergency Procedures

- Emergency Action Plan
- Closure of Event

Publicity

- Leaflets/Poster Distribution
- Website Listing
- Publication Inclusion

Car Parking

- Condition of Ground
- Lighting
- Stewards