

Event Safety Plan checklist and guidance

Name of event	
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Date of event	
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Event organiser(s)	Contact Tel.
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Indoor event	<input type="checkbox"/>	Outdoor event	<input type="checkbox"/>
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(please tick)

Completed by:		Date:	
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1. Planning and management:

Does this event require a risk assessment?

Yes		No	
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***If the event requires a Risk Assessment, please see the following guidance / Frequently asked questions (FAQ's)
The risk assessment must be completed before proceeding to the event safety plan stage.***

	Yes/No
<p>RISK ASSESSMENT & METHOD STATEMENT (RAMS); Has an event risk assessment and method statement where necessary, been written? Have the necessary risk control measures been communicated to those who need to know? Does it meet the requirements of the law e.g. is it suitable and sufficient? Does it identify all significant hazards and does it ensure that risks are controlled to an acceptable level?</p> <p><u>NOTE</u></p>	
<p>SPECIAL HAZARDS Temporary Demountable Structures e.g. Inflatables, marquees, Laser, Pyrotechnics, Fireworks, Fire eaters, Stilt-walkers, Special effects e.g. lasers, lighting rigs, sound systems (electrical safety) etc</p> <p><u>NOTE</u></p>	
<p>CONTRACTORS; Have the event organizers hired competent contractors? Ideally, only approved contractors should be used. Has the event organizer obtained copies of Contractors health and safety policies, training records, Public / Employers liability insurance and Risk Assessments and Method Statements (RAMS) relating to the work they are undertaking? Does it meet the requirements of the law and does it identify all significant hazards and does it ensure that risks are controlled to an acceptable level?</p> <p><u>NOTE</u></p>	

<p>Have the Contractors undertaken a site induction? Have they been issued with swipe cards before they start work? (If No, they should not work at the University). Refer to UH&SS for the link to the Event Contractors Induction video which can be used in an emergency, if the contractor can not attend on site.</p> <p><u>NOTE</u></p>	
<p>APPROVALS / NOTIFICATIONS;</p> <p>Has the appropriate (Outdoor) approval(s) been obtained from the relevant people for the event (e.g. use of Shirley Pearce Square). (Refer to Events team or Community Relations Officer)</p> <p>NOTE</p>	
<p>Have the necessary people been informed about the event in good time/ e.g. Security, UH&SS, events team, Community Relations officer?</p> <p>NOTE</p>	
<p>Do you need any special permissions e.g. temporary road or car park closures?</p> <p>NOTE</p>	
<p>Where alcohol is served, the necessary licence(s) must be sought. E.g. Temporary Event Notice (TEN) etc? (Refer to Food & Beverage Operations Manager).</p> <p>NOTE</p>	

<p>If required has the event organizer completed an “Approval form –No Drinking zone/ P.A. systems and broadcast” form and sent it to the relevant person? NOTE</p>	
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2. Does this event require an Event Safety Plan?

Yes		No	
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Has an Event Safety Plan been undertaken for this event?

Yes		No	
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If the event requires an Event Safety Plan one must be carried out before proceeding. (See attached checklist/guidance)

3. Health & Safety Plan Checklist/Guidance

Does the Event Safety Plan include the following:-

Organisational Chart- Detailing allocation of responsibilities; Event organiser, head marshal / chief steward, lost children officer, fire safety officer etc.	
Details of event - Including schedule of activities, details of acts/entertainers, time(s), location(s) etc	
First Aid Plan- Including location of first aid base, details of staff, liaison with local Dr's/ health centre/hospital.	
Site plan - Showing location of activities, location of road/car-park closures	
Communications Plan - Showing allocation of Radio's, mobile phone details of key personnel.	
Stewards List- Showing adequate numbers of staff	
Duties list- Showing details of tasks, locations, times.	
Crowd Control/Traffic Issues- Including crush barriers - numbers and locations	
Emergency Plan- details of evacuation procedures, crowd control arrangements, assembly points.	

Complete the following check list for the event making sure to answer all questions. Mark N/A (non-applicable) where a question is irrelevant.

4. Planning

Has due consideration been given to:-

	yes	no	n/a
The suitability of location or venue design			
Selection of competent workers, contractors			
Construction of stages, tents etc,			
Safe delivery and installation of equipment and services			
Shows - crowd management, transport strategies			
Arrangements for fire, first aid contingencies and major incidents.			
Removal of equipment and services			
Rubbish collection and waste disposal			

5. Venues and Site design

Has due consideration been given to:-

	yes	no	n/a
Has CDM been taken into consideration? Eg The duties imposed on the client, Principle Contractors and Contractors			
Space for audience			
Temporary structures			
Backstage facilities			
Parking			
Rendezvous / assembly points			
Ground conditions			
Traffic and pedestrian routes, emergency access and exits. Are they suitable to handle proposed capacity?			
Geographical location, proximity to services, facilities etc			
Dangerous features (e.g. natural hazards, rivers etc.)			
General venue access and egress			
Sight lines for audience (to reduce density in front of stage)			
Production infrastructure of backstage requirements			
Fire and ambulance requirements			
Police and stewarding positions			
Perimeter fencing /Stage barriers			
Welfare facilities			
Excess (uninvited) visitors – contingency plan in place?			
Signage			
Permission / approval to use site			

6. Fire Safety

Has due consideration been given to:-

Outdoor Venues;-	yes	no	n/a
The number of trained fire marshals attending?			
Exits and gateways locked/unlocked, stewarded			
All exits and gateways clearly marked by signs			
Stewards throughout event			
Provision of fire extinguishers of the correct type?			
Where appropriate, has local fire-station been notified of event?			
Has a clear entry been left for fire emergency services?			
Number and size of exits in fences etc			
Indoor venues:-			
The number of trained fire marshals attending?			
Does the venue have adequate and working fire exit signage?			
What are the venue's fire safety arrangements?			
Are Fire extinguishers provided in all areas to be used of the correct type?			
Have fire-extinguishers been checked in the last 12 months?			
Have any electrical hazards been identified and made safe?			
Are all emergency exits clear?			
Are portable generators to be used? Area made safe? Area demarcated and how?			
Are pyrotechnics to be used?			
Are flammable liquids or materials to be used? Storage arrangements?			
Is the fire alarm in working order and recently checked?			

7. Crowd management

Has due consideration been given to:-

	yes	no	n/a
Entry & exit of audience			
Signage			
Front of stage area			
Crowd pressure-need for mo-jo barrier or crush barriers			
Police involvement - Traffic control or crowd control? Both?			
People with a disability-access issues / seating			
Children-crushing, lost children?			
Marshalling / Stewarding-organisation, competency, training, conduct			

8 Transport Management

Has due consideration been given to:-

	yes	no	n/a
Traffic signs and highway road closures			
Traffic marshalling - who does it? - how many? - Training/briefing? - PPE: eg hi vis?			
Vehicle parking - cars			
- buses			
- lorries			
Emergency access			
Pedestrians			
On-site vehicle management			
Temporary roadways			
-contingency due to weather			
-lift trucks and other vehicles			
-authorised drivers			

9. Emergency Planning

Has due consideration been given to:-

	yes	no	n/a
Key decision makers – Who?			
Stopping the event in the event of an emergency - How?			
Emergency routes and access for emergency services			
People with additional or special needs			
Holding areas for performers, contractors and audience			
Alerting / warning procedures			
Public warning mechanism			
Evacuation and containment measures			
Details of script of PA announcement to audience			
Rendezvous point for emergency services			
Ambulance loading points and triage area			
Locations of hospitals prepared for major incident and secured traffic routes			
Details of temporary mortuary facilities			
Outline of the role of those involved			
Details of emergency equipment location and availability			
Communication			
Bomb threats / suspicious packages			
Cancellation of event(s)			
Media management			

10. Structures / Electrical installation & lighting

Has due consideration been given to:-

Structures	yes	no	n/a
Location considerations			
Supplier			
Design			
Erection – general H&S construction principles (CDM)			
Lifting and rigging equipment			
Dismantling			
Documentation			
-design drawings/calculations			
-risk assessments			
-method statement			
-completion certificate			
Monitoring of structure			
Work at height / Protection against falls			
Adequate lighting			
Electrical Installation and Lighting			
Planning e.g. total power, use of generators			
Installation			
Access to electrical equipment			
Generators			
Types of lighting - emergency			
- security			
- general			
Portable Appliance Testing (PAT testing)			

11. Communication

Has due consideration been given to:-

	yes	no	n/a
Communication within the organisation			
Communication Between the agencies			
Public information and communication			
How is it carried out ?			
CCTV			
Radios			
Alarms			
PA Systems			
Alerting procedures			
Regular updating			
Emergency public announcements			

12. Food and Drink

Has due consideration been given to:-

Food & Drink	yes	no	n/a
External food catering operations – <u>(Contact LU Catering Services)</u> Food safety questionnaire must be completed and sent to the Campus Services Catering Executive: (Alex Elliott A.C.Elliott@lboro.ac.uk).			
Positioning of catering operators			
Electrical installations –power supplies			
Drinking water			
Monitoring of arrangements on site			
Alcohol allowed? (Consider use of glass, drunken behaviour etc)			

13. Sanitary Facilities / Waste management

Has due consideration been given to:-

	yes	no	n/a
Numbers attending / numbers of units required			
Maintenance			
Location			
Type			
Washing facilities			
Containers for and disposal of sanitary towels / nappies			
Additional / special needs provision			
Sewage disposal			
Waste Management			
Type of waste			
Method of collection			
Type of receptacles			
Methods of removal			
Risk assessment of H&S hazards e.g. exposure to pathogens, sharps etc			