Health & Safety Guideline

# This Health and Safety document a guideline to suggest possible Health and Safety considerations. Event Organisers need to tailor their Health and Safety factors to suit their event. Please include any further information you feel is relevant that may not be included in this document.

# **Event Details**

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| **Event Name** |  |
| **Event Organiser** | Contact number: Email: |
| **Date** |  |
| **Location** |  |
| **Time** |  |
| **Expected attendance numbers** |  |

# **Site Plan**

Provide a detailed site plan.

**First Aid and Safety Equipment**

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| **What** | **Who** | **Description** |
| First aider |  | First responder |
| First aid kit |  | First aid kit located side of stage |
| Communication |  | All event staff to carry cell phones |

# **Facilities**

Indicate toilet and water facilities and who will be responsible for looking after these.

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| **Toilet facilities** |
| *For example:*  *Hire Quip will supply porta loos with hand washing facilities.* |

# **Waste Management**

Indicate how rubbish and recycling will be managed.

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| **Rubbish collection/removal** |
| *For example:*  *Stall holders will be responsible for removing their own rubbish* |

# **Incident Recording**

Identify how all incidents/accidents will be recorded.

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| **Recorded incidents/accidents** |
| *For example: Accident/Incident report forms will be available from the Event Managers office* |

# **Insurance**

Provide details of your insurers and the level of cover provided for the event.

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| **Insurance** |
| Public liability number: |

# **Risk/Hazard Management**

The below ‘Risk/Hazards’ and ‘Controls’ are only examples and the event organiser must identify all known risks/hazards for the event and how they will be controlled.

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| **Risk/Hazard** | **Controls** |
| **Venue** | |
| *Neighbours dissatisfied with noise – Noise complaints* | * *Monitor volume levels and adjust as required* * *Public notices and media coverage advising of event* |
| *Broken glass, debris littering venue* | * *Ensure venue is safe and suitable for event* * *Site check prior to event commencing to remove any unsafe debris* |
| *Evacuation plan* |  |
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| **Traffic Management** | |
| *Collision with vehicles, pedestrians/cyclists including marshals.* | * *Carpark to be monitored at all time and all contractors/volunteers involved in car park management are to wear Hi Viz vests.* * *Carpark closed to general public. Carpark to be used for event staff and drop off/pick up for elderly/disabled.* * *Traffic management plan in effect for the event.* |
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| **Event Personnel** | |
| *Contractors late for set up/don’t show up* | * *Contact with contractors leading up to event* * *Contact details are keep up to date and contractors contacted to ascertain whereabouts* * *Event information sent out prior to event* * *Programme to be adjusted at the event as required* |
| *Performers/contractors present inappropriate content* | * *Engage reliable performances/contractors and seek reference checks on new performers/contractors* * *Clear guidelines and expectations of contractors* |
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| **Equipment** | |
| *Fire, explosion due to use of LPG bottles* | * *All LPG bottles must be approved cylinders and filled by approved filler (off-site)* * *All gas bottles must be fitted correctly* |
| *Electrical equipment malfunctioning – electrocution, fire risk* | *Electrical equipment is expected to have a current test and tag.*  *Stall holder’s electrical equipment (including power cables) must have current test tag certification*  *All power leads must:*   * *Be protected from the weather;* * *Not be twisted, crushed or kinked* * *Not create a tripping hazard* |
| *Damaged sports equipment* | *Ensure sports equipment is safe and fit for purpose* |
| *Poor quality sound and lighting* | * *Engage professional sound and lighting technicians* * *Allow ample time to set up and sound check levels* |
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| **Participants** | |
| *Inappropriate behaviour/aggressive people* | *Contact Police if situation looks to escalate to violence* |
| *Large crowds* | * *Monitor crowds so children are able to have a turn* * *Create a waiting system if required* |
| *Lost Property* | * *Any lost property to be handed into information gazebo* |
| *Activities* | * *Activities, in particular bouncy castles, obstacle course and sport activities are to be monitored at all times* |
| *First Aid* | * *Qualified first aid to be on site* * *Only qualified first aid personnel to administer first aid* * *First Aid kit to be allocated side of stage* |
| *Alcohol License* | *All alcohol providers will hold correct license* |
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| **Weather** | |
| *Heavy rain on day of the event* | *In the case of bad weather outside activity is cancelled* |
| *Windy day or gusts* | * *Monitor rubbish levels* * *Ensure marquee and equipment is securely fastened* |
| *Over exposure to sun* | * *Drinking water provided* * *Provide sunblock* * *Remind contractors of sunsmart behaviours (cover up/hydration)* |
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