The Health and Safety Plan

Part one

What:

- The Health and Safety Plan is a complete record of event safety standards.
- The Health and Safety Plan brings together all aspects of event Health and Safety management and procedures.
- The Health and Safety Plan provides an overview of nature of the event.
- The Health and Safety Plan assumes no prior knowledge of the event or Health and safety technicalities, it is designed to be accessible to all.
- The Health and Safety Plan is unique to the event.

Content:

- A description of safety standards to be adhered to throughout the event.
- A description of how these standards will be implemented and monitored.
- The Plan identifies by name the persons responsible for its delivery and persons responsible for taking certain action
- The Plan includes summary documents of the duties of individuals or groups of individuals.

Distribution:

- Event organized
- Health and Safety Manager
- Health and Safety Officer Team Leader
- Health and Safety Officers
- Available for inspection by anyone on the day(s) of the event

Provision should be made for distributing last minute updates to the plan

Contents:

The following headings may serve a useful guide for what to put into your plan:

- Introduction
- Area and event details
- Activities with a risk to Health and Safety
- Emergency procedures
- Welfare
- Documentation with relevance to Health and Safety

Each of these headings is summarised in the pages the follow. Each summary gives the main task and a checklist of items to bear in mind when writing that section of plan.
These summary sheets are intended to assist in writing the plan and delegating parts of the plan to other relevant personnel. They are not intended as a substitute for reading the guide!

Part one:
Writing the plan
Introduction / area and event / details / staffing details

Introduction:

- Give an overview of how health and safety is to be managed at your event.
- Detail legislation to be complied with
- Consider the main features of the process, e.g. who involved, external agencies consulted, who the plan is distributed to, etc.

Area and event details:

Task:

Summarise event details

Checklist:
- Name and Brief description of event
- Expected attendance throughout event
- Venue
- Date
- Start and finish times (event)
- Start and finish times (set up / clear)
- Insurance details
- Registration details
- Other details as applicable
- Name and contact details of event coordinator, event safety manager and event safety officer(s)

Task:

Identify the components of your event

Checklist:
- Entrance/ticket checkpoint/exits
- Catering/food stalls/bar
- Car parks
- Workshop areas
- Route of procession
- Stages and performance areas (name and carry out separate risk assessment for each)
- Tents and marquees
- Toilets
- First aid station
- Information point
- Rides/amusements
- Any other activities and events as relevant to your event

Task:

Describe each component of the event and assign risk factor to each component: high/medium/low using the information gathered in your description

Checklist:
- Amount of electrical equipment in use in area (high/medium/low)
- Electrical supply points
- Expected crowd numbers
- User profile
- Notes (other relevant factors)

Task:

Carry out to risk assessment for each area and activity you have identified or your event

Checklist:
- Entrance/ticket checkpoint/exits
- Catering/food stalls/bars
- Car parks
- Route of procession
- Stages and performance areas (name each and carry out separate risk assessment for each)
- Tents and marquees
- Toilets
- First aid station
- Control points
- Rides/amusements
- Any other activities and events as relevant to your event

Task:

Summary of risk factors: group and list areas by level of risk

Checklist:
- High risk areas
- Medium risk areas
- Low risk areas

Task:

Produce numbered site maps, with list

Checklist:
- Full site map
- Public's site map
- Road map
- Stall holder's site map
- Control map: emergency routes etc.
- Children's area map
- Car park map
- Other maps as necessary for your event

Task:

Planning the site

Checklist:
- Emergency Access gates and routes
- Fie control;
- Crowd movement
- Vehicle movement and access to site
- Restricted areas
- Disabled access
- Welfare and first aid
- Staff facilities
- Include in planning your risk

Task:

Identify an event control point

Checklist:
- Independent of all other information points/public welfare points
- Communications: externally and within the site

Task:

Describe and summarise procedures for public welfare points

Checklist:
- First aid
- Toilets
- Drinking water
- Catering
- Information
- Cloakrooms
- Meeting points
- Lost propriety
- Message boards
- Counselling
- Medical/welfare

Emergency signs must comply with The Safety, Health and Welfare at Work (Signs) Regulations 1995. An illustrated guide to the signs covered in these Regulations is available via the HAS website:
www.hsa.ie/publisher/index.jsp

Task:

Describe plans for providing appropriate signage at your event and list signs by group

Checklist:
- Large enough to be easily viewed
- Weather proof
- Safely and securely erected
- Unambiguous
- Accessible to those with special needs
- Informational signs
- Directional signs
- Welfare signs
- Warming signs
- Instruction signs
- Disclaimer signs

Staffing details:

Task:

List personnel categories involved with the delivery of the event

Checklist:
- Committee members
- Stewards
- Volunteers
- Health and Safety Personnel
- Garda Síochána
- First Aiders
- Event Staff
- Other

Task:

Identify how radios will be used on the day. Give details of procedures and practical issues

Checklist:
- Location of radio control
- Head of network
- Power sources
- Recharging facilities
- Spare equipment
- Use of headsets and mouthpieces
- Plans for evacuation of radio control station and identify secondary radio control if appropriate

Task:

If more than one radio network to be in operation at the event establish how network will interrelate

Task:

Train personnel in use of radios

Task:

Assess minimum staffing requirements and give details of how event staff will be allocated through the event site

Checklist:
- Audience profile
- Expected numbers
- Performer profile
- Nature of area
- Specific tasks needed to be undertaken
- Potential problem areas
- Risks and hazards
- Overcrowding and crowd movement
- Crowd management
- Presence of vulnerable persons
- Spread of facilities
- Measures identified in risk assessment
- Any other relevant factors
- Check management levels of staff needed: Management-Support
- Security
- Check number mobile & fixed staff needed
- Check how breaks/shifts will be covered

Task:

Outline personnel roles and responsibilities

Checklist:
- Management and supervision hierarchies
- Communication structures
- Cooperation between personnel groups
- Responsibilities of fixed personnel
- Dealing with problems
- When and how to call for support
- Dealing with the public
- Dealing with participants
- Any relevant measures identified in risk assessment
- Any other relevant factors

Task:

Create list of mobile phone numbers (especially if it is a small event and radios are not being used)!

Task:

Create personnel briefing sheets, giving details of specific roles/responsibilities

Part two
Writing the plan
Activities that may be a risk to health and safety

Overview:

Set Up

Site Clear

Vehicle Movement/Gates

Noise

Litter

Car Parking

Crowd Management

Unauthorised Entry

Catering

Hazardous Substances Assessment

Performance Workshop Assessment

Performance Workshop Areas

Marquees and Structures

Fencing

Electricity

Fire Hazards and Precautions

Extreme Weather

Handling Large Amount of Public Enquiries

Premature end to Event

Strategic and Operational Risk Assessment

Slips Trips and Falls

Manual Handling

Special Needs/Vulnerable Persons

Accident Reporting Procedure

Task:
Give a detailed account of procedures to be followed in set up
Checklist:
- Set up planning essentials
- What are the major risks?
- What could go wrong?

- How would you deal with this?
- Who would take responsibility
- How will wet or extreme weather affect set up?
- When will site security be needed?
- When will staff welfare facilities be needed?
- What communication facilities will be needed throughout the event set up period?
- When does Event Control need to be open?
- Where will equipment be stored? Is there a need for secure storage areas?
- Who will be responsible for equipment left on site?
- Who will monitor issues relating to Health and Safety during the set up period?
- Who will monitoring other issues relating to safe set up
- What will happen should an Emergency occur during the site set up period
- Liaison points, chains of responsibility, chains command
- Car parking arrangements (including arrangements for staff, contractors and participants)
- Impact on local transport infrastructure

Site clear:

Task:

Produce a clear and workable Health and Safety plan for clearing the site after the event

Checklist:
- Getting the public off the site
- Getting participants off the site
- Getting event staff off the site
- Leaving the site safe and tidy
- Roles and responsibilities of event stewards
- Roles and responsibilities of other event staff
- Role of Gardaí
- Timescales
- Clearing individual areas of the site
- Clearing the remainder of the site
- Picking up stragglers
- Dealing with uncooperative members of the public / public disorder
- Exits and routes
- Keeping exits and routes clear
- Keeping Emergency Access Gates clear

Cont.

- Sufficient lighting to safety clear site
- Sufficient signage to safe clear site
- Procedure for clear of car park
- Impact on local transport infrastructure
- other issues identified above for consideration during the plan for site set up
- Has public disorder at the end of the event identified as a risk?
- If so identify strategies to reduce the risk

Ensure the following remain in operation until the public are off site:
- First aid, control, welfare
- Event stewards and other event personnel
- Safety features

Ensure the public are separated from:
- Vehicle movement
- Lifting or moving of equipment (apart from very light)
- Dismantling of major structures

Task:

Split site clear into two or three phases. Include the criteria for these phrases in the Site Safety Rules

Checklist:
Phase one: actions safe with public on site
- Tidying
- Rubbish removal
- Disconnection of electrical supply
- Preparation for phase two
- No vehicle movement, dismantling of structures, lifting or movement of equipment etc.
- End of phase one market by giving "All Clear"
- Identify means of communicating all clear to all contractors and participants

Phase two: actions after public have left site (after calling "all Clear")

- Full take down
- Vehicles allowed back onto site
- Dismantling of major structures
- Moving and transport of equipment, fencing, etc.
- Leaving the site safe and tidy
- If site take down is to continue the next day, a signal for end of phase two is needed
- Check site left safe and secure
- Identify person to call end of phase two
- Identify means of communicating end of Phase two to all contractors and participants

Phase three: actions taking place the day(s) after the event

- Remaining take down

Task:
Break up activities into two sections: build up and load in

Checklist:
- Build up - building event infrastructure
- Load in - participant set up and bring in event staff and equipment

Task:
Safety manage contractors at your event

Checklist:
- Check their documentation: certification, risk assessments particularly in relation to putting up and taking down structures
- Produce a set of rules and procedures for contractors
- Put processes in place to authorize contractor set up and to check/inspect

Task:
Produce detailed timelines of all procedures to be followed

Task:
Carry out risk assessments as necessary

Checklist:
Primary risk associated with tasks, eg. Unauthorised accesses, vehicle movement on site

Task:
Safely manage the public during set up

Checklist:
- Consider the impact on the public if the event on public land
- Consider how you will manage members of the public who

Task:
Give information and training on Health and Safety issues for set up to event staff

Task:

Safety manage participants at your event

Checklist:
- Check documentation
- Produce a set of rules for participants set up
- Designate staff members to monitor and assist participants during set up through the event
- Participant management checklist:
  - ✓ Participants with special needs
  - ✓ Participants set map
  - ✓ Participants arrival gate
  - ✓ Gate personnel
  - ✓ Who to report to on arrival
  - ✓ Route through site
  - ✓ Time of participant arrival
  - ✓ Time of participants set up
  - ✓ Managing unauthorized participants
  - ✓ What paperwork must participants show
  - ✓ Where are participant pitches located
  - ✓ Who will show participants to their pitches
  - ✓ How will pitch locations be marked

Cont.

- Is a pitch location map needed?
- Can vehicles be left on site?
- Process for monitoring and checking safe set up
- Do any participants pose a special risk?
- Are any participants bringing a power source or connecting to existing power source?

Vehicle movement and gates:

Task:

Detail all aspects of vehicle movement as part of the Health and Safety Plan, including a vehicle movement plan for the event and during set up and take down

Checklist:
- Emergency Access Gate and routes
- Other gates
- Loading and unloading procedures
- When are vehicles allowed on site?
- Which vehicles are allowed in site?
- Are vehicles allowed to be kept on site during the event?
- Vehicle movement during the event
- Vehicle movement during the set up and site clear (especially participants and contractors)
- Vehicle movement in wet weather
- Are there any areas within the event which are restricted access to vehicles?

Cont.

- Are any concessions to be made for drivers with special needs?
- How will you prevent or deal with unauthorised vehicle movement?
- Use of personnel to proceed moving vehicles or other additional precautions that may be taken, if appropriate

Task:

Detail all aspects of managing gates at the event and during set up and take down

Checklist:
- Emergency Access Gates and routes
- Other gates (available exits)
- Distribution between vehicle gates and pedestrian gates, if appropriate
- Code names or other identification for gates
- Staffing of gates including ticketing or searching issues, if appropriate
- Gate personnel
- Timeline relating to opening and closing of gates, gate personnel etc.
- Procedure for keeping gates clear and unobstructed
- Procedure for keeping access to gates clear and unobstructed
- What measures need to be taken to keep access routes to gates clean outside the event site?

Cont.

- Who will use which gates and when?
- How will you prevent or deal with unauthorised use of gates?
- What measures may be needed to restrict access to Gates?
- Who holds the keys to gates?

Noise:

Task:

Create a plan to safeguard the health and safety of staff with regard to noise levels at the event

Checklist:
- Who is exposed to noise levels?
- ✓ Audience
- ✓ Performers
- ✓ Other participants eg. Nearly stallholders
- ✓ Stage crew
- ✓ Sound engineers
- ✓ Those in immediate environment inside event
- ✓ Those in immediate environment outside event
- Does information regarding risks to their Health and Safety need to be shared?
- Conducting a pre event assessment of likely sound levels
- Assessing the impact of these
- Determining what levels you will aim for throughout the event

Cont.

- Determining the steps that will be taken to ensure levels are kept within agreed limits
- Determining whether vibrations produced by noise levels pose any risk eg. to structural integrity
- Determining the steps you need to take under European Communities (Protection of Workers) (Exposure to Noise) Regulations 1990
- Determining strategies to reduce hearing damage (this is the main of the noise assessment)

Litter:

Task:

Create a refuse plan

Checklist:
- Strategies to reduce the amount of waste created at the event
- Areas of the site in which refuse is most likely to build up
- Location of existing bins
- Location of extra bins to be brought onto site
- Ongoing collection and disposal of refuse
- Final refuse collection at close of event
- Detailing of relevant roles and responsibilities
- Detailing of relevant timelines
- Monitoring and control of refuse build up including refuse blocking Emergency access routes and refuse becoming a fire risk
- Handing out bin liners so public can assist with refuse clear

Cont.
- Disposal of refuse to final destination
- Possible risks resulting from refuse collection
- Manual handling issues
- Provision of protective gloves to combat risk of injury or contamination from refuse
- Will recycling facilities be provided and, if so, how these will be segregated and managed and how recycled materials will be collected
- Overall monitoring that refuse plan is taking place as expected

Car parking:

Task:

Give detailed procedures for operation of event car park

Checklist:
- What is the capacity for the event car park(s)?
- Is more than one car park required?
- If so, how do people know which car park they should be using?
- What signage is required?
- What level of staffing is required?
- Is high visibility clothing required for car park staff?
- Detailed roles and responsibilities for car park staff
- What procedures need to be followed to assist cars to park safety and efficiently?
- What procedures need to be followed to ensure safe spacing between vehicles?
- When should car park be opened and closed?

Cont.

- Will car parking be segregated for public, participants, disabled drivers? How?
- In what order should areas of the car park be filled?
- Do any persons have special car parking needs which should be considered?
- Are vehicles other than cars expected, do these need special provisions?
- What types of vehicle, if any, will not be permitted to use the car park?
- What facilities, if any, are to be provided for coaches?
- Are collection / drop off facilities to be provided?
- When is the majority of traffic expected?
- What procedures are there for large numbers of cars leaving at the end?
- What procedures are in place for managing cars leaving in case of evacuation?

Cont.

- What will the car park speed limit be and how will this be advertised?
- Does money need to be collected or programs handed out etc? How?
- Do participants need to show tickets or pass to obtain (free) parking?
- What level of security presence is required in car parks?
- What actions should be taken when the car park is reaching capacity?
- What actions should be taken when the car park is full?
- How should car park full signs be placed to minimise impact on local traffic?
- Where is nearest alternative car parking?
- How many vehicles will need to leave before car park can be opened up again?
- What signage is needed in the car park?

Cont.

- What communication channels are needed between car park and Event Control?
- How will crowd management be dealt with?
- What is the procedure should an Emergency situation take place in the car park?
- What is the procedure should a driver need to be recalled to their car?
- What is the procedure should animals be found locked in cars and in distress?
- Will the car park have an impact on local transport/ traffic system?
- What is the procedure to deal with illegal parking in the vicinity of the event?
- Are there issues surrounding car park access routes?

Crowd management:

Unauthorised entry:

Task:

Give detailed procedures for managing crowds at the event

Checklist:
- Crowd profile
- Performer profile
- Issues from previous years
- Information / Signage
- Facilities / Refuge
- Vulnerable persons
- Media provision
- Access / egress
- Site layout
- Numbers in attendance
- Overcrowding
- Crowd management techniques/issues
- Public disorder
- Injury to public
- Event clear
- Restricted substances, if any, and associated strategies for search / storage of restricted items if applicable

Task:

Detail measures for controlling unauthorised entry to the event. Describe measures that will be taken to prevent unauthorized entry and give details of any roles and responsibilities connected with these

Checklist:
- Ticketed event: unauthorized entry to site itself and restricted areas
- Free event: unauthorized entry to restricted areas

Catering:

Task:

Describe catering at the event and give a summary of measures taken to ensure the safety of catering units at the event

Task:

Produce a contact for caterers

Task:

Identify documentation caterers must produce to attend the event

Checklist:
- Basic food hygiene certificates
- Public liability insurance
- Employers liability insurance
- Safety Statement
- Risk assessment for event
- Hazardous substance assessment
- Equipment test certificates/ stickers
- Details of Local Authority registration
- Copy of license if selling alcohol

Performance/workshop areas:

Task:

Give a summary of details relevant to performance and workshop areas covered in other areas of the plan and any other details specific to performance and workshop areas not covered in other parts of the plan

Checklist:
Other parts of the plan relevant may include:
- Marquees and structures
- Fencing
- Electricity
- Fire hazards and precautions
- Slips, trips and falls
- Manual handling
- Special needs
- Site set up
- Site clear up
- Control of noise
- Crowd management
- Unauthorised entry
- Staffing details
- Relevant area and event risk assessments
- Relevant strategic and operational risk assessment

Substances hazardous to health:

Task:

Produce Substances hazardous to health assessment for the event

Marquees and structures:

Task:

Detail measures for safe procedures and practice with regard to marquees and structures at the event

Task:

Obtain and study relevant literature relating to fairground rides if your event includes them. Work the recommendations into your plan

Fencing:

Task:

Detail fencing in use at your event and the safe practices to be followed its placement, erection and dismantling

Electricity:

Task:

Give information about the procedures which will be followed at the event with regard to the safe use of electricity and electrical equipment

Task:

Carry out risk assessment for the use of electricity at the event

Checklist:
- Include copies of relevant risk assessment
- Details of standards and procedures for use of electricity at the event
- Details of the general and specific responsibilities of the event electrician
- Details of the general and specific responsibilities of other event personnel
- Do all items of electrical equipment have a current electrical test certificate?
- Has the event electrician PAT tested items without the sticker?
- Do all electrical supply points have RCD protection devices?
- Are all power sources and connections fenced off with appropriate signage?
- All generators should be correctly installed and earthed

Fire hazard and precautions:

Cont.

- All PA and lighting should be installed by competent persons
- All PA systems should be fenced off or monitored
- All electrical leads should be securely fixed to prevent trip hazard
- Fire extinguishers should be provided where electricity is used
- Participants using electricity should be monitored closely
- Stages areas should have support of event electrician and be managed by person competent in electrical matters
- Information on safe use of electricity should be distributed to all event personnel and participants
- Electricity at the event should comply with relevant Regulation and Guidance

Task:

Give a detailed account of the preventative and protective measures identified as a result of the event fire assessment

Task:

Give a detailed account of compliance with relevant provisions of the Safety, Health and Welfare at Work (general application) Regulation 1993 and any issues arising from discussions with the local fire authority

Checklist:
Risk assessment checklist:
- Identify the fire risks - either physical or activities
- Reduce or remove the fire risk
- Identify what can be done to maximize the chances of successfully tackling fires should they occur

Consider:
- Tents and marquees
- Electrical fires
- Use of fire retardant materials

Cont.

- Positioning of relevant signage
- Sharing information with other parties on site
- Location and type of fire fighting equipment required
- Fire instructions
- Fire exits
- Non Emergency fires

Handling of large amounts of public enquiries:

Task:

Outline strategy for handling large amounts of public enquires and communication with the public to prevent event staff and control systems being hampered

Checklist:
- Additional information points
- Additional staff
- Communication system

Extreme weather:

Task:

Detail how the event will deal with the effects of extreme weather

Checklist:
- Identify and assess risk posed by extreme weather
- Preventative and protective measures
- Roles and procedures
- When areas should be closed down and procedures for carrying this out safety
- When the event should be closed down and procedures for carrying this out safety

Premature end to event:

Task:

Detail roles and procedures for dealing with premature cessation of the event for non emergency reason, such as extreme weather

Checklist:
- Who can authorize closure?
- Under what circumstance might this occur?
- How will procedure differ from take down? (If at all)

Strategic and operational risk assessment:

Cont.

- Work equipment
- Specific risk assessment - for example:

Fire

Noise

Manual Handling

Personal Protective Equipment

Hazardous Substances

Task:

Reproduce the strategic and operational risk assessment in this section of the plan

Checklist:
- Local terrain
- Electrical hazards and hazards from other energy sources
- Vulnerable persons
- Structures including tents and marquees
- Slips, trips and falls
- Crowd management and control
- Dealing with violence
- Site set up and site clearance
- Premature cessation of the event
- Extreme weather
- Vehicle movement
- Control of litter
- Car parking
- Unauthorised entry
- Events within the main event
- Fencing
- Catering
- The handling of a large amount of public enquiries

Slips trips and falls:

Task:

Detail the risk posed by trips, slips and falls at the event and detail relevant preventative measures and procedures

Checklist:
- Slippery surface
- Uneven surface
- Wet or badly drained surface
- Accumulation of waste or debris
- Obstructions
- Poorly lit areas
- Leads or cables
- Steps and Ramps

Manual handling:

Task:

Expand on the your manual handling assessment to give detailed roles and procedures

Checklist:
- Set up
- Take down
- Stage area staff
- Evidence of contractor compliance (risk assessments/training certificates)

Special needs/vulnerable person:

Task:

Bring together all information, roles and procedures with relevance to vulnerable person at the event

Task:

Detail event procedures for dealing with lost children in two parts, one where parents report a child missing, the second where event staff find a lost child but parents cannot be located

Checklist:
- Emergency situation
- Public disorder
- Crowd management
- Roles and responsibilities
- Briefing to personnel on vulnerable persons in emergency situations
- Information
- Signage
- Hearing loops
- Sound signals

Disable and elderly checklist
- Mobility issues
- Welfare facilities
- Shelter
- Seating
- Slip, trips and falls
- Increases risk to visually impaired
- Increases risk to hearing impaired

Cont.

- Increased risk in emergency situation

Children checklist:

- Abduction
- Abuse
- Inappropriate behaviour in front of children
- Unsupervised children
- Lost children
- Availability of alcohol and drugs
- Increased risks due to immaturity of behaviour
- Increased vulnerability due to extreme weather
- Increased vulnerability in emergency situation

Lost children checklist:

- Roles of event staff
- Locating children/parents
- Care of children
- Sensitive situation, eg. Taking child to toilet
- At what point will announcement be made in PA or other system?
- What information should be collected on the lost child?

Cont.

- What information is it appropriate to broadcast so as not to put the child at risk?
- What identification is required from parents collecting lost children?
- How can lost children/parents be reassured/calmed?
- What procedures will be followed if staff see a child looking distressed?
- What procedures ensure staff are aware of the welfare of children at all times?
- What procedures will be followed to ensure no child is allowed to leave the event site their own?

Accident reporting procedure:

Task:

Detail who has overall responsibility for reporting accidents and incidents

Part three:
Writing the plan
Emergency Procedures

Emergencies: This part of the plan deals with emergencies: incidents that require the intervention of the emergency services.

Contingency plans should be outlined and reference made to appropriate parts of the plan, where these are dealt with more full.

Major incident plans for the areas are dealt with by statutory and emergency services.

Cont.

- Give details of identifies roles and responsibilities
- Give copies of any relevant risk assessment

General procedures:

Task:
Give details of all emergency procedures to be followed at the event

Checklist:
- Give information on general procedures
- Give details of actions to be taken in specific emergency situations:
- ✓ Partial or full evacuation of the site
- ✓ Serious personal injury
- ✓ Treatment rescue and transport of large number of casualties
- ✓ Fire
- ✓ Bomb threat
- ✓ Collapse of a structure
- ✓ Serious public disorder

Task:

Give information on general procedures to be taken in an emergency

Checklist:
- Procedures: declaring an emergency
- Procedure and protocol: radio communications in emergency
- Emergency code words
- Making initial contact with emergency services
- Cooperating with emergency situation
- Chains of command and responsibility

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Cont.

- Assembly points and procedures
- Emergency routes
- Emergency access routes
- Emergency access gates
- Available exits
- Other as appropriate

Specific emergency situation:

Partial or full evacuation of the site:

Task:

Give procedures to be followed for full or partial evacuation of the site

Checklist:

- Assess and identify the different types of evacuation that may be required
- Give details of general procedures
- Give details of specific procedures for different types of evacuation identified

Cont.

Checklist of general evacuation procedures:

- What kind of Emergency procedure or other situation might result in an evacuation being called?
- Who is authorised to call an evacuation?
- Which members of staff have responsibility under evacuation procedures?
- What detailed roles and procedures will be followed should an evacuation occur?
- The role of mobile personnel in an evacuation
- Evacuation participants
- Procedure for leaving equipment and areas safe
- Deciding safe areas to evacuate to - these may vary depending on the location of the area being evacuated
- Deciding whether person may return to their cars
- Evacuation of the car park
- Use of public information points during an evacuation

Cont.

- Use of public welfare facilities during an evacuation
- Assessment of need to communicate information on evacuation procedures to concerned parties in advance of the event
- Procedures to be followed where need for evacuation is immediate and standard procedure in terms of the declaration of an evacuation situation cannot be followed
- Procedures to be followed where evacuation is initiated independently by the Emergency services
- Ensuring event staff are not put into danger during evacuation procedures
- Ensuring event staff pay particular attention to the welfare of any vulnerable persons during evacuation procedures
- Vehicle movement during evacuation procedures

Cont.

- Ensuring that Emergency Access Gates are not used for pedestrian or vehicle egress during evacuation procedures
- Ensuring all available exits are open and clear during evacuation procedures
- Emergency assembly points (see above)
- Use of directional signage and maps to aid evacuation procedures
- Procedures to follow if members of the public or event participants refuse to evacuate or are otherwise uncooperative
- Procedures to follow if members of the public or event participants require first aid during evacuation
- Procedures to ensure all relevant areas are covered by evacuation procedures including areas outside of the event site if applicable

Cont.

- Procedures to follow if key locations such as Event Control or first aid point are subject to evacuation
- Procedures to aid personnel, for example first aiders who may be moving against the flow and attempting to enter an area from which persons are being evacuated
- Procedures covering lost children in the care of event personnel when an evacuation is called
- Procedures covering children separated from their parents during an evacuation
- Consideration of how a partially evacuation of the event site will affect the remainder of the site?

Cont.

Checklist for procedures to notify the public and participants of the site evacuation:

- Event staff designated to alert the public
- Timing for notification of the public
- Appropriate use of PA system
- Back ups in case of PA failure
- Appropriate use of tannoy system of loud hailers
- Appropriate use of word of mouth
- The nature of notification. The employment of an appropriate choice of words
- Giving clear and concise messages
- Keeping instructions short, phrasing instructions positively and repeating important instructions
- The attitude of event staff. Ideally staff should be calm and reassuring, yet firm
- The need to discuss and rehearse appropriate

Cont.

- The need for all staff to be familiar with evacuation procedures
- The need for as much warning as possible to give to the public
- The need for as much information as possible to be given to the public regarding directions and exits to be taken, including physical indications where appropriate
- The need for information to be given to the public regarding why they are being asked to evacuate
- The need for the public to be told where to evacuate to and when, if at all, it will be safe to return

Checklist for specific procedures for different types of evacuation:
- Emergency code words to distinguish between different types of evacuation

Cont.

- Precise description of areas covered by evacuation procedures
- Where a procedure is applicable to more than one area make sure you think about which might warrant minor changes in approach
- Which members of staff have responsibility under evacuation procedures?
- What detailed roles and procedures should be followed should evacuation procedures occur?
- How can staff best work together to achieve common aims?
- Working with event participants, where appropriate
- Role of event Health and Safety personnel
- Communication between Event Control and staff in area

Serious personal injury:

Cont.

- Actions which can be taken to reduce risks and/ or limit the chance of escalation e.g. leaving areas safe, turning off gas and electricity etc.
- Procedures to check that areas are left empty
- Procedures to follow if key locations such as Event Control or first aid posts are subject to evacuation
- Consideration of how a partial evacuation of the event site will affect the remainder of the site?

Task:

Detail the event procedures to be followed with regard to serious personal injury

Checklist:
- Which members of staff have responsibility under this Emergency plan?
- What detailed roles and procedures will be followed should this emergency situation occur?
- Possible need to evacuate site or area
- How can different categories of personnel work together to support the event First Aiders deal with this emergency situation?

Treatment rescue and transport of large numbers of casualties:

Fire:

Task:

Detail the event procedures to be followed with regard to the treatment, rescue and transport of large numbers of casualties

Checklist:
- Which members of staff have responsibility under this Emergency plan?
- What detailed roles and procedures will be followed should this emergency situation occur?
- Possible need to evacuate site or area
- How can different categories of personnel work together to support the event First Aiders deal with this emergency?
- Possible need for triage facilities
- Possible need for emergency vehicles rendezvous point

Task:

Detail the event procedures to be followed with regard to fire

Checklist:
- Which members of staff have responsibility under this Emergency plan?
- What detailed roles and procedures will be followed should this emergency situation occur?
- Possible need to evacuate site or area
- Under what circumstances may event staff tackle fires themselves?
- Procedures to support and assist fire authority upon entering site, as appropriate

Note: event staff should not attempt to tackle any fire larger in size than a small wastepaper bin and then only if the correct fire fighting equipment is to hand and a competent person has been notified of the size and location of the fire, in all other cases the Emergency service should be called

Bomb Threat:

Collapse of a Structure:

Task:

Detail the event procedures to be followed with regard to bomb threats

Checklist:
- Which members of staff have responsibility under this Emergency plan?
- What detailed roles and procedures will be followed should this emergency situation occur?
- Possible need to evacuate site or area
- Possible need to evacuate site or areas
- Procedures to avoid the use of radios or mobile phones near the site of suspect or unexploded bomb

Task:

Detail the event procedures to be followed with regard to collapse of a structure

Checklist:
- Which members of staff have responsibility under this Emergency plan?
- What detailed roles and procedures will be followed should this emergency situation occur?
- Possible need to evacuate site or area

Serious Public Disorder:

Task:

Detail the event procedures to be followed with regard serious disorder

Checklist:
- Which members of staff have responsibility under this Emergency plan?
- What detailed roles and procedures will be followed should this emergency situation occur?
- Possible need to evacuate site or area

Note: under no circumstances should event personnel tackle cases of serious public disorder

Occupant capacity:

- Occupant capacity is the lower of the two figures:
- Occupant density of event
  Exit capacity of event

Task:

Calculate the occupant capacity for your event and ensure this is not exceeded (See Chapter 16 for formula)

This section detail welfare facilities:
- First aid
- Toilets
- Drinking water

Welfare Overview

Task:

Detail provision of staff welfare facilities and provision of public and participant welfare facilities

Checklist:
Staff welfare checklist:
- First aid facilities
- Toilets
- Drinking water
- Rest facilities
- Catering arrangements
- Staff working hours, breaks and relief periods
- Provision of welfare during set up and take down
- Staff in isolated position eg. gates, car parks

Public and participant welfare checklist:
- First aid facilities
- Toilets

Cont.

- Drinking water
- Catering arrangement
- And at larger events:

Cloakrooms
Meeting points
Lost property
Massage boards
Counselling facilities
Medical/ welfare facilities

First aid:

Task:

Make an assessment of required public and participant first aid provision at the event. Outline procedures relating to first aid facilities and incidents. (See Chapter 20)

Checklist:
- Procedures for different levels of injury
- Role of event staff in procedures
- Patrolling arrangement if applicable
- Emergency procedures and calling the emergency services
- Reporting procedures

Cont.

- Signage
- Maps
- Access and implications of queuing

Drinking Water:

Toilets:

Task:

Detail the provision of toilets at the event (See chapter 20)

Checklist:
- Toilets for disabled person
- Location
- Male/Female split
- Hand washing facilities
- Condom facilities
- Staff facilities
- Cleaning and restocking toilets
- Maintenance arrangements
- Emptying toilets if appropriate

Task:

Detail the provision of drinking water at your event. It is recommended that free drinking water be available at outdoor events

Checklist:
- Ensuring adequate drainage for water points
- Supervision/monitoring of water points
- Will caps be provided?
- Disposal of cups
- Signage
- Maps
- Access and implications of queuing

Part five:
Writing the plan
Documentation required

This section of the plan covers documents relating to Health and Safety at the event

Task:

Give details and copies where applicable of documents relating to Health and Safety at the event

Checklist:
- Participant contracts
- Site safety rules
- Stallholders conditions of operation
- Key emergency coordination document
- Method statements
- Copy of radio logging sheet

Participant contracts:

Task:

Summarise different types of participant contracts and procedures relating to contracts at your event

Checklist:
Types of participant:
- Stallholders
- Caterers
- Performers
- Workshop leaders
- Other district group/s
Clauses:
- Day and times of operation
- Nature of activities and operations
- Prohibitions on activities and operations
- Conditions on an operation
- Specific procedures to be shown by the participant
- Safe behaviour
- Relative health and safety responsibilities

Site safety rules:

Cont.

- Safety restrictions
- Conditions relating to safe working
- How to report accidents
- Who is responsible for equipment
- Who is responsible for safety of equipment
- Arrangements for set up & take down
- Technical assistance provided
- Required staffing
- Other specific agreements
- Process of exchange of information
- Actions to change terms of contract
- Cancellation of arrangements
- Provision of refreshments
- Equal opportunities
- Licensing arrangements
- Copyright arrangements
- Promotional arrangements
- Trading standards requirements

Task:

Produce site safety rules for the event - a standard document appended to contracts by a specific clause, listing key rules covering safe procures at the event. Include copy of Site Safety Rules in this section of the plan

Checklist:
- Obeying instructions
- Set up procedures
- Take down procedures
- Obtaining copies of key Health and Safety documentation
- Key timing
- Key areas of the site
- Vehicle movement
- Refuse
- Keeping exits and pathways clear
- Safe use of electricity
- Sae use of leads and cables
- Safe use of generators
- Portable Appliance Testing and test certificates

Stallholders conditions of operation:

Task:

Create and include copy of Stallholders Conditions of Operation document

Cont.

- Safe use of gas
- Safe use of fencing
- Structures
- Provision of fire fighting equipment
- Substances identified as hazardous to the health
- Security of and unauthorised access to allocated area
- Security of and unauthorised access to equipment
- Staffing of area
- Dispensing food and drink to the public
- Reporting of accidents and incidents
- First aid
- Any general procedures to be followed at the event
- Any other safety procedures to be followed at the event
- Any procedures for participants to follow at the event which have been identified as a result of the event risk assessment

Key emergency procedures document:

This is a summary of emergency procedures and should be short, maximum one site of A4, and clear and concise

Task:

Create and include copy of Key Emergency Procedures document

Checklist:
- Evacuation procedure
- Emergency assembly points
- Fire instructions
- Procedures to be followed in the case of an emergency situation

Site safety coordination document:

Task:

Create a coordination document that records the receipt of copies of documentation or proof of competency requested in event contracts

Checklist:

Participant:

Caterers.

- Basic food hygiene certificates
- Public Liability Insurance
- Employers Liability Insurance (if has employees)
- Safety Statement
- Risk assessment for Event
- Hazardous substances assessment
- Equipment test certification
- Details of Local Authority Registration

Bars.

- Basic food hygiene certificates
- Public Liability Insurance
- Employers Liability Insurance (if has employees)
- Safety Statement
- Risk assessment for Event
- Hazardous substances assessment

Cont.

- Equipment certification
- Details of Local Authority Registration
- Copy of occasional License

Public workshop.

- Risk assessment
- Public Liability Insurance

Bouncy Assessment.

- Risk assessment
- Public Liability Insurance
- Employers Liability Insurance (if has employees)

Fairground equipment.

- Specialist advice should be sought regarding fairground equipment to be brought on to site

Stallholders.

- None unless specific circumstances dictate otherwise

Performers.

- None unless specific circumstances dictate otherwise

General provisions.

- Copies of Safety Statements requested

Cont.

- Employers Liability Insurance certificates are shown by all participants who are employers
- Risk Assessment are shown by all participants whose activities might pose a risk to other persons
- Public Liability Insurance certificates are shown by all participants whose activities might pose a risk to other persons
- Hazardous substances assessment are shown by all participants who may be bringing hazardous substances to the event
- Other specific risk assessment required under particular Regulation are shown where appropriate

Cont.

- Further documentation is asked for where circumstances of the case so dictate. See list of documents which may be required from contractors below. Any of these might also be relevant to participants in specific circumstances

Contractors.

- Public Liability Insurance certificates
- Employers Liability Insurance certificates
- Safety statement
- Qualifications and relevant Training certificates
- Membership of professional bodies
- Design and layout plans
- Specification details
- Risk assessments hazardous substances assessment
- Method statement
- Inspection certification
- Test certification (gas)
- Test certification (electricity)

Radio logging:

Task:

Create and include a radio logging sheet for noting the basic of all radio communications made on the network

Cont.

- Other test or safety certification
- A list of materials used
- Details of safe systems of work employed
- Evidence of compliance with manual handling Regulations
- Evidence of compliance with other specific Regulations
- Evidence of compliance with relevant Standards
- Evidence of flame retardancy of materials
- Evidence of suitability of materials

Method statements:

Task:

In there is a specific safety concern a method statement giving a detailed step-by-step description of a task or process showing how to undertake if safety, may be required from contractors