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Event Safety Plan

* checklist and guidance

Name of event

Date of event

|  |  |
| --- | --- |
| Event organiser(s)  Contact Tel. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Indoor event |  | Outdoor event |  |

**(please tick)**

|  |  |  |
| --- | --- | --- |
| Completed by: |  | Date: |

# Planning and management:

Does this event require a risk assessment?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

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** |
| **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?  **Event Specific Notes** |  |
| **SPECIAL HAZARDS**  Temporary Demountable Structures e.g., Inflatables, marquees, lasers, pyrotechnics, fireworks, fire eaters, stilt-walkers, lighting rigs, sound systems (electrical safety) etc  **Event Specific Notes** |  |

|  |  |
| --- | --- |
| **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?  **Event Specific Notes** |  |
| 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 intranet page for [Contractors](https://www.lboro.ac.uk/services/health-safety/contractors/) (induction, registration, FAQs).  **Event Specific Notes** |  |
| **APPROVALS / NOTIFICATIONS;**  If Outdoor event - has the appropriate (Outdoor Events Approval been obtained from and submitted to [c.fletcher@lboro.ac.uk](mailto:c.fletcher@lboro.ac.uk) in Marketing -Events  If Indoor event – [Room booking](https://www.lboro.ac.uk/services/audio-visual-timetabling/timetabling/) contacted to ensure suitability of rooms/location  **Event specific notes** |  |
| Have the necessary people been informed about the event in good time/ e.g. Security, UH&SS, events team, Community Relations officer?  **Event Specific Notes** |  |
| Do you need any special permissions e.g. temporary road or car park closures?  Contact [Security office](https://www.lboro.ac.uk/services/security/) for support / assistance-  **Event Specific Notes** |  |
| If catered event or where alcohol is served, the necessary licence(s) must be sought. E.g. Temporary Event Notice (TEN) etc? (Refer to the [Refresh Team](https://www.lboro.ac.uk/services/food-drink/delivered-service/corporate-events/) ).  **Event Specific Notes** |  |
| 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?  **Event Specific Notes** |  |

# Does this event require an Event Safety Plan?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

Has an Event Safety Plan been undertaken for this event?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If the event requires an Event Safety Plan one must be carried out before proceeding. (See attached checklist/guidance)

# Health & Safety Plan Checklist/Guidance

|  |  |
| --- | --- |
| **Does the Event Safety Plan include the following** | **Yes/No** |
| **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.

# 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 |  |  |  |

# Venues and Site design

**Has due consideration been given to:-**

|  |  |  |  |
| --- | --- | --- | --- |
|  | yes | no | n/a |
| Has CDM been taken into consideration for any temporary structures ()? E.g. the duties imposed on the client, Principle Contractors and Contractors |  |  |  |
| Space for audience |  |  |  |
| Temporary structures - inc. stages, scaffolds, marquees (refer CDM Regs and use of contractors) |  |  |  |
| 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 |  |  |  |
| Security and stewarding positions |  |  |  |
| Perimeter fencing / stage barriers |  |  |  |
| Welfare facilities |  |  |  |
| Excess (uninvited) visitors – contingency plan in place? |  |  |  |
| Signage |  |  |  |
| Permission / approval to use site |  |  |  |

# Fire Safety

**Has due consideration been given to:-**

|  |  |  |  |
| --- | --- | --- | --- |
| 0B**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 |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1B**Indoor venues:-** | yes | no | n/a |
| 2B The number of trained fire marshals attending? |  |  |  |
| 3B 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? |  |  |  |

# Crowd management

**Has due consideration been given to:-**

|  |  |  |  |
| --- | --- | --- | --- |
|  | yes | no | 6Bn/a |
| Entry & exit of audience |  |  |  |
| Signage |  |  |  |
| Front of stage area |  |  |  |
| Crowd pressure - need for MOJO / Pit 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 |  |  |  |

# 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 |  |  |  |

# Structures / Electrical installation & lighting

**Has due consideration been given to:-**

|  |  |  |  |
| --- | --- | --- | --- |
| 7B**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) |  |  |  |

# 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 |  |  |  |

# Food and Drink

**Has due consideration been given to:-**

|  |  |  |  |
| --- | --- | --- | --- |
| 4B**Food & Drink** | yes | no | n/a |
| External food catering operations – **(Contact the Refresh team).**  Food safety questionnaire must be completed and sent to the Refresh team (e. [Deliveredservice@lboro.ac.uk](mailto:Deliveredservice@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) |  |  |  |

# 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 |  |  |  |
|  |  |  |  |
| 5B**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 |  |  |  |