

## EVENT SAFETY AIDE MEMOIRE FOR SMALL EVENTS.

Planning-Organising-Monitoring-Auditing-Review

- Phases:
1. **Build Up**-Planning Design-Selection of Competent workers/Contractors/Site Plans/Site rules for safe working practices.
  2. **Load In**-Planning for safe delivery of equipment-Inspection of Equipment- Provision of services (Electrics/PA Systems) Manual Handling-Safe Working Practice.
  3. **The Show**-Crowd Management/transport Strategies/Welfare Provisions/Fire Strategies/First Aid/Accidents.
  4. **Load Out**-Safe removal of equipment and services.

Organising for Safety- 4 C's

**Competence**-ensure all people engaged in the project are competent. E.G. Inspect contractors RA's and Safety Policies.

**Control**-Organisational structure-determine responsibilities and reporting methods and how monitored.

**Cooperation**-All should be involved and free to exchange information-Work to prepared site safety rules.

**Communication**-Ensure all understand the importance of H&S objectives.

Appoint a safety Co-ordinator-Should be competent with H&S activities. Ideally not the event organiser (except in small events) but on the event safety management team.

LA's will not necessarily require copies of every safety related document but may require evidence that you have planned event safety. Should be involved throughout the event.

### **VENUE AND SITE DESIGN**

Factors to consider.

- Ground Conditions.
- Traffic and Pedestrian Routes.
- Position and proximity to neighbouring buildings-Considerations.
- Geographical Location-distance to hospital/fire station/parking etc.
- Location of services-water/sewerage/gas/electric/telephone/overhead cables.

## **PRE DESIGN DATA COLLECTION/APPRAISAL**

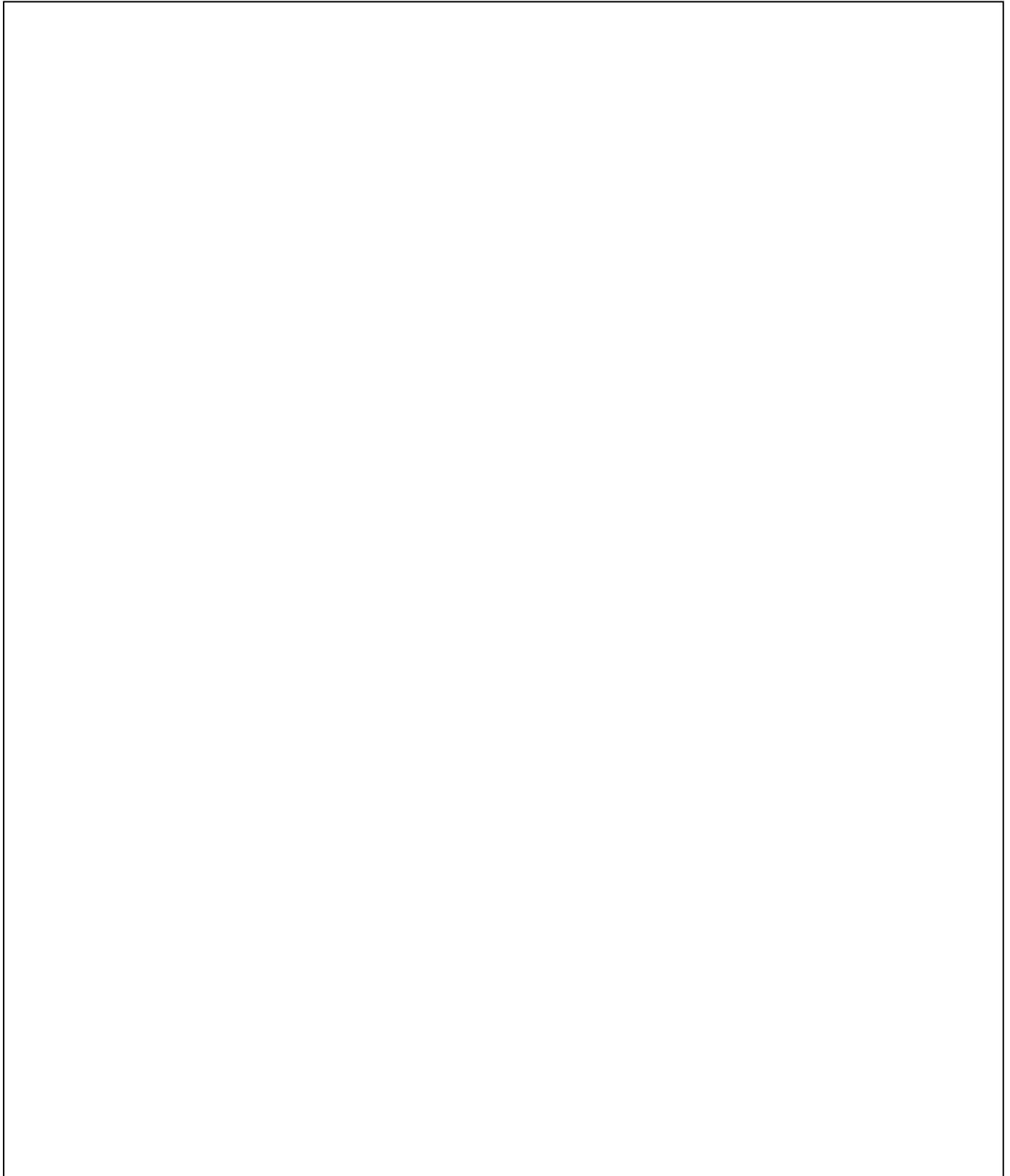
Factors to consider.

- Proposed occupancy (numbers).
- Artist profile.
- Audience profile.
- Duration and Timing.
- Venue Evaluation.
- Alcohol on sale?
- Audience standing/seating/mixed.
- Audience movement.

## **FIRE SAFETY**

Factors to consider.

- Risk Assessment in Place?
- Means of Escape.
- Fire fighting equipment.
- Place of safety.
- Acceptable numbers for available space. E.G. Outdoor site  $100\text{m} \times 50\text{m} = 5000\text{m}^2 \div 0.5\text{m} = 10,000$  people
- Marquees and tents Fire retarded/Competent respectable supplier.



## **CROWD MANAGEMENT**

Factors to consider.

- Capacity.
- Venue design. Allows for good crowd movements.
- Adequate facilities. (toilets/refreshments/sanitary requirements)
- Clear and effective means of communication.
- Entry/Exit Points.
- Opening Times.
- Crowd Pressure.
- Ticketing/Pricing/Entry Policy.



## **STRUCTURES/TEMPORARY AND PERMANENT**

Factors to consider.

- Appropriate design and materials/fire safety/strength and stability.
- Current siting and positioning/location/drainage/power cables/flat ground/safe guying/tripping hazards.
- Proximity to audiences/catering/risk of fire/smoke.
- Proper planning and control of work practices/erection and dismantling.
- Inspection of finished product.
- Competent supplier with trained workforce.



## **BARRIERS**

Factors to consider.

Physical Security. Ticketed event/Door security/Violence.

Relieve Pressure points. Crushing/Safe Refuge/Fire Safety.

Direct Flows. Management.



## **ELECTRICAL SAFETY/INSTALLATION/LIGHTING**

Factors to consider.

- Electricity at Work Regulations 1989.
- Location of existing overhead power cables/buried cables.
- Total Power requirements for site. Use of Generators (Separate issues e.g. noise/fuel storage/public access)
- Access to network Supply.
- Catering requirements.
- Provision of temporary cables. Overhead to have 'Catenary Wire' Earthed to supply. Ground level protected from damage.
- Installations protected from weather/segregated from public access/inspected and tested.
- Positioning of temporary cables.
- Site of Marquee/Tenting/Stage area.
- Position of isolators/RCD's and sockets (also for catering etc/first aid).
- Power supplies for heating.
- Lighting suitable level/Emergency lighting/Independent source.



## **SANITARY FACILITIES**

Factors to consider.

- Total Number assumed to be 50/50 split male/female.
- Gate opening 6 hours or more. 

Female= 1 Toilet per 100. Male = 1 Toilet per 500 + 1 Urinal per 150
--
- Gate opening 6 hours or less. 

Female = 1 Toilet per 120. Male = 1 Toilet per 600 + 1 Urinal per 175
---
- Hand washing sinks ideally = 1 per 5 toilets no less than 1 per 10.
- Temporary toilets consider location/maintenance/type.
- Provision for people with special needs.
- Disposal of Sanitary towels/nappies.

--

## **WASTE MANAGEMENT.**

Factors to consider.

- Types of Waste. Paper/cardboard/food drink containers/food debris/glass/plastic/vomit/faeces/urine
- Hazards. Injury to workers/collectors/public.
  - Accumulations/blocking routes/hygiene/vermin.
  - Fire Safety.
  - Misuse, Audiences throwing empty bottles etc.

--

## **FIRST AID PROVISION**

Factors to consider.

Realistically number of First Aiders should never be below 2 for small events.

## **SMALL EVENTS IN PRACTICE**

Factors to consider.

- Small events (Fewer than 2000 People) should use the pre mentioned guidance as a basis for approaching the development of a safety policy /management plan.
- Determine who has specific responsibility for safety and specify how it is to be carried out.
- Policy doesn't need to be long and complicated but must demonstrate approach taken.
- Two to three people should be adequate for a safety management team.
- List of specific site safety rules and distributed to workers and helpers.
- Ensure contractors are competent-ask for copies of their policies and risk assessments.
- Realistically number of first aiders should be no less than two.
- LA needs. (where applicable)
  - a. Description of event-build up and breakdown times.
  - b. Site Plan.
  - c. Key members of the team-list of responsibilities and contact numbers.
  - d. Risk Management strategy/RA's/Safety policy/Site safety Rules.
  - e. Test Certificates for contractors/performers equipment/electrical/generators.

Managing Crowds Safely available to download from: <https://www.hse.gov.uk/pubns/indg142.htm>

The Purple Guide. <https://www.thepurpleguide.co.uk/>