**Event/Activity Title**

Date

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**DOCUMENT Control**

|  |  |  |
| --- | --- | --- |
| **Revision** | **Date** | **Details** |
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It is important when reviewing this document that it is the most up to date version available. If in any doubt, please contact:

1. **EVENT OVERVIEW**
   1. **Introduction**

Text

* 1. **Event information**

Text

* 1. **Participant and/or audience profile**

Text

* 1. **Schedule**

Text

* 1. **H&S and welfare statement of intent**

………………. are committed to delivering a safely planned and managed event, which complies with all statutory obligations under current and relevant UK legislation. Within both pre-event planning and delivery of the event …………… adopt a multi-agency approach to the management. Engagement with the local authority alongside key event personnel such as Venue, Technical, Security and Medical contractors is vital to ensure that input from all key stakeholders is considered within all aspects of planning.

It is our policy to promote the highest possible standards of Health and Safety, so far as is reasonably practicable, to reduce any risks to the health and safety of all persons who may be affected by our work activities. We will take account of the significant findings of continuous risk management throughout the event planning phase, alongside our previous experience of event production at this venue, and ensure compliance with all current legislation, specifically the 1974 Health and Safety at Work Act (UK).

We take the responsibility for the implementation of all that is noted above, with some responsibilities being contractually delegated to suppliers whose policies and practice will be assessed during the procurement phase to ensure they are adequately resourced in terms of technical and safety capability. We will ensure that sufficient support has been provided to all core service providers to ensure that: suitable and sufficient assessments of all the foreseeable risks presented to and posed by any of the work activities have been made, and that staff, including freelance workers and contractors are competent and fully aware of any potential hazards.

All key staff and volunteers on-site will be informed as to what action to take in the event an emergency and the emergency evacuation routes, and plan brought to their attention. Adequate provisions for first aid are in place and all staff, contractors and volunteers will be made aware of these provisions.

All plant and work equipment are monitored and operated in a safe manner and only to be used in the correct way. A system of good housekeeping is maintained to reduce the risk of trip/slip hazards and fire risks.

1. **ORGANISATIONAL INFORMATION**
   1. **Introduction**

Text

* 1. **Roles & responsibilities/contact details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Email** | **Phone** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* 1. **Safety advisory group/meetings**

Text

* 1. **Safe working procedures**

Text

* 1. **Event management processes**

Text

* 1. **Incident reporting**

Report Forms are completed by event staff to keep a record of any incidents that occur on‐site that may require either immediate or retrospective remedial action, or simply for purposes of logging. Report Forms are processed, tracked and stored by the Event Manager to ensure a complete overview of any recurring issues that may require attention, and to allow management to refer to this data both during and post-event.

Generic Accident/Incident Report Forms are to be completed by the appropriate member of staff and returned to the Event Manager on an as used basis.

Incidents that might be reported via these Accident/Incident Report Forms are thefts, complaints, verbal or physical abuse, injuries, etc.

Near Miss Report Forms are to be completed by the appropriate member of the Event Team during the build period and the Event Manager will take the lead on the reporting and investigation of dangerous occurrences. These forms will also be returned to the Safety Lead. **Forms provided as Appendices.**

* 1. **Event radio system**

A complete channel list can be distributed prior to the event start.

|  |  |
| --- | --- |
| **Team** | **No. of Radios** |
|  |  |
|  |  |
| **TOTAL** |  |
|  |  |
| **Channels Name** | **Channel No.** |
|  |  |
|  |  |

1. **GENERAL EVENT PROVISION & INFORMATION**
   1. **Event risk assessments**

A full risk assessment should be conducted by the event organiser in accordance with the Health and Safety Executive's relevant guideline publications and industry best practice. Site rules should be developed and communicated to all volunteers, contractors’ suppliers and traders to reduce the risk of fire because of build-up of refuse, unauthorised use of electrical equipment etc. The Event Risk Assessments can be provided as an appendix to this document.

* 1. **Site safety rules + participant information**
* The site shall be always kept clean, and individual waste materials shall be cleared away as soon as possible.
* Robust footwear and high visibility clothing must be always worn during construction & removal operations.
* In addition, hard-hats must be worn always should any area be (temporarily) designated a hard-hat area. Hard hat areas will be identified by signage and verbal communication.
* Personal protective equipment appropriate to the task being conducted shall be always worn including the adoption of a suitable dress code.
* Subcontractor project managers/crew bosses are responsible for ensuring that their personnel take adequate breaks, drink water, and have appropriate PPE.
* All personnel are reminded to wash hands before eating and after using sanitary facilities.
* All personnel will be familiar with the method statement and risk assessment that applies to the task being undertaken.
* All operatives and personnel, including visitors, will be aware of the emergency evacuation procedure in case of emergency.
* No drugs or alcohol shall be consumed whilst working. No staff shall be under the influence of drugs or alcohol whilst at work.
* Any person who is considered to be under the influence of alcohol or drugs will be stopped from working and will face disciplinary measures.
* Lone working on site is not permitted.
* All unsafe conditions and practices to be reported to the Event Manager.
* Any person found damaging or vandalising plant machinery; material, welfare facilities or safety equipment will be removed from site.
* Only competent individuals shall conduct Work at Height. The hierarchy of controls embodied in the Working at Height Regulations must be adhered to.
  1. **Site layout**

Text

* 1. **Fire safety**

The Fire Fighting Equipment is sourced from a reputable external supplier ……… and will be inspected before commencement of the event, and then regularly checked during the duration of the event. Emergency access to the event site will be maintained throughout the event.

External caterers and contractors are expected to provide their own Fire Risk Assessment and control measures. The following provisional fire points for the event are listed below:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **FFE Specification** | | | | |
| **Fire Point** | **Area** | **Location** | **H20** | **C02** | **Dry Powder** | **Fire Blanket** | **Foam** |
| **1** |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |

* 1. **Emergency exits**

Text

* 1. **Barriers**

Text

* 1. **Signage**

Text

* 1. **Electrical**

Text

* 1. **Site lighting**

Text

* 1. **Traffic management**

Text

* 1. **Medical provision**

Text

* 1. **Caterers and traders**

Text

* 1. **Welfare – toilets etc**

Text

**3.14 Waste**

Text

* 1. **Animals on site**

Text

* 1. **Accreditation/access controls**

Text

* 1. **Lost property/information**

Text

* 1. **Fireworks & special effects**

Text

1. **SECURITY & CROWD MANAGEMENT**
   1. **Security and stewarding/policing**

Text

* 1. **Safeguarding policy | children, young person, vulnerable adults**

………………. acknowledges that some adults and children can be vulnerable to abuse and accept responsibility to take reasonable and appropriate steps to ensure their welfare and safety throughout the events listed.

………………. acknowledge they have a Duty of Care to safeguard and promote the safety and welfare of adults at risk and children alike………………. are committed to ensuring that their safeguarding practices reflect statutory responsibilities, relevant government legislation and guidance and best practice. ………………. will liaise and collaborate and communicate with law enforcement, social services and local agencies as required.

The policy recognises that the welfare and interests of adults and children at risk are paramount in all circumstances.

Regardless of age, ability, or disability, gender, race, religion, sex, or socio-economic background all have a positive experience at ………………. within a safe environment and always protected from abuse whilst within our duty of care.

Inevitably, children or vulnerable adults may become separated from their parents/guardian/carer/friends. As organisers of the Event, it the responsibility of you, the organiser to assist in an effective and robust manner to repatriate the lost child/vulnerable adult as soon as practicable whilst at the same time ensuring the correct procedures have been undertaken.

A Missing Person/Vulnerable person policy will be briefed to all event staff, and security. This should assist in protecting staff and the child/vulnerable person, whilst simultaneously assisting in reuniting the child/vulnerable adult with their party. All lost/found individuals will be taken to the ………………. staffed by DBS cleared staff to await reunification with their parent/guardian.

* 1. **Drugs/alcohol**

………………. acknowledges that controlled substances could be present on the event site and has taken measures to reduce risks and protect staff and eventgoers from harm. In accordance with the Misuse of Drugs Act 1971, drugs that are subject to control are classified in three categories according to their relative harmfulness when misused.

|  |  |
| --- | --- |
| **CLASS A** | includes ecstasy, cocaine, heroin, LSD, mescaline, methadone, morphine, opium, and injectable forms of Class B drugs |
| **CLASS B** | includes oral preparations of amphetamines, barbiturates, cannabis, cannabis resin, codeine, and methaqualone |
| **CLASS C** | includes most benzodiazepines (e.g., Temazepam, Valium), other less harmful drugs of the amphetamine group, and anabolic steroids |

In accordance with the Psychoactive Substances Act 2016, it is an offence to produce, supply, offer to supply, possess with intent to supply, possess on custodial premises, that is, any substance intended for human consumption that can produce a psychoactive effect.

………………. has a zero-tolerance policy towards the use of illegal drugs, and the misuse of prescribed drugs. This applies to all participants, staff, guests, and contractors that are involved with the event. There are no exclusions to this policy. This includes, but is not limited to:

* Possession of a controlled drug.
* Possession with intent to supply another person.
* Production, cultivation, or manufacture of controlled drugs.
* Supplying another person with a controlled drug.
* Offering to supply another person with a controlled drug.
* Import or export of controlled drugs.
* Allowing premises to be used for the consumption of certain controlled drugs
* Possession of any ‘legal high,’ ‘research chemicals,’ ‘novel psychoactive substances,’ ‘NPS,’ ‘designer drugs’ or ‘herbal highs.

As a starting point the policy will be **ZERO TOLERANCE** in all cases.

1. **EMERGENCY PLANNING**
   1. **Emergency plan**

**Condition Green/All Clear**

This will represent normal operational conditions Indicates that the event is operating in a ‘normal’ operational manner and there are no reported problems inside or outside the event site.

**Condition Amber - a serious or major incident may have occurred.**

This is the first indication that a serious or major incident exists within the event site. The Event Management Team will meet to evaluate the incident and decide on the action to be taken.

**Condition Red - there is a serious or major incident that exists.**

This would be effective immediately when any amber state or incident was confirmed by the Event Management Team or on the advice of the emergency services on site and that an initial situation or incident has the potential to require a local or full-scale evacuation of the event site i.e. we have a confirmed bomb threat, fire, structural collapse etc.

* 1. **Bomb/terrorist threat**

Text

* 1. **Vehicle born terrorist attack**

The ………………. is aware of the potential for a vehicle born attack and shall consider this as part of the risk assessment process. ………………. Police will assist in providing information where required.

**5.4 Management of unattended items**

Note these important definitions as given by the Police:

* **Unattended items |** cannot identify the owner but items are typical of surroundings e.g., bag containing food, drink, sun lotion etc., left on a picnic rug.
* **Suspicious items |** Unusual characteristics and owner or legitimate purpose cannot be established.

The HOT Principle (Suspicious Packages Recognition) Think **H O T!**

**H** – Has the item been Hidden? Has it deliberately been concealed?

**O** – Is it Obviously suspicious? Does it seem odd or out of place, are there wires, liquids or batteries sticking out of it?

**T** – Is it Typical for the location? Is what you would expect to see at your place of work?

To double check your concerns: -

* Ask people in the immediate area to identify their own belongings.
* Is the bag / package theirs?
* Does it belong to someone they know?
* Did they see who left it?
* Was there anything suspicious about the way it was left?

Once the item has been deemed suspicious Do Not Touch It and follow the actions below:

**CONFIRM** - that the item is suspicious.

**CLEAR** - the area working outwards from the device.

**CORDON** - off the required distances

**CONTROL** - the incident.

**CHECK** - all the above has been completed.

Information that will be required by Event Control:

**WHAT** - is it?

**WHERE** - is it?

**WHY** - is it there, why is it suspicious?

**WHEN** - was it found, placed, or reported?

**WHO** - found it, who is the potential target or perpetrator?

**Transmission distances for a suspect device**

When undertaking the actions above remember not to use radios or phones *within 15m* of the suspect item and try to keep out of line of sight but behind something substantial like a building but away from glazing.

* 15 metres - mobile phones and hand-held radios
* 50 metres - vehicle mounted radio device.

Cordon distances (National Minimum Distances)

* 100 metres - small items i.e., briefcase size
* 200 metres - larger items up to motor cars
* 400 metres - vans and lorries

1. **CONTINGENCY PLANNING**
   1. **Logging of incidents**

Text

* 1. **Site evacuation**

Text

1. **LICENSES, PERMITS & INSURANCES**
   1. **Licenses & permits**

Text

* 1. **Insurances**

Example:

………………. has in place public liability insurance with a limit of indemnity of £5m. In accordance with the current guidance, it is suggested that third party participants have in place a minimum limit of indemnity of £5m million for public liability insurance.

Any accidents during the event can result in a claim being made against the event organiser, one of its partners, contractors, or participants. The ………………. liability policy will only respond to claims made by third parties alleging that they have suffered injury or property damage, because of neglect on the part of the ………………. during its business activities. Where responsibility rests with another body/person, both the **event coordinator** and its Insurers will seek to deflect liability on to that body/person, whether they are insured or not. Any accident reported should be immediately referred to the **event coordinator** for investigation.

After an accident, the scene should be preserved until an investigation has been conducted. Full details should be recorded including the names and addresses of witnesses, photographic and video evidence if possible. An accident report (including in this document) must be completed.

1. **APPENDICES**

Text