

**Safety Services**

**Guidance on  
Organising and Hosting Safe Events**

24 November 2009



# CONTENTS

1. [Introduction](#)
  - 1.1 University Policy
  - 1.2 Terminology
  - 1.3 Aim and Scope of Guidance
  
2. [Roles and Responsibilities](#)
  - 2.1 Heads of Departments/Directors of Service
  - 2.2 Departmental Safety Conveners
  - 2.3 Departmental Safety Committees
  - 2.4 University Supervising Officers
  - 2.5 Safety Services
  - 2.6 Event Organising Committee
  
3. [Planning for Safety](#)
  
4. [Purpose of Risk Assessment](#)
  
5. [Risk Assessing the Event](#)
  
6. [Pre-Event Safety Check](#)
  
7. **Post-Event Actions**
  - 7.1 Safety Inspection
  - 7.2 Reporting of Accidents
  - 7.3 Debriefing
  
8. [Letting of Facilities](#)

## **References and further reading**

- |                                    |  |
|------------------------------------|--|
| <a href="#"><u>Appendix 1</u></a>  | Five-step risk assessment approach as applied to organising an event |
| <a href="#"><u>Appendix 1A</u></a> | Example of Use of Event Planning Checklist                           |
| <a href="#"><u>Appendix 2</u></a>  | Pre – Event Safety Checklist (Form 26b)                              |
| <a href="#"><u>Appendix 3</u></a>  | Post – Event Safety Checklist (Form 26c)                             |

## **Checklists available separately on Safety Services Web Pages:**

- |                                  |                                     |
|----------------------------------|-------------------------------------|
| <a href="#"><u>Form S26a</u></a> | Blank Event Planning Checklist      |
| <a href="#"><u>Form S26b</u></a> | Blank Pre – Event Safety Checklist  |
| <a href="#"><u>Form S26c</u></a> | Blank Post – Event Safety Checklist |

# GUIDANCE ON ORGANISING AND HOSTING SAFE EVENTS

## 1. Introduction

### 1.1 University Policy

It is the Health and Safety Policy of the University of Strathclyde to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees at work, of students while they are engaged in activities under the supervision of the University and of members of the general public who have access to University property (hereafter referred to as the University community).

It is recognised that, from time to time, departments organise or host a variety of events for interested parties, both from within and from outside the University. In addition, University accommodation and facilities are let out to external groups for various functions.

In view of the abovementioned policy, any organising or letting department has a duty to ensure the health, safety and welfare of those visiting, working in or using University premises. External organisations which provide services for events, for example PA systems, lighting, marquees, (hereafter referred to as Service Providers) will also owe a reciprocal duty to the University and its community.

### 1.2 Terminology

For the purpose of this guidance an **event** is considered to be a one-off occasion, irrespective of duration, which requires a degree of planning, organisation and control by an event organiser (see 1.3 below) to achieve the desired aims. Examples include schools' events, science fairs, graduate fairs, research presentation days, social events, garden parties, Summer Academy and concerts, plus the letting of premises for occasions such as weddings and musical events.

Again, for the purpose of this guidance, an **event organiser** is considered to be the University department, or other individual, student group, agent, organisation etc. promoting the event. There will be occasions when an event is being jointly promoted by one or more departments or by a department and an external agency. In these cases a degree of co-ordination and co-operation will be required to ensure that the responsibilities of each are clearly defined and that the event takes place safely.

### 1.3 Aim and Scope of Guidance

This guidance applies to all event organisers and outlines the risk assessment approach necessary to ensure that the health and safety issues of a proposed event are appropriately managed from the outset.

It outlines the roles and responsibilities of various individuals and groups in relation to managing the safety of an event and demonstrates how the process of risk assessment can be applied to an event. In addition, various checklists are provided to enable event organisers to identify issues that may need to be considered at the early planning, opening and closing stages of the event.

The guidance does not seek to explain in detail the process of planning and organising an event; the Office of Marketing & Communications has produced a set of notes designed to give a general overview of the issues to be considered when organising a major event. These can be found at <http://www.strath.ac.uk/comms/events/>

The key message of this guidance is that departments which organise or host events are required to manage the associated health and safety issues in a similar manner to those for day to day work activities within their departments, so as to minimise or eliminate, the risk of people being harmed, becoming ill, and of property being damaged - this can only be achieved through the process of adequate risk assessment.

## **2. Roles and Responsibilities**

### **2.1 Heads of Departments/Directors of Service**

Heads of Departments (hereafter used to include Directors of Services) are legally responsible for the day-to-day management of health and safety within their departments. Their responsibilities are fully explained in the Health and Safety Policy and with particular reference to organising events, include the following:

- ensuring Departmental Safety Conveners are given all resources necessary, including appropriate time and training, to allow them to carry out their functions efficiently;
- monitoring that all necessary risk assessments have been carried out and that appropriate control measures are taken by staff;
- resolving any health and safety problem that cannot be resolved by the Departmental Safety Convener in a timescale appropriate to the risk;

Heads of Departments are encouraged to view events they organise as part of the normal work activities of the department and to use the existing structure of Departmental Safety Conveners, University Supervising Officers and Departmental Safety Committees to manage the health and safety issues of an event.

### **2.2. Departmental Safety Conveners**

One of the main duties of Departmental Safety Conveners (DSC), as outlined in the Health and Safety Policy, is to advise the Head of Department on health and safety matters. This may well include being part of an event organising committee to provide advice on risk assessments, precautions required to control risk, training requirements and on procedures to be followed.

### **2.3. Departmental Safety Committees**

One of the main functions of Departmental Safety Committees is to assist the DSC in carrying out their range of functions. Again, committees are well placed to assist in the planning and safe execution of a departmental event and event organisers are encouraged to make use of their experience.

### **2.4 University Supervising Officers**

A University Supervising Officer (USO) is any staff member within a department, appointed by the Head of Department, who is deemed to be competent to liaise on health and safety issues between their department and a particular Service Provider, or group of Service Providers.

They play a key role in the co-ordination and co-operation process that ensures risks to Service Providers from University activities and risks to staff, students, visitors, the public and property from Service Providers' activities are adequately controlled. Their responsibilities are outlined in Section 2.2 of the Safety Services document [Guidance for Departments Engaging External Service Providers](#). Where a department needs to engage one or more Service Providers, in relation to a proposed event, then it is necessary for the abovementioned guidance to be adhered to.

## **2.5. Safety Services**

Safety Services is committed to promoting a positive health and safety culture throughout the University. It exists to help all departments effectively manage health and safety by providing advice and guidance on a full range of workplace activities, including the organisation and hosting of events. However, due to limited resources, Safety Services will, in general, only be able to advise on events that are critical to the business viability of the University.

## **2.6 Event Organising Committee**

It is advised that an event organising committee is established to decide on the purpose, nature, scale and details of the proposed event. It will have a key role to play in arranging both a successful and a safe event and should operate prior, during and immediately after the event, to consider all aspects and phases of the occasion (see section 3 below).

The committee could include members of the Departmental Safety Committee and USO's but irrespective of its composition, specific responsibilities should be allocated to each member. Furthermore, one member should be appointed as **event co-ordinator** to take overall responsibility and one as the **safety co-ordinator**.

The safety co-ordinator could be the DSC, another member of the departmental safety committee or other staff member with the appropriate competence and authority. Their primary duties will be to ensure that a suitable and sufficient risk assessment is made of the event, that appropriate risk control measures are implemented and remain effective and to liaise with Safety Services, where necessary. If no one is appointed to co-ordinate health and safety issues arising from the event, the Head of Department will automatically assume the role by default, since they have day to day responsibility for health and safety within their department.

Where committees require additional assistance or support, then the Head of Department should resource this need. If necessary, Safety Services may be consulted for advice and assistance.

## **3. Planning for Safety**

Effective planning is concerned with preventing harm through identifying, then eliminating or controlling hazards and risks. Assessing the risks arising from an event is an important step in protecting people, as well as complying with the law. The amount of time needed for planning will depend on the size, type and duration of the event.

Once initial plans have been formalised, more detailed planning will be required for the various phases of the event, which can be considered under the following headings:

The '**build up**', which involves planning the venue and its layout, selection of competent volunteers, selection of external service providers/contractors, choice of any stages, marquees, fencing, equipment etc.

The '**load-in**', which involves planning for the safe delivery and installation of equipment and services being used at the event, e.g. erection of shell stands for exhibitors, delivery and installation of seating, staging, lighting, PA systems, musical instruments, cabling, inflatable equipment etc.

The '**event**', which involves planning effective crowd management strategies, transport management strategies, welfare arrangements and strategies for dealing with fire, first aid, contingencies and major incidents.

The '**load-out**', requires planning for the safe removal of equipment and services that have been delivered or installed.

The '**breakdown**', which includes planning to control risks once the event is over and any infrastructure is being dismantled, e.g. collection and disposal of rubbish and work to restore the location to its original condition.

An Event Planning Checklist ([Form S26a](#)) has been provided to enable event organisers to consider some important questions and potential hazards prior to developing a more detailed Event Plan.

#### **4. Purpose of Risk Assessment**

The overall aim of risk assessment is to make sure that no one is injured or becomes ill and that property is not damaged as a result of work activities. The process involves finding out what in a workplace, work activity or work situation (in this case an event) could cause harm to people, then deciding if enough has been done to reduce the likelihood and severity of that harm, taking into account existing precautions.

Where it is decided that further measures are required, then it should be ensured that these are implemented and remain effective. The significant findings of the risk assessment should then be recorded and provided to those who could be affected.

#### **5. Risk Assessing the Event**

The main concern of the organising department should be to assess risks to the University community, from those aspects of the event over which it has either total or partial control, e.g. activities, equipment used, services, premises, general arrangements, welfare arrangements, engagement of service providers, emergency plans etc.. Where control is shared with another party, a degree of co-ordination and co-operation will be required between the parties on health and safety matters.

The Health and Safety Executive (HSE) leaflet [INDG 163 \(rev2\)](#) 'Five steps to risk assessment' provides a helpful method for carrying out a risk assessment and readers are advised to familiarise themselves with its contents. The University's [General Risk Assessment Form \(S20\)](#) and accompanying Guidance on Undertaking General Risk Assessments is available for use by those who have competence in risk assessment. In addition, [Appendix 1](#) of this guidance briefly outlines how the 5 - step approach can be applied to risk assessing an event.

Once a risk assessment has been made of the proposed event, a number of issues may need to be addressed and controlled through an action plan, utilising one or more options from the recognised hierarchy of measures shown in Inset 2 of Appendix 1. Where this is the case, it should be ensured that the necessary measures are implemented and remain effective. The significant findings of the risk assessment should then be recorded and provided to those who could be affected. This process should give the organising committee confidence that they have done enough to run a safe event.

## **6. Pre – Event Safety Check**

Immediately prior to the event, when all facilities and equipment are in place, it is advisable for the event safety co-ordinator, along with at least one other member of the organising committee, to carry out a ‘walk-about’ safety check. A checklist ([Form S26b](#)) is provided at [Appendix 2](#), which includes many of the issues to be addressed. Where high risk issues are identified, these should be addressed urgently, either to apply measures that will control the risk or to prevent exposure to the risk, for example by isolating the particular area in question.

## **7. Post – Event Actions**

### **7.1 Safety Inspection**

Once the event or let has ended, it is advisable to carry out a further inspection of the venue to ensure that everyone has left, that attractions / activities / structures / equipment/services have been dismantled and removed, that the condition of the venue will not cause harm to subsequent users, that waste has been collected, that fire-fighting equipment is still in place etc. Where equipment is to be left overnight, then arrangements need to be made for its safe and secure storage. A checklist ([Form S26c](#)) is provided at [Appendix 3](#) to assist with this process.

### **7.2 Reporting of Accidents**

If an accident or dangerous occurrence takes place, the names and addresses of injured persons and/or witnesses should be obtained, photographs taken, if possible and an S1 form completed in the usual manner and signed by the DSC.

### **7.3 Debriefing**

It is advisable for the organising committee to meet for a debriefing session so that lessons learnt can be noted for future events and passed on to others, where applicable.

## **8. Letting of Facilities**

It is accepted that the letting of facilities by authorised departments differs from organising an event from start to finish. However, there are a number of health and safety management issues that are common to both and it is advised that the checklist at Appendix 1 is used to identify applicable issues.

Clearly, the letting department will need to rely on the client to provide information on the nature of the event, the equipment/services to be used or brought in and the attractions being provided etc. It is therefore advised that letting departments devise an appropriate application form on which to capture this information in order to be fully aware of the extent of the client’s plans.

As mentioned in section 5, a private individual would not be expected to provide a risk assessment for their activities. However, where the letting department, considers that significant risks are associated with a particular activity the client is planning, then these concerns should be discussed with the client to seek ways of eliminating or reducing the risk using the hierarchy of risk control measures at Inset 2 of Appendix 1.

It is further advised that all clients are issued with terms and conditions which outline their responsibilities in relation to a range of issues, such as:

- costs associated with loss or damage to property
- informing guests of fire exits and evacuation procedures
- maintaining good order
- requirements for insurance cover
- safe use of the building(s)
- use of audio-visual equipment
- informing guests of no-smoking policy
- restrictions on use of premises and equipment
- reporting any accidents on or around the premises
- etc.

In most cases of letting, as with other events, it is recommended that both a pre-and post-event safety inspection is undertaken with the client, as indicated at sections 6 and 7 above. The pre-event safety inspection will help assure the letting department that the facilities and services within its control pose little or no risk to the client and those for whom they will be responsible. It will also serve to determine whether any last minute changes have been made to the client's plans that may pose new or additional risks to the University community or property. As before, the post-event safety inspection will provide information on the condition of the premises for subsequent users.

Sources of information and further reading:

*The event safety guide: A guide to health, safety and welfare at music and similar events*, (HSG 195) HSE Books 1999 ISBN 0 7176 2453 6

*Guide to industry best practice for organising outdoor events*, BSI Publicly Available Specification PAS 51:2004

*Five steps to risk assessment* INDG163 (rev2) HSE Books 2006 ISBN 0 7176 6189 X



# Appendix 1

## Five-step Risk Assessment Approach as Applied to Organising an Event

The University's General Risk Assessment Form (S20) has been designed to facilitate a structured approach to recording information necessary to carry out an assessment of risks, to formulate an action plan, to record the significant findings and to record the recipients of the assessment. This Appendix briefly applies the principles of risk assessment to organising an event. Where necessary, the document, Guidance on Undertaking General Risk Assessments should be referred to by the assessor.

### Inset 1

Five steps to risk assessment:

Step 1 – Identify the hazards

Step 2 – Decide who might be harmed and how

Step 3 – Evaluate the risks and decide on precautions

Step 4 – Record the findings and implement them

Step 5 – Review the assessment and update if necessary

A **hazard** is anything with the potential to cause harm or ill health to people, or damage to property; this could be a dangerous property of an article or substance, a condition, a situation or an activity. Some examples include: chemicals, electricity, poor lighting, traffic movements, working at height, manually moving heavy objects etc.

**Risk** is the likelihood (unlikely, highly likely or somewhere in between) that someone will be harmed by a hazard, coupled with the severity of that harm (e.g. cut finger, broken arm, severe burns etc.).

### Preliminary Plans and Risk Assessment

Once preliminary plans for the proposed event have been decided, it is recommended they are written down and a risk assessment undertaken, using the S20 Form. If high risks are identified that cannot be reasonably reduced to an acceptable level, then organising committees should be prepared to change their plans before proceeding further. Risk assessment information obtained from both internal and external sources will form an important part of the overall risk assessment of the event.

### Risk Assessing the Event

#### Assessment of risks created by the organising department

The main concern of the organising department should be to assess risks to the University community, from those aspects of the event over which it has either total or partial control, e.g. activities, equipment used, services, premises, general arrangements, welfare arrangements, selection of service providers, emergency plans etc.. Where control is shared with another party, a degree of co-ordination and co-operation will be required between the parties on health and safety matters.

Specific risks to service providers that are created by the University, should be assessed by the organising department and written findings provided to those affected. An [S7](#) form should be completed to confirm the exchange of such information. The University document [Guidance for Departments on Engaging External Service Providers](#) provides further details on the process of exchanging information with service providers.

Please note, the assessment of risks to the health and safety of service providers or their employees from the specialist work they have been engaged to carry out, is the responsibility of the service providers themselves and not of the organising department.

### **Assessment of risks created by third parties**

Where risks to the University community are created by the work activities or contributions to the event by other departments, external organisations, service providers, exhibitors etc. (third parties), these should be assessed by the third party responsible. As part of their role, the event safety co-ordinator should request documentary evidence, for example in the form of a risk assessment or method statement (including an S7 form from service providers), so as to be satisfied that such risks will be adequately controlled.

In the case of premises and facilities being rented by individuals, for example, for weddings, then it would not be expected that they would provide a risk assessment for their activities; see section 7 of the Guidance for further advice.

### **Step 1 - Identify the hazards**

With respect to an event, the hazards are those associated with each aspect of the event - the contributing activities, their location and manner in which they are to be undertaken, the target audience, location/venue, specialist services and equipment etc. These should all be identified at an early stage. The checklist ([Form S26a](#)) will help identify such hazards, however the list is not exhaustive, so should not be relied upon to be comprehensive. [Appendix 1A](#) provides an example of the use of the S26a form giving typical hazards associated with an event.

It is important to ignore trivial hazards, that is, those associated with every day living and to concentrate on the significant hazards, that is, those which could result in genuine injury.

### **Step 2 - Identify those people who may be harmed and how**

For each hazard identified, decide which individuals or groups of people (children, students, disabled persons etc.) might be harmed and what type of injury or ill-health might occur. For example, staff involved in setting up a display could be at risk from falling objects, or attendees may suffer skin burns due to spillage of chemicals if a demonstration goes wrong.

### **Step 3 - Evaluate the risks, taking account of existing precautions and decide on additional precautions**

Evaluating the risks associated with each hazard, means making a judgement about each so it can be prioritised and the greatest dealt with first. Here, it is necessary to consider both the likelihood of harm actually occurring and the potential severity of the harm (see Inset 1 for definitions). When evaluating the likelihood, take account of the following:

- any existing risk control measures, e.g. how the event is organised, choice and maintenance of equipment, choice of systems of work, training provided to volunteers, vetting of service providers, use of fixed barriers to segregate people from equipment etc.
- good practice within the University or other lead sector
- the number of people likely to be exposed to a particular hazard

When evaluating the potential severity of a particular hazard, ask, *'realistically, what is the worst that could happen - a minor injury or ill-health condition, a serious injury or ill-health condition, or worse?'*

When the likelihood and severity of injury have been assessed for each hazard, the risks can be prioritised using a plan of action which sets out what additional precautions are necessary to eliminate or reduce each one. It should also specify who, within the department, is responsible for taking action and the allocated timescale for completion. Section 3 of the S20 Form allows for recording this information.

#### Inset 2

<p>Hierarchy of options for controlling risks</p> <ul style="list-style-type: none"><li>• Elimination – e.g. using an existing University building rather than hiring a marquee.</li><li>• Substitution with something less hazardous – e.g. using a water-based substance in a demonstration, rather than a solvent-based substance.</li><li>• Enclosure – e.g. using a fume cupboard.</li><li>• Guarding and/or segregation – e.g. guarding dangerous parts of machines or erecting barriers to keep people away from a hazardous area.</li><li>• Safe systems of work or orderly procedures, e.g. having a one-way pedestrian traffic flow.</li><li>• Written procedures that are known and understood by those affected e.g. clear booking and registration arrangements for delegates and clear contracts with external service providers.</li><li>• Adequate supervision by competent people.</li><li>• Training – e.g. specified induction provided to student volunteers.</li><li>• Information and instruction – e.g. signs and written guidance</li><li>• Personal protective equipment.</li></ul>
--

Where additional risk control measures are required, the above list gives the hierarchy of options available. For each risk needing further control, the assessor should start at the top of the list and consider if each option provides a reasonably practicable solution. Only if the first option is not reasonably practicable, or if it alone does not reduce the risk to an acceptable level, should the next option on the list be considered. In many cases more than one option may need to be implemented to control a particular risk to an acceptable level.

#### **Step 4 – Record the significant findings**

Departments are required by law to record the significant findings of risk assessments and to share them with those most affected. These should be documented in a way that is proportionate to the hazards and risks of the event.

#### **Step 5 – Review the assessment and update if necessary**

To ensure the risk assessment of the proposed event is kept up to date, it should be reviewed regularly and especially if there are any changes to the event, for example in the following:

- Nature of the event
- Location/venue
- Target audience
- Timing of the event
- Any other issue with associated hazards
- Welfare arrangements
- Traffic movements
- Noise
- Equipment and services

## Appendix 1A

### Example of Use of Event Planning Checklist (blank available at [Form S26a](#))

The following checklist is not exhaustive but is designed to enable departments and other agencies involved in planning and organising or hosting an event to consider some important questions and possible hazards prior to developing a more detailed Event Plan. Please use in conjunction with **'Guidance on Organising and Hosting Safe Events'**

Ref:	Issue	Possible Hazards
<b>1.</b>	<b>Organising Committee</b>	
	Has an organising committee been established with identified responsibilities for each member, including Event Co-ordinator and Event Safety Co-ordinator?	-
<b>2.</b>	<b>Type of Event</b>	-
2.1	What types of activities will take place?	Associated with specific activities
2.2	Will the event involve performers?	Performers, performances
2.3	Will there be any specific hazards from activities such as scientific demonstrations, equipment on display, sports activities etc?	Demonstrations, equipment, machinery, pressurised cylinders, chemicals, fire, explosion etc.
2.4	Will activities require specialist equipment e.g. bungee ropes, inflatable equipment?	Specialist equipment, machinery, manual handling, trip hazards etc.
2.5	Will particular activities or displays need barriers to protect the public against specific hazards e.g. moving machinery, barbeques, vehicles etc?	Location and juxtaposition of equipment and activities in relation to attendees.
<b>3.</b>	<b>Target Audience</b>	
3.1	What is the target audience (e.g. children, teenagers, families, students, senior citizens, disabled persons etc)?	Attendees free to roam without supervision
3.2	What is the realistic maximum number that can attend?	Number of attendees
3.3	Will specific facilities be required to accommodate target groups?	
<b>4.</b>	<b>Location/Venue</b>	
4.1	Is it suitable and adequate for the proposed event?	Condition of premises/venue
4.2	Will temporary structures be required e.g. staging, marquees, stalls, if so, who will supply, erect and safety check these?	Delivery, storage, installation of temporary structures, manual handling
4.3	Will additional lighting or emergency lighting be required?	Poor lighting, excessive glare
4.4	Are there any existing hazards, e.g. water features, steep slopes, wet grass etc?	Specific site hazards
4.5	What impact could there be on the local community or environment?	Traffic disruption, noise, litter

### Example of Use of Event Planning Checklist (Form S26a) cont'd

Ref:	Issue	Possible Hazards
4.6	What about access by car, public transport etc?	
4.7	Will the fire protection measures be adequate for the type of event? Advice should be obtained from the Fire Safety Adviser.	Fire/means of escape
4.8	Will those with special needs have access to fire escape routes?	Access and egress for disabled persons
<b>5.</b>	<b>Timing of Event</b>	
5.1	Will the start/finishing times, day or month have an impact on the number of attendees, ease of travel, noise etc?	Crowd movements
5.2	Is the event likely to clash with another major event or with programmed building works or road works?	Adjacent construction/road/building works
5.3	If an evening event is planned will additional lighting be required?	Poor lighting, excessive glare
<b>6.</b>	<b>Welfare, Catering and Stewarding</b>	
6.1	Have toilet requirements been based on an estimate of the number of attendees?	
6.2	Will specific provisions be needed for those with special needs?	
6.3	Will the provision of drinking water be necessary?	Poor hygiene
6.4	Will the provision of food and other refreshments be necessary?	Poor hygiene
6.5	Are caterers registered with the Local Authority?	
6.6	Will caterers be sensibly positioned e.g. away from children's' activity areas and near water supplies?	Location of cooking equipment/hot surfaces/gas cylinders, fire
6.7	Will stewards be required to ensure adequate safety standards?	Crowd movements
<b>7.</b>	<b>First-Aid</b>	
	In considering the activities, numbers, types and groups attending, will it be necessary to arrange first-aid provision <u>in addition</u> to that which Security Services can provide?	Lack of adequate first aid provision
<b>8.</b>	<b>Communications between Staff</b>	
	How will staff communicate with each other and event participants during the event?	Communications difficulties

### Example of Use of Event Planning Checklist (Form S26a) cont'd

Ref:	Issue	Possible Hazards
<b>9.</b>	<b>Traffic movements</b>	
9.1	Can on-site traffic movements be managed to ensure segregation from pedestrians?	Traffic and pedestrian movements
9.2	Will car parking facilities be made available, if so will these need to be stewarded?	Traffic and pedestrian movements
9.3	Do off-site traffic movements need to be discussed with the Local Authority and the Police, to prevent serious congestion?	Poor directions/signage
9.4	Will the event require road closures, signs on main roads and approaches to the venue, traffic diversions etc.? If so, contact the Local Authority and Police for further advice.	Poor directions, traffic congestion
<b>10.</b>	<b>Noise</b>	
10.1	Is the event likely to cause nuisance noise to neighbouring departments or buildings?	Noise
10.2	Is the event likely to expose attendees to noise levels at or above the exposure limit value of 87 dB (A-weighted)?	Noise exposure
<b>11.</b>	<b>Equipment &amp; Services</b>	
11.1	If an outdoor event, will it require electricity, gas or water supplied from fixed building services? If so, contact Estates Management for advice.	Outdoor services, generators, trailing cables, lighting sets etc.
11.2	Have arrangements been made to examine records of electrical safety of portable electrical appliances being used?	Electrical appliances
<b>12.</b>	<b>Clearing up</b>	
12.1	Are arrangements required for waste disposal and rubbish clearance during and after the event? If so, who will have specific responsibility for emptying rubbish containers and clearing the site?	Waste materials, manual handling
12.2	Are arrangements required for post event reinstatement?	Manual handling plus other work activities associated with reinstatement
<b>13.</b>	<b>Permissions and Consents</b>	
13.1	Will consents/licences be needed for alcohol, food, public entertainment, road closures, display of sporting activities, e.g. boxing, judo, karate etc?	
13.2	Where there is potential for a major incident have arrangements been made to involve the Local Authority and the Emergency Services, early in the planning?	

**Example of Use of Event Planning Checklist (Form S26a) cont'd**

Ref:	Issue	Possible Hazards
<b>14.</b>	<b>Insurance</b>	
14.1	Has the event been discussed with the Finance Office to ensure that appropriate insurance cover is in place?	
14.2	Are arrangements in place to check the public liability insurance of performers?	
<b>15.</b>	<b>Finance and Charges</b>	
	Has an overall cost been estimated to include licences, venue hire, road closures, additional first-aid, stewarding, purchase or hire of specialist equipment, attendance of agencies e.g. police, ambulance service?	
<b>16.</b>	<b>Specialist Advice &amp; Services</b>	
16.1	Is specialist advice required from other University departments e.g. Estates Management, Finance, Marketing and Communications and Safety Services?	
16.2	Will external service providers be engaged to provide specialist services or equipment eg erection of marquees, erection of signs or banners, supply of specialist equipment? If so, have arrangements been made in accordance with the Local Rules for Contractors and Guidance for Departments on Engaging External Service Providers?	Competence of Contractors/Service Providers
16.3	Will equipment or services require certification of erection by a competent person?	Competence of Contractors/Service Providers
<b>17.</b>	<b>Time Scale for Planning</b>	
	Has sufficient time been allocated to plan and organise the event, to obtain the necessary licences and the specialist advice required?	Inadequate time
<b>18.</b>	<b>Conditions of Contract</b>	
	Where a let is taking place, are the conditions of contract clear, spelling out the University's health and safety requirements and any prohibitions with regard to the use of the premises?	Ambiguous contract conditions
<b>19.</b>	<b>Site Plan</b>	
	Have arrangements been made to draw a formal plan identifying the position of the following: Car parking areas; access and egress points for service providers, performers, vehicles and pedestrians; circulation routes; emergency exits and exit routes; toilets; food and drink locations; ticketing points; first aid points; attractions, temporary structures, segregation barriers, other facilities etc?	Poor site layout with reference to pedestrian movements

**Example of Use of Event Planning Checklist (Form S26a) cont'd**

Ref:	Issue	Possible Hazards
<b>20.</b>	<b>Contingency Plans</b>	
20.1	If an outdoor event, what would be the effect of extreme weather or a change in weather?	Extreme weather/change in weather
20.2	What additional risks would be introduced and how might these be controlled e.g. specialist matting, alternative venue, failure of performers to show etc?	
<b>21.</b>	<b>Emergency Planning</b>	
21.1	Has a formal plan been established to manage emergency situations which may arise during the event? This may need involve the Emergency Services, Local Authority and Safety Services?	Emergency situations
21.2	Has the emergency plan been communicated to those involved in the event?	Lack of communication of emergency plan
<b>22.</b>	<b>Risk Assessment</b>	
	Has a competent person been appointed to risk assess each aspect and each phase of the event?	Unsuitable or insufficient assessment of risks.
<b>23.</b>	<b>Fire Risk Assessment</b>	
	Has someone been appointed to liaise with the University Fire Safety Adviser regarding a review of any existing fire risk assessment?	Fire/means of escape
<b>24.</b>	<b>Other:</b> (please add below)	



## Appendix 2

### Pre – Event Safety Checklist ([Form S26b](#))

Ref:	Issue	Yes	No	N/A	Comments
<b>1.</b>	<b>Access / egress</b>				
1.1	Are entrance/exits free from obstruction?				
1.2	Are staff/stewards in place?				
1.3	Can emergency vehicles gain access?				
1.4	Are pedestrians segregated from vehicles?				
1.5	Are security arrangements in place?				
1.6	Have adequate signs/information been provided?				
<b>2.</b>	<b>Attractions/Activities/Structures</b>				
2.1	Have all structures been completed, e.g. staging, seating, lighting, marquees?				
2.2	Where required, have all structures been inspected and approved by a competent person?				
2.3	Are all activities/attractions been checked and sited in accordance with the site plan?				
2.4	Have all potentially hazardous activities/equipment been adequately fenced as required?				
2.5	Have all contributors supplied evidence of their risk control measures?				
2.6	Have any unanticipated hazards been introduced?				
<b>3.</b>	<b>Location/Venue</b>				
3.1	Are there any obvious hazards relating to the venue e.g. trip hazards, unstable objects/furniture/fittings, poor lighting etc.?				
3.2	Have site specific hazards been adequately addressed e.g. water features, steep slopes, wet grass etc?				
<b>4.</b>	<b>Welfare, Catering and Stewarding</b>				
4.1	Are toilets clearly sign posted?				
4.2	Are sufficient and adequate waste bins in place?				
4.3	Are caterers sited in accordance with the site plan?				
<b>5.</b>	<b>First-Aid</b>				
5.1	Are first aid facilities in place?				
5.2	In considering the activities, numbers, types and groups attending, will it be necessary to arrange first-aid provision <u>in addition</u> to that which Security Services can provide?				

**Pre – Event Safety Checklist (Form S26b) cont’d**

Ref:	Issue	Yes	No	N/A	Comments
<b>6.</b>	<b>Communications between Staff</b>				
6.1	Have communications systems been tested and working?				
6.2	Where necessary, have the relevant security supervisors been briefed?				
<b>7.</b>	<b>Traffic movements</b>				
7.1	Are arrangements for on-site traffic movements in place?				
7.2	Where necessary, are stewards in place for monitoring car parking?				
<b>8.</b>	<b>Equipment &amp; Services</b>				
8.1	Has electrical equipment been checked/certified?				
8.2	Are arrangements in place for summoning emergency trades if required urgently?				
<b>9.</b>	<b>Conditions of Contract</b>				
	Where a let is taking place, are the conditions of contract being adhered to?				
<b>10.</b>	<b>Contingency Plans</b>				
	Have current weather conditions created new hazards to be addressed?				
<b>11.</b>	<b>Emergency Planning</b>				
	Has the emergency plan been communicated to those who need to know?				
<b>12.</b>	<b>Fire Safety</b>				
12.1	Are all break-glass call points clearly visible?				
12.2	Is the fire-fighting equipment in place?				
12.3	Have exhibitors, performers etc. been fire safety induction information?				
<b>13.</b>	<b>Other (please add below)</b>				

Inspection team:

Signatures:

Date and time of inspection:

## Appendix 3

### Post – Event Safety Checklist ([Form S26c](#))

Ref:	Issue	Yes	No	N/A	Comments
<b>1.</b>	<b>Vacation of Venue</b>				
1.2	Have all members of the public vacated the venue?				
1.3	Have all exhibitors vacated the venue?				
1.4	Have all caterers left the venue?				
1.5	Have all vehicles left the venue?				
1.6	Has the venue been cleared of all hazardous objects that could pose risk to future users?				
<b>2.</b>	<b>Attractions/Activities/Structures</b>				
2.1	Have all attractions/activities/structures been dismantled and removed?				
2.2	Have temporary markers such as stakes, ropes, bunting, signs etc. been removed?				
2.3	If structures are to be left overnight, are they in a safe condition, safe from vandalism and weather conditions?				
<b>3.</b>	<b>Equipment &amp; Services</b>				
3.1	Has all equipment been dismantled and removed?				
3.2	Have all temporary electrical installations been isolated and made safe?				
<b>4.</b>	<b>Condition of Venue</b>				
4.1	Has any damage to facilities, buildings or grounds been reported? If so, report to Estates Management Helpdesk.				
4.2	Has any damage been found during post-event inspection? If so, report to Estates Management Helpdesk.				
<b>5.</b>	<b>Waste Collection</b>				
5.1	Has all waste been collected satisfactorily?				
5.2	Has all waste been removed from the site?				
<b>6.</b>	<b>Fire Safety</b>				
	Is the fire-fighting equipment still in place?				
<b>7.</b>	<b>Accidents</b>				
	Were any accidents or incidents reported? If so, make a report on an S1 form and give it to the DSC.				

Inspection team:

Signatures:

Date and time of inspection: