

Health and Safety

1. What is your duty of care?

Where members of the public are invited to participate in a staged and planned event, the responsibility, or duty of care, for public safety rests with the organiser and/or the owner of the property or land where such events are staged.

A duty of care is a legal obligation requiring you to adhere to a reasonable standard of care while performing any acts that could foreseeably harm others. As an event organiser, you will always have a duty of care to people working at or visiting your event, and safety must always be the paramount consideration before, during and after your event, whatever the size.

Health and Safety legislation applies to all events.

It is your responsibility to ensure that health and safety legislation is adhered to at all levels of management, from your senior event team through to event staff, contractors and sub-contractors.

The implications are very serious, from major fines to imprisonment.

We expect organisers to have a competent, named person who is responsible for safety at every event - for larger events there may be a need for a dedicated safety officer.

You will need to ensure that you have developed processes for managing health and safety, and that all documentation is available to the Event Site Licensing Team on submission of your Site Licence application.

Health and safety documentation will include the following:

2. Risk assessments

A risk assessment is a careful examination of what is likely to cause harm, followed by an explanation of the control measures in place to reduce or eliminate such risks. In other words, it is the natural process of weighing up the benefits of taking a particular action against the risks and possible consequences.

Under the 'Health and Safety at Work etc. Act 1974', and the 'Management of Health and Safety at Work Regulations 1999' employers and the self employed have a legal responsibility to carry out a risk assessment. As an event organiser, removing or minimising risk to participants and the public should be your number one priority.

You will need to identify a competent person to carry out a risk assessment for your event to ensure that all hazards are adequately assessed and all

precautions correctly identified and implemented.

3. When do I need to complete a risk assessment?

You should conduct a risk assessment for all activities or tasks involved in organising the event. This includes activities during setting up and breaking down the event, as well as activities that take place during the event.

A standard risk assessment form can be downloaded from the Health and Safety Executive website.

4. What is the task/activity you are assessing?

In order to start your risk assessment, you need to identify the task you are assessing and consider the event as a whole. This should include the following considerations:

Event specifics:

- Location (please refer to the Site Use and Access Guide in the Appendix)
- Where will your event be held?
- Is the site being considered suitable for the event?
- What are the particular hazards of this location? For example, proximity to water / major roads.
- Have all the entrances and exits on the site been located?
- Are the entrances and exits controlled, stewarded, suitable for prams, pushchairs and wheelchairs, and appropriately signed?

Event activities

- What activities will take place before, during and after your event?
- For example, erecting a stage, managing crowds, holding a fireworks display, separating spectators and vehicles, dismantling a stage.
- Do any of these activities present particular hazards?
- For example, Moving parts of machinery at a funfair, noise/sound levels at a music festival both for your employees and audience, cash handling if the event has an admission charge, manual handling during the event build or break, rubbish/litter.

Audience demographic

- Who is likely to attend your event, and what hazards might they present, or what particular risks might they be vulnerable to? For example young children, families, the elderly, large crowds.
- Are the needs of disabled people working at or visiting your event being met?

- Are any special arrangements required and in place? For example, for lost children, lost property, drinking water, toilets, noise control or parking?

Duration of event

- How long will your event last?
- Does this increase or present any particular risks?
- For example, fatigue for participants or spectators, lighting if the event will take place in low light / hours of darkness.

Weather

- What time of year is your event?
- Is there a likelihood of inclement weather or extreme weather conditions? For example, heat, cold, rain.
- Is the event location vulnerable or exposed in the event of extreme weather?

5. General Health and Safety considerations:

Major incident

- What will happen in the event of a major incident?
- Is there a reliable system of communication between key people in place?
- Is there a reliable system of communication with the audience/crowd in place?
- Has a control point been identified, call signs determined and announcements prepared?

Overcrowding

- How many people are expected to attend your event and how many can the site safely hold?
- How will you control how many people attend your event?
- Are crowd control barriers necessary?

Working at height

- Will any of the activities or elements of your event necessitate working at height?
For example, suspending banners from temporary structures or stages, any activities requiring ladders.

Moving vehicles

- Will your event pose a risk of moving vehicles?
For example, forklift trucks, mix of vehicles and pedestrians, for example with a public car park.

Food safety

- Will you have hot food prepared on site?
- Will Liquid Petroleum Gas or any other fuel be used as a heat source?
- All caterers at an event must complete a Food Safety Questionnaire available in the Appendix. This applies to pre-packaged food or food prepared on site.

Structural safety

- Will you have any temporary structures at your event? For example, Marquees, stages, lighting columns.
- Are they capable of withstanding wind forces and bad weather conditions?
- Have they been erected by competent persons?
- Have your subcontractors supplied certificates of compliance?
Temporary structures must adhere to the 'National Outdoor Events Association Code of Practice for Outdoor Events' and the Institution of Structural Engineers guidance 'Temporary demountable structures'.

Electrical safety

- Will power be required at your event?
- What risks might this present? For example, use of generators, earthing, temporary overhead or underground cables.

Fire Procedures

- Are there effective fire control measures in place?
- Who will manage this and how will staff be briefed?
- Events with significant infrastructure or increased risk of fire will require a dedicated Fire Risk Assessment. For example, larger events, Bonfire nights or Firework displays.

Emergency Procedures

- Are adequate first aid facilities in place?
- Is an emergency plan in place?
- Can emergency vehicles get on and off the site easily? Has advice been sought from the emergency services about the emergency routes?
- Who will make the decisions during an emergency and how will they do this?

- How will an event be stopped in case of an emergency?
- Is there a reporting procedure in place for the reporting of injuries, diseases and dangerous occurrences? (visit the HSE website for more information)