



Event Safety

A Guide for Organisers of Small and Medium sized events

If you are organising a public event you will need to ensure that all health and safety requirements are met.

Contents

Introduction	4
Why Safety matters	4
Who is responsible at public events	4
Do I need a licence?	4
Safety advice - free	5
What do you need to do?	5
Event Risk assessments	6
Pre-planning your event – things to consider	8
Organising the event	9
Final preparations	13
Accidents and claims	13
Safety Inspection Checklist	14
Injury/Incident report Form	16
Event Participation list	18
Risk Assessment	19
Example of Site plans	21
Useful contacts and Publications	23

Introduction

This booklet has been produced to assist and provide information and guidance to all organisations, community groups or individuals wanting to hold a safe and successful public event.

The guidance gives general advice that can be used when arranging a diverse range of events, such as: a car boot sale, fairs and galas, firework displays, pop concerts, air shows, motor sports and religious events - some additional guidance will be required for specialist events and larger scale activities, and it is likely that parts of the guidance may not be relevant for smaller events.

To help you organise and plan a safe event – an event safety plan, risk assessment template, safety checklist and additional useful contact details are enclosed at the back of this booklet,

Why safety matters?

When large groups of people gather in confined spaces, dangerous situations can arise.

This was clearly shown at the Hillsborough Stadium disaster in 1989 and the Bradford Football ground fire in 1985. Following these two tragedies, new laws were introduced to increase safety at sports grounds. The Football Licensing Authorities and the Safety at Sports Grounds Advisory Group, now work hard to promote safety at sports events.

Who is responsible for safety at public events?

The organiser and /or landowner are responsible for safety at public events.

We expect you to have a named person who is responsible for the overall safety at your event.

Organisers of events have a legal responsibility to ensure the Health, Safety and Welfare of any employees, volunteer helpers or contractors involved in arranging the event and to the public and participants attending.

Do I need a licence?

Under the Licensing Act 2003 a licence is required for premises / and or open-air event where any of the following are provided and/or taking place:

- Retail sale / supply of alcohol
- Performance of a play
- Exhibition of a film
- Indoor sporting events
- Boxing or wrestling (indoors or out)
- Performances of live and recorded music
- Performance of Dance
- Provision of facilities for making music or dancing (i.e. hire of a hall)
- Supplying hot food or hot drinks between 11.00 pm and 5.00 am

For a one-off event you will require a Temporary Events Notice (TEN). TENs are only allowed for events that have up to 499 attendees – including staff and performers.

Restrictions apply to the number of TENs that can be presented during the calendar year, but, on the whole they are a straight forward way of licensing one-off events.

The local police must be notified of your TEN, 14 WORKING days prior to the event.

Both a licence and TEN are available from the Council – there is a charge for a TEN of £21.00 (prices for other licences vary) – applications must be submitted in good time of the event taking place – at least one month for a small event, and up to 6 months for a large event. If you do not obtain and hold the correct permission, your event will not be able to go ahead.

For further information and advice, contact the Licensing Team at your Council.

Safety Advice - free

A Local Authority can offer you free advice – it will ensure that its guidance and assistance is consistent, and will encourage high standards of safety at all events, however large or small.

Of course, if the Local Authority identifies public events that are likely to take place with the potential to compromise the safety of people attending them, then clearly it may have to take action to prevent such events from taking place, unless necessary safety improvements are implemented and adhered to.

We can not assist in the actual planning of the events or writing of plans, but we can view the organisers event, and emergency plans to ensure that you have got things covered and are on the right track.

What do you need to do?

We want to help event organisers to make their events as safe and successful as possible.

Notify the Local Authority

Ideally, contact us and give us at least 28 days notice prior to a small or medium sized event taking place, and up to six months notice for a large event. This will allow us to offer you the best assistance available – For larger, more complex events, we may want to meet with you to discuss your plans and arrangements in more detail.

- Small Sized Events i.e. Village fete
- Medium Events i.e. Carnival
- Large Events over 5000 people in attendance or those which involve road closures

At the time of you contacting us, we will need to know:

- The name of the Event Organiser and contact details.
- The time and date of the event.
- The type of event you are planning.
- How many people you are expecting.
- Details of any special or unusual activities.
- The results and copies of any risk assessments that you have carried out.
- If your event is open to the general public.
- If your event is intending to take place on the highway.
- If your event is intending to be in a public place, such as a park, town centre or open space.
- If your event is in a private venue, but because of its size or the type of activity planned, there may be a concern for the safety of those attending or people nearby.
- Whether food and drinks will be available – A licence will be needed to serve alcohol – see below

Event Risk Assessment(s) - Guidance to complete a risk assessment

You will need to carry out a detailed risk assessment as part of the initial planning of the event. All risk assessments should be written and kept – including any updates and alterations made.

A risk assessment is the identification of all known and potential hazards which could cause harm to a person or damage to equipment or property.

A hazard is something with the potential to cause harm.

All hazards associated with the event should be identified, including those relating to individual activities and any equipment, and suitable action and controls implemented to reduce the risks to a minimum acceptable level.

Further guidance on how to complete a risk assessment can be obtained from the HSE website: www.hse.gov.uk. Basically, there are 5 steps to completing a risk assessment.

To assist you, an example risk assessment and blank template is enclosed at the back of this booklet. Keep all risk assessments, and retain them for future reference, and repeat events.

Carry out a Risk Assessment

Identifying the hazards

Use this list to help you identify the hazards, and complete your risk assessments:

- Any slipping, tripping or falling hazards.
- Hazards relating to fire risks or fire evacuation procedures.
- Any chemicals or other substances hazardous to health e.g. dust or fumes.
- Moving parts of machinery.
- Any vehicles on site – and vehicle / traffic movements.
- Electrical safety e.g. use of any portable electrical appliances.
- Manual handling activities.
- High noise levels.
- Poor lighting, heating or ventilation.
- Weather conditions
- Specific demonstrations or activities – fairground rides, bouncy castles, animals, water etc.
- Crowd intensity and bottle-neck points.

Other hazards may be present depending on the nature of the event, location and activities – ensure you identify, document and assess them all.

Identifying those at risk, and how they may be harmed

For each hazard identified, list all those people who may be affected, and how they may be harmed. Do not list individuals by name, just list groups of people. – for example:

- Stewards.
- Employees.
- Volunteers.
- Contractors.
- Vendors, exhibitors and performers.
- Members of the public.
- Disabled persons.
- Children and elderly persons

- Potential trespassers.
- Expectant mothers.
- Local residents.

The level of harm should be generalised such as sprains, bruising, fractures etc.

Assessing and controlling the risk(s)

Risk is the likelihood of the harm happening (arising from the hazard).

The extent of the risk arising from the hazards identified must be evaluated and control measures appointed to prevent accidents from happening.

The following should be taken into account:

- Any information, instruction and training regarding the event and the activities involved.
- Compliance with legislative standards, codes of good practice and British Standards.
- Whether or not the existing controls have reduced the risk as far as is reasonably practicable.

Is further action necessary to control the risk?

Classify risks into high, medium and low. Examples of risks falling into these categories are as follows:

High: An unsecured inflatable being used in adverse weather conditions by young children.

Medium: A display of animals in a roped off arena.

Low: A mime artist performing amongst the crowd.

The higher risks should have more control measures appointed than the lower ones.

Review, revise and keep

If the level of the risks changes during the planning of the event, the risk assessments will need to be reviewed and updated and kept.

Information and communication of risks

Where the risk assessment has identified significant high risks, you must provide information to all those affected, regarding the nature of the risk and the control measures to be implemented. All companies providing a service to your event should provide their own risk assessment to you before the event takes place. They should also provide a copy of their Public Liability Insurance Certificate and Employers Liability Insurance Certificate.

Any contractors involved in the event should also carry out their own risk assessments. A copy of these should be obtained and checked in good time of the event taking place. Again all copies should be kept.

Pre-planning – things to consider

Detailed preplanning is essential to ensure the event is safe and successful. The following need to be considered at this stage, and written risk assessments prepared and kept.

Where

Make sure the venue you have chosen is adequate for the event; consider the impact on the local community, how easy it will be for people to get to the venue and any car parking requirements. Has the venue any existing hazards on the site such as water, overhead power lines etc. Consider whether or not emergency routes will be adequate.

When

Consider the time of year, including the consequences of extreme weather conditions at an outside event. The day of the week and time will also need consideration regarding the nature of the event, noise and ease of travel etc. You will probably need to arrange lighting for an evening function. The event should not clash with any other major events in the area.

Who

Is the event open to all, or aimed at particular groups or types of people? such as young children, teenagers, the elderly or disabled? If so, specific facilities may be required to accommodate them or additional stewards to ensure adequate safety standards are maintained.

What

Decide on the type of activities to be held. Will there be any specific hazards such as animals or water sports? If possible also try to establish the size of the proposed event and whether or not an entrance fee will be charged.

Specialist equipment

Will the activities require the use of any specialist equipment such as bungee jumps etc.? If so, does this equipment pose any specific hazards? Will a particular activity need barriers etc? Some equipment may require certificates of erection by a competent person.

Welfare arrangements

The organiser must estimate the number of attendees to the event and consider its duration. Toilet requirements should be based on these estimations. Permanent toilets should be checked for adequacy and maintained during the event. The provision of drinking water will be necessary. Depending upon the scale of the event, refreshments and other facilities may be required. Provision also needs to be made for lost and found children, missing persons, baby changing and lost property.

First Aid and Medical Provision

You should NOT rely upon the NORMAL statutory NHS Ambulance Service for use by the General Public (i.e. “999” system) for your event.

Many organisations provide medical and First Aid services, a list is included at the back of the booklet. Ensure the organisation you choose is competent, equipped, and able to meet the demands of the event. There will need to be an area that offers patient confidentiality and dignity set out for them to work. This should be included on the initial site plan.

Insurance

All events will require Public Liability Insurance. All contractors and performers will also need their own Public Liability Cover with a minimum of £5 million Limit of Indemnity – A copy of insurance should be obtained along with the risk assessments.

Depending upon the nature of your organisation and the proposed event, other insurances may also be required.

Timescale

Set out the proposed timescale and give yourself as much time as possible to organise the event. You may need as much as 9 to 12 months planning. Some specialist advice may be required, and special permission could take time. You may need to allow time for any licenses you need to be granted.

Event Management Plan – The Master Plan

This should include all your health and safety arrangements for the event. All the issues referred to above, keep records of the proposals as a formal plan for the event. This will help you when carrying out your risk assessments.

Organising the event

Once you have decided on the main activities happening at your event, you can start to organise the event in greater detail. Remember to write things down as you go and to keep the Event Management Plan up to date.

Establish a team

You may be fortunate to have a team of people to assist with the planning of the event, if so identify and allocate specific responsibilities for all team members – take into account what individual skills, knowledge and experience they can contribute.

You may want to look at appointing the following key people, and distributing the duties as follows:

- Event Manager. Responsible for overall liaison with other organisations such as the local authority and the emergency services.
- Safety Officer. Responsibility for health and safety - should have suitable knowledge and experience.
- Medical Provisions Officer. To plan and organise First Aid requirements on site.
- Security Officer. To arrange the security and the stewarding of the event.
- Emergency Plan Officer. To plan and take control of this if it should need to be put into action at the event.

The team should be in operation both prior, during and immediately after the event.

Site plan

Draw out a site plan using a grid (see example attached) identifying the position of all the intended attractions and facilities. Plan out and designate the entrance and exit points, circulation routes, vehicle access and emergency evacuation paths. The location of any Information Points, First Aid Posts, the Medical Centre, drinking water points should ideally be shown. The site plan should consist of grids with sequential lettering on one axis and sequential numbering on the other to allow for ease of reference. The position of the Site Office, and the emergency command centre or Serious Incident Room should be shown.

Event Emergency Plan / Emergency Procedures Plan

A formal Event Emergency Plan should be established to deal with any emergency situations, which may arise during the event. This will depend upon the size and nature of the event itself. A simple easy, to follow plan will be acceptable for a small event. You may have to liaise with the emergency services, local hospitals and the local authority's emergency planning officer and create a planning team to consider all potential major incidents and how you would deal with them. You will need to appoint a manager of the Emergency Plan and make sure all those involved are briefed and know what to do. You may wish to organise a tabletop exercise to test your emergency plan prior to the event and invite members of the Council and Emergency Services to attend and view.

Temporary structures

Many events will require temporary structures such as staging, tents, marquees, stalls etc. Decide where this equipment is to be obtained, who will erect it and what safety checks will be required. The location of any such structures should be identified on the site plan. Consider whether barriers will be required to protect the public against specific hazards such as moving machinery, barbecues, vehicles and any other dangerous displays etc. In some cases, barriers will need to have specified safety loadings dependant upon the number of people likely to attend. Temporary structures should only be obtained from experienced suppliers. The standards for lighting, emergency lighting, ingress/egress remain the same for temporary and permanent structures.

Catering

Ensure that all caterers have been licensed by or are/have registered with their local authority in order to trade safely. Try to place them as close to fresh water supplies as possible, but well away from children's activity areas etc. Remember adequate space should be left between catering facilities to prevent any risk of fire spreading easily.

Obtain caterers' food hygiene certification(s) when they book along with risk assessments and insurance details. - You may wish to obtain a list of their menu and charges to ensure their prices are reasonable.

Stewards and Crowd control

You must have enough stewards for the size and type of your event.

The type of event and the numbers attending will determine the number of stewards and measures needed, - you should consider:

- If the event is indoors or outdoors.
- How many children are likely to attend?
- If it is dark or light.
- If there are unsound surfaces.
- If the weather is bad.
- If vulnerable people are there.
- If alcohol is being served.
- Age range and profile of audience

Smaller events may use helpers and volunteers as stewards, while larger events will often need professional stewards hired for the occasion, and may need to be licensed by the **SIA (Security Industry Authority: web site at <http://www.the-sia.org.uk/home>).**

All stewards must be properly trained and briefed to lookout and act upon any incidents or hazards that could occur during the event. Written instructions, site plans and checklists should be provided to them.

They may need to guide vehicles, clear emergency exits, control crowds and resolve and respond to any behavioural problems. If also acting in a security role, specific training should be given for basic first aid assistance and fire fighting.

It is important that the public can easily identify stewards by wearing high visibility jackets; at larger events the positioning of barriers and the provision of a public audio speaker address system may be needed.

Stewards may also need portable radios so they can communicate with each other and the Event Safety Officer.

Remember - **only the Police have the authority to regulate traffic on the public highway.**

Capacity

The maximum number of people the event can safely hold must be established. This may be reduced dependant upon the activities being planned. The numbers of people attending the event may have to be counted to prevent overcrowding. Remember that one particular attraction may draw large numbers of visitors. It will also be necessary to establish a crowd profile to assist in stewarding and crowd control.

First Aid and Medical Provision

Remember to book provisions well in advance of the Event. Ensure that the Medical Services provider has a “Duty Order” detailing the operation of services for the event and a Contingency Plan for Major Incidents. These Plans may require validation and approval by the statutory NHS Ambulance Service.

Lost and Found Children

It will be necessary to establish a lost and found children point. This area should be supervised by appropriately trained people and they should be Criminal Records Bureau checked. A proper procedure needs to be in place on safeguarding the children, and on releasing them, ensuring that they only go to their parents or guardians.

Provision for Disabled or Special Needs

Specific arrangements should be made to ensure disabled visitors and/or those with special needs and their carers have adequate facilities, parking and specific viewing areas and can safely enjoy the event.

Security

Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight. Cash collection points and handling should be carefully planned to ensure that regular collections are made to a secure area. Stewards or helpers collecting cash may require money belts or other carrying facilities. Counting and banking arrangements should be given careful consideration.

Remember to include such things as cash handling in your risk assessments.

On-site traffic

Contractors and/or performers vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. It may be necessary to only permit vehicular access at specific times and not during the event itself. Separate entrances should be provided for vehicles and pedestrians with specific arrangements for emergency vehicle access. Car parking facilities will be required at most events and these will have to be stewarded. Consider where such facilities should be situated.

Off-site traffic

Unplanned and uncontrolled access and egress to a site can result in a serious incident. Traffic control outside the site should be discussed with the Local Highways Authority (Leicestershire County Council) and the Police. Adequate temporary direction signs should be provided in prominent positions on the approach and exit routes – permission will be needed for this,

In order to close roads, divert traffic and/or the place “No Waiting” cones on the highway, approval from the Highways Authority will be needed – an application for a ‘traffic regulation order’ in order to do this must be made to them in good time.

Please be aware and take into consideration when planning that a Traffic Regulation Order (TRO) has to go through a legal process and statutory consultation period – this all takes time.

It is the responsibility of the event organiser to provide all signs, no waiting cones and if required, crowd safety/security barriers.

Events on the Highway

On the grounds of public safety neither the police nor local authority encourage events that take place on the highway. For that reason serious consideration should be given to planning events that do not involve its use.

Road Closures / Diversions

Where events do take place on the public highway they may require a road closure order authorised by the Local Highways Authority. Road closures are only permissible for certain types of events, and at least 12 weeks notice is required. Early planning should take into consideration the amount of extra traffic coming into the area to attend the event, and include the involvement of the Police and Highway Authority.

Transportation

The local rail and bus companies should be advised of larger events to establish if existing services will be adequate or additional services put in place.

Contractors

All contractors should be vetted to ensure they are competent to undertake the tasks required of them. Wherever possible personal references should be obtained and followed up. Ask contractors for a copy of their safety policy and risk assessments, and satisfy yourself that they will perform the task safely. Always ask to see their public liability insurance certificate, which should provide a limit of indemnity of at least £5 million. Provide contractors with a copy of the event plan and arrange liaison meetings to ensure they will work within your specified parameters.

Performers

All performers should have their own insurance and risk assessments and the same considerations will apply as for contractors. Where amateur performers are being used, discuss your detailed requirements with them and ensure they will comply with your health and safety rules and event plan.

Facilities and utilities

Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe. All portable electrical appliances including extension leads etc. should be tested for electrical safety and a record kept. Any hired equipment should come with a certificate of electrical safety. Where events are taking place outside, residual current circuit breakers (RCCBs) should be used and if possible the power supply stepped down to 110volts. All cables will have to be safely channelled to eliminate any electrical and tripping hazards. Potential hazards due to extreme weather should not be overlooked at outside events. Portable gas supplies for cooking should be kept to a minimum in designated areas away from the general public. The same should apply to any fuel supplies items such as portable generators etc. Generators should be suitably fenced or barriers erected to prevent public access from public areas. All these arrangements should be clearly shown on the site plan.

Contingency plans

Consider the implications of extreme weather conditions. Will the event be cancelled? Could specialist matting be hired in at short notice? Or could the event be moved to an alternative inside venue. This will involve a lot of planning and may be too complex for anything other than the smallest of events. There could also be other scenarios, which should be planned for, such as dealing with a disappointed crowd if the main attraction has not turned up.

Waste and Clearing up

Provide an adequate number of rubbish bins around the site where they will be most needed - They will need to be emptied during and after the event, and the site left litter-free. Manual litter-picking may need to be done – ensure picking sticks and sacks are provided for people. There may

be some hazardous waste to have removed. - Contact the Local Authority for advice on their waste disposal services – a fee may be charged and will therefore need consideration at the early stages of planning.

Final preparations

Prior to the start of the event a detailed site inspection and safety check will have to be carried out. This is best done by carrying out a 'walk through' of the area, and completing a prepared checklist that you will have compiled from your safety plan and risk assessments.

It is also good to carry out further inspections during and after the events.

A safety inspection checklist is enclosed to assist you.

After the event – evaluation and debrief

After the event, another inspection should be carried out to make sure nothing has been left on the site, which could be hazardous to future users. This inspection should also identify any damage, which may have been caused during the event. If any structures are left overnight, it must be ensured they are left in a safe condition and are safe from vandalism etc. If numerous structures are left, specific security arrangements may be required.

The organisation team should meet to discuss the event; valuable lessons could be learnt for future events – makes notes and keep them for next time.

Accidents and Claims

Remember the Event Organiser is responsible for the safety of everyone who is involved. If anyone is hurt or injured because of your negligence, you may end up in court.

The name and address of any injured people, along with any witnesses should be obtained at the time, along with photographs taken and a report made.

An accident form should be completed and a copy sent to the event organiser and / or landowner. You will also need to advise your own insurance company immediately of any accidents, or alleged incidents associated with the event so they can prepare for claims to be made.

An accident reporting form is included at the back of the booklet.

Safety Inspection Checklist

Safety inspections should be carried out immediately prior to, during and after the event. More than one inspection may be needed during the event.

Using this form, note all defects and also the remedial action taken. Note down any other hazards that are identified as you go.

Event Location: _____ **Date & Time:** _____

Prior To The Event Start

Site Access/egress

	Yes	No	N/A
Are entrances/exits clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff/stewards in place and properly briefed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can emergency vehicles gain access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are pedestrians segregated from vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are security precautions in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have adequate signs been provided, and in place yet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Site condition

	Yes	No	N/A
Has vegetation been cut back, debris removed and the area made safe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are permanent fixtures in good condition e.g. seats, fencing, signage etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is site free from tripping hazards e.g. cables, potholes, footpath defects etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any water safety hazards e.g. that need fencing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have current weather conditions created new hazards to be addressed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attractions/activities/structures

	Yes	No	N/A
Have all structures been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all structures been inspected and approved by a competent person where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all activities/attractions sited correctly and checked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all activities/ attractions supplied evidence of insurance and health and safety requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all potentially hazardous activities and equipment segregated and/or fenced as required? (generators / barbecues etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have temporary decorations been installed correctly and checked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have any unanticipated hazards been introduced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Event provisions

	Yes	No	N/A
Are stewards in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is lighting in place where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is fire fighting equipment in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is signage adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have electrical supplies/equipment been checked/certified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have toilets been provided where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Are first aid facilities in place?
- Is control centre in place and public address system working?
- Are adequate waste bins in place?

After The Event

- Have all the public gone? **Yes** **No** **N/A**

Exhibitors/attractions

- Have all attractions been dismantled and removed? **Yes** **No** **N/A**
- Have all exhibitors vacated the venue?
- Have all vehicles left the venue?

Temporary facilities

- Has all equipment been dismantled and removed? **Yes** **No** **N/A**
- Have all structures been dismantled and removed?
- Have temporary markers such as stakes, ropes, flags etc been removed?
- Have any holes/trenches etc been made good?
- Have all temporary electric installations been isolated and made safe?

Waste collection

- Has all waste been collected satisfactorily? **Yes** **No** **N/A**
- Has all waste been removed from the site?
- Have all residue fire hazards been checked e.g. fireworks bonfires?

Venue condition

- Has any damage to permanent facilities, buildings or the ground been reported? **Yes** **No** **N/A**
- Has any damage been found during inspection?

Note any defects here – they will need to be reported to the appropriate person.

Incidents/accidents

- Were any incidents/accidents reported during the event? **Yes** **No**
- If **Yes** describe briefly below. (If there was personal injury then please complete Accident/Incident)

Remedial action taken:

State here, what remedial action was taken at the time?

Printed name of inspector: _____

Signature: _____ Date of inspection: _____

Injury/Incident Report Form

Event Name: _____

Event Date: _____

This form is only to be completed by the event organiser or their representative, and could be required by your Public Liability Insurance Company if a claim against the event is made.

Injured person (if any)

Surname: _____ Forenames: _____

Address: _____

Postcode: _____

Telephone number: _____ Date of birth: _____

Date and time of accident/incident

Date and time reported: _____

Person reported to: _____

Details in accident book? Yes No

Employee Volunteer Exhibitor Contractor Member of the public

Other _____

Details of injury (specify left or right side), and/or loss or damage

Details of action taken

Assisted by event representative (please give name): _____

First-aid administered (please give details): _____

Name of person administering First-aid _____

Please tick relevant boxes

Ambulance called Yes No

Taken to hospital Yes No

Name and address of hospital attended: _____

Taken home Yes No

Circumstances of accident/incident and location

Name and address of witnesses: _____

Person completing this form

Name: _____

Address: _____

Postcode: _____

Telephone Number: _____

Signature: _____

Event participation list

	Name of activity <small>(i.e. Caterers, exhibitors, ground entertainment, inflatables, fairground equipment, dance, first aid providers etc.)</small>	Insurance Details Attached		If 'No' Please give details
		Yes	No	
1	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 100%; height: 20px;" type="text"/>
2	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 100%; height: 20px;" type="text"/>
3	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 100%; height: 20px;" type="text"/>
4	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 100%; height: 20px;" type="text"/>
5	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 100%; height: 20px;" type="text"/>
6	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 100%; height: 20px;" type="text"/>
7	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 100%; height: 20px;" type="text"/>
8	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 100%; height: 20px;" type="text"/>
9	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 100%; height: 20px;" type="text"/>
10	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 100%; height: 20px;" type="text"/>
11	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 100%; height: 20px;" type="text"/>
12	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 100%; height: 20px;" type="text"/>
13	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 100%; height: 20px;" type="text"/>
14	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 100%; height: 20px;" type="text"/>
15	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 100%; height: 20px;" type="text"/>
16	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 100%; height: 20px;" type="text"/>
17	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 100%; height: 20px;" type="text"/>

Risk Assessment

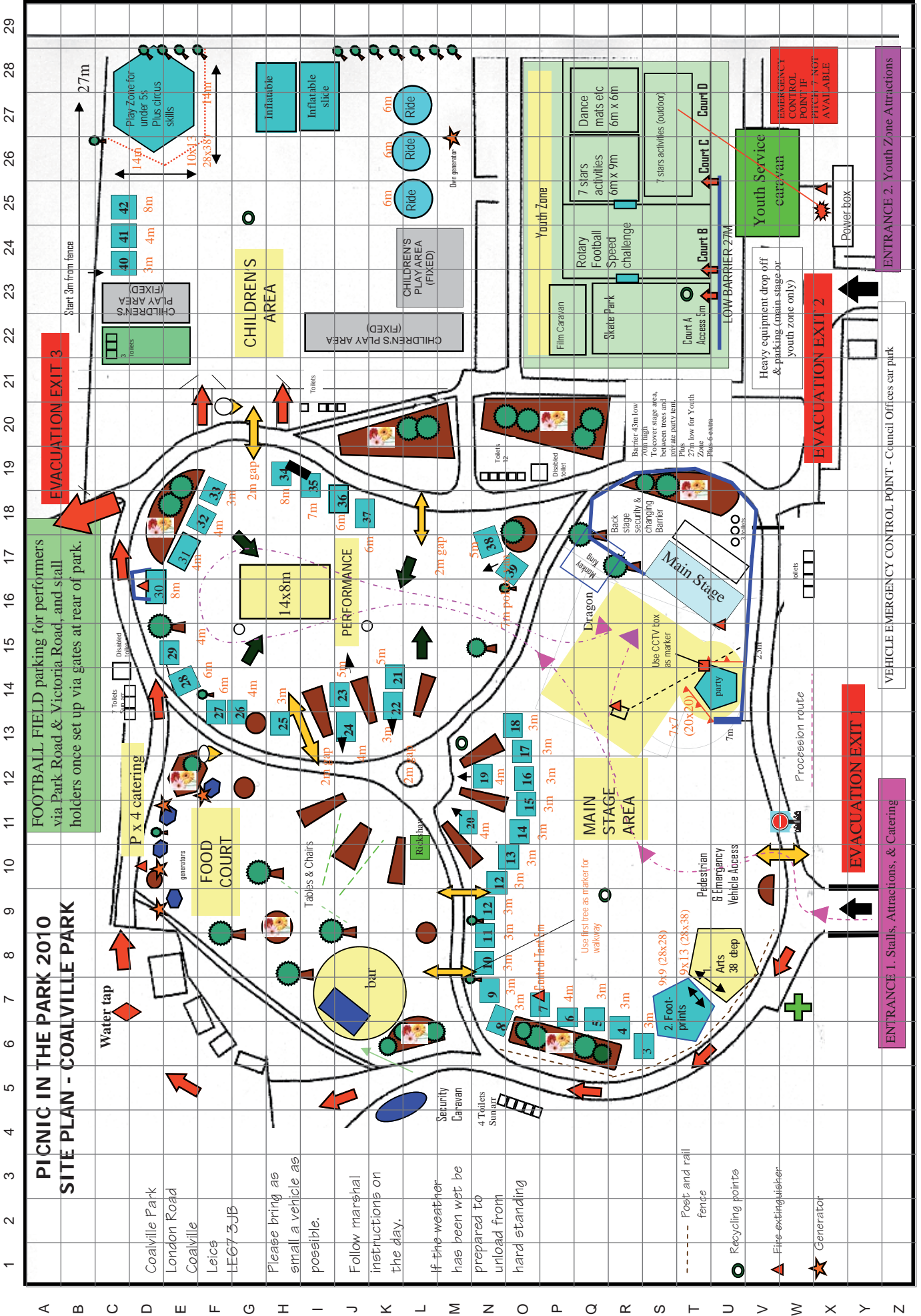
Event _____ Date _____ Completed by _____

*Management Signature _____ *Date _____

Hazard	Harm to who and how?	Existing controls	Additional/New controls needed	Who to oversee add/new controls and time frame

Hazard	Harm to who and how?	Existing controls	Additional/New controls needed	Who to oversee add/new controls and time frame

Example of Site Plan



**PICNIC IN THE PARK 2010
SITE PLAN - COALVILLE PARK**

Coalville Park
London Road
Coalville
Leics
LE67 3JB

Please bring as small a vehicle as possible.
Follow marshal instructions on the day.
If the weather has been wet be prepared to unload from hard standing

4 Toilets Sunlight
Security Caravan

2 Foot-prints (9x13 (28x38)
9x13 (28x38)
Arts 38 deep

Use first tree as marker for walkway
Pedestrian & Emergency Vehicle Access

Back stage security & changing Barrier
Tookover stage area between trees and private party tent
Plank 27m low for Youth Zone
Bike 4m low

Heavy equipment drop off & parking (main-stage or youth zone only)
Youth Service caravan

EVACUATION EXIT 2
EVACUATION EXIT 1

EVACUATION EXIT 3

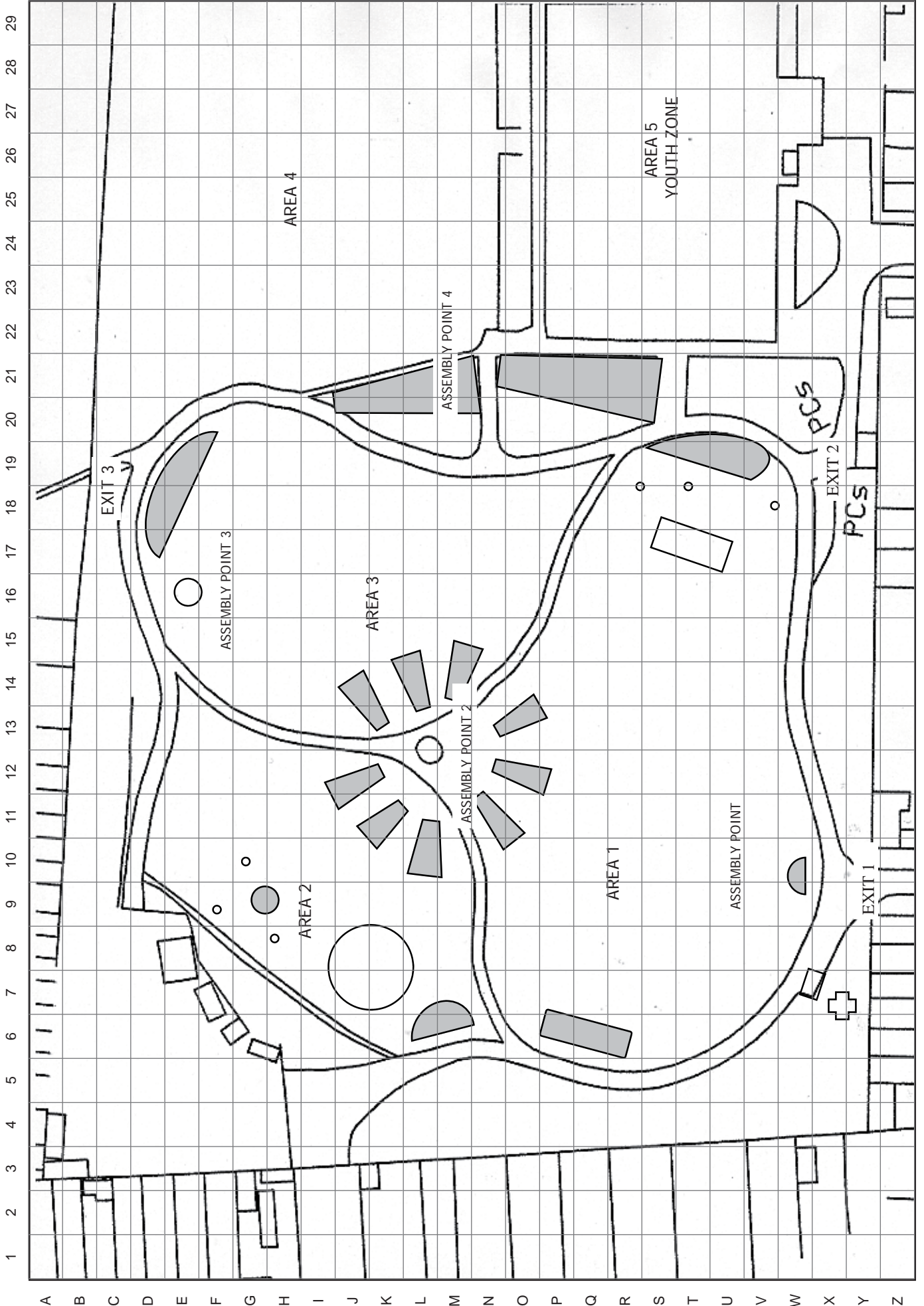
EVACUATION EXIT 2

EVACUATION EXIT 2

EVACUATION EXIT 2

EVACUATION EXIT 2

EVACUATION EXIT 2



Useful contacts and Publications

North West Leicestershire District Council:



Telephone:

Main reception: 01530 454545



E-mail:

Environmental Health, Health and Safety and the Food Team: ehealth@nwleicestershire.gov.uk
Licensing Team: licensing@nwleicestershire.gov.uk



Website:

Waste and Recycling Services: www.nwleics.gov.uk/cleaning follow the link

Leicestershire County Council (Highways Dept)



Telephone:

01162 32 3232



Website:

www.leics.gov.uk/index/highways.htm

Leicestershire Police



Telephone:

01162 22 2222



Website:

www.leics.police.uk

First Aid and Medical Services

East Midlands Ambulance Service (EMAS):



Telephone:

0115 884 5000



Website:

www.emas.nhs.uk/our-services/event-cover

St. John Ambulance:



Telephone:

08707 56 56 55



Website:

www.sja.org.uk/sja/counties/leicestershire-and-rutland.aspx

Security Industry Authority (SIA)



Website:

www.the-sia.org.uk/home

Health and Safety Executive (HSE)



Website:

www.hse.gov.uk

The HSE Event Safety Guide

HSE Books



Telephone:

01787 881165



Website:

www.hse.gov.uk/pubns/index.htm

OUR VISION

North West Leicestershire will be a place where people and businesses feel they belong and are proud to call home

Communications Team,
North West Leicestershire District Council,
Council Offices, Whitwick Road, Coalville,
Leicestershire, LE67 3FJ.

This document is available in other formats on request