

BRIEFCASE

Running Safe Events

Many charities and other organisations rely on events for fundraising, and ensuring all events are safe is paramount. This BriefCaSE outlines how to plan and manage events and what should be included in your event safety plan.

Planning your event

No matter the size of your event, you should consider bringing in a team to lighten the workload and to help spot potential risks and hazards. There should be a clear understanding within the team of who will be responsible for safety matters – this person may have the title Safety Officer or Advisor.

Your health and safety policy will help inform your safety planning. Risk Assessments are a key tool in this process.

Planning for the worst

You must have plans to respond to incidents and emergencies; it is your responsibility to keep everyone safe and to ensure that any help required can be provided effectively and efficiently. Your emergency plan will be in proportion to the level of risk presented by the activities at your event and the potential impact and likelihood of the risks.

Once your risk assessments are complete and you are satisfied that you have identified all foreseeable risks you must plan for incidents. Using the resources available on-site, develop procedures to enact in the case of an emergency. Include contingencies to address last minute cancellation, severe weather and other such circumstances.

Consider your response to all incidents, including the most serious. Ensure you have spoken to all relevant parties including local authorities, emergency services and venue management.

Managing your event

During your event, you are responsible for the health and safety of everyone. You should ensure that, from the moment setup begins until the final member of staff leaves the event location, that you are taking all reasonable steps to protect individuals.

Your priorities are the effective management and coordination of resources within the event; clear, timely and effective communication and information provision and preparedness and readiness for incident or emergency.

Event Safety Planning

As well as the ever-important risk assessments, your Event Safety Plan is one of the most important documents that you will produce when planning for an event. This plan will assist with the safe, efficient management of your event. Consider including the following items in your Event Safety Plan:

- Event Details – include an overview of the event, including the objectives, timing and schedules, location and attendance numbers and details
- Event Management – provide details of all key personnel (and their contact details). Also, clearly describe their responsibilities and areas of control and all details of their training, briefings etc.
- Event Safety – detail the planning process. Also within this section you should describe crowd and traffic management details, control and communications methods and information, safety, lost property and lost children details.
- Environmental Management – provide details of sanitary facilities, acoustic and light levels, litter and rubbish facilities, plans and procedures and water provision. Plus, details on any electrical or generator usage.
- Temporary Structures – plan the erection and dismantling off all temporary structures and record and retain relevant details such as maximum loads, wind-speeds etc.
- Emergency Arrangements – include details of fire and ambulance/first aid facilities; processes for escalating and reporting emergencies, and your Emergency Plan.

Links - [Event Safety - HSE](#)