

Comhairle nan Eilean Siar Comprehensive Event Safety Plan Guidance

An Event Safety Plan should take into account the findings of the risk assessment. At least a [Basic Event Safety Plan](#) will be required for all Public Entertainment Licence applications. This document provides guidance on the preparation of a comprehensive event safety plan which may be required for large and potentially high risk events.

A draft Basic Event Safety Plan should be emailed to eh@cne-siar.gov.uk as early as possible and this will be shared with Police Scotland and other agencies. Once the draft Basic Event Safety Plan has been reviewed you will be advised about the level of additional detail required and if a multi-agency Safety Advisory Group needs to be convened.

An Event Safety Plan will minimise the risk of enforcement action and/or compensation claims for loss or damage because it will show that you have considered foreseeable risks and have put in place measures to manage the risks.

An Event Safety Plan that has taken account of the comments from agencies/services, must be submitted with your Public Entertainment Licence application. This will reduce the number of conditions that are attached to your licence when granted with which you must comply.

Good planning is of fundamental importance when organising an event and to achieve this, sufficient time must be allocated to fully prepare for the event. Evidence of this is demonstrated through the Event Safety Plan. For any Event Safety Plan to be effective, it must incorporate the measures identified by the risk assessment & risk management process to control and/or minimise the risk.

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1. REASONS TO WRITE AN EVENT SAFETY PLAN

Thinking through and writing down all the procedures and arrangements you have put in place for your event is not only a useful exercise for you and your committee, but can assist the appropriate authorities, e.g. emergency services, with their own arrangements should an emergency arise.

Should you need to apply for permissions and licences, e.g. processions in a public place, public entertainment licence etc., an Event Safety Plan will be requested.

Should you/your committee be sued for injury or damage resulting from the event; your risk assessments and Event Safety Plan will provide your insurance company with the necessary evidence to defend any claim made against you/your committee.

When you come to organise the event again next year, you will have a record of all the procedures you tested the previous year and won't have to start from scratch. This is particularly useful if there are changes to committee membership.

2. THE EVENT SAFETY PLAN CONTENTS

2.1 Distribution List – This sets out a list of the names of each person to whom the Event Safety Plan should be distributed.

2.2 Background to the Event – This part of the Event Safety Plan gives the person reading it an overview of the event being held and may include such information as its history and how it developed over the years.

This section can also include information on:

i) Temporary Barriers and Marking out the Event Site

The types, numbers and locations of temporary barriers will depend on the size and nature of the event. They can be used to:

- Aid pedestrians/crowd movements.
- Separate pedestrians/crowds from activities (e.g. dangerous areas).
- Segregate pedestrians/crowds from vehicles, animals etc.
- Physically secure areas (e.g. natural hazards, dangerous areas, etc.).

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- Cordon off areas.

Different types of barriers are used for various purposes. They may consist of posts strung together with rope, tape or chain, or of a fixed type such as pedestrian steel barriers, fencing, etc. In addition, stands, displays, vehicles, etc., may also be utilised as a form of pedestrian barrier. Care must be taken when choosing the type of barriers, as they must be suitable for the purpose intended (e.g. a rope barrier will not be suitable to stop an animal kicking out).

The temporary barriers and markings must not themselves present a hazard (e.g. unstable barriers falling over, tripping over low barriers, overcrowding from poorly located barriers, etc.). Safe methods include marking out with biodegradable paint (as seen on rugby/football pitches) and/or by using posts and pegs (provided they are at least 1m/3ft in height, thus reducing the risk of tripping).

ii) Overgrown Pathways/Slips & Trips/Lighting

At an outdoor event, you may have a little work to do to tidy up the access routes. Remember to think about lighting if your event ends after dark.

iii) Event Activities

This section refers to any requirements/procedures for specific activities carried out by participants, exhibitors, contractors etc. (e.g. bouncy castle, bucking bronco safety procedures etc.)

iv) Temporary Structures

If the event requires temporary structures such as staging, tents, marquees, stalls, etc. this section should include details on siting and dismantling requirements and details of safety certification, if required. For guidance please see [Best Practice Guide](#) by MUTA.

v) Provision of Lighting

Where additional lighting is needed for specific activities or use at night, these arrangements should include the provision of generators (preferably diesel), their locations (whilst avoiding noise nuisance), and the use of qualified electricians, etc.

- 2.3 Health & Safety Policy** – This provides a framework in which health, safety and welfare can be managed at the event and is made up of three sections:

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- General statement: The organisers (name) will safeguard, so far as is reasonably practicable, the health, safety and welfare of all persons who might be subject to risks from its activities. This will be achieved by co-operating, communicating and co-ordinating with all relevant agencies, organisations, volunteers, etc. necessary to manage the health & safety at the event.
- A chart or list that clearly details responsibilities/duties of the organisers, stewards, etc.
- Arrangements, i.e. procedures, safety rules, to manage the health, safety and welfare at the event, as identified in the risk assessment process.

This section also sets out the Responsibilities of persons with a remit for the safe running of the event.

2.4 Stewarding

Specific arrangements for stewarding should be included in this section. This covers measures to reduce overcrowding, e.g. opening further ticket booths, increase stewarding to ensure crowd movement etc.

In addition it could mention high visibility clothing or identification for stewards, temporary barriers (if required) and any personal protective clothing or equipment, e.g. waterproof clothing, torches for night-time etc.

A suitable number of stewards will need to be appointed to manage the event. The risk assessment process will identify the required number. They will need to be:

- 1) Fit and capable to carry out their appointed duties (i.e. long spells of standing, walking, etc.) and, where appropriate, licensed according to Security Industry Agency (SIA) regulations for the specific task they are carrying out.
- 2) Readily identifiable (e.g. fluorescent jacket, vest, badge, blazer, etc.).
- 3) Fully briefed and trained in their duties at the event. This may include:
 - a good command of the English language
 - working under the guidance of the main steward and/or designated organisers
 - manning temporary car parks and directing traffic (but not on public roads)

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- advising, controlling and directing participants, stall holders, etc., on set-up and closure of the event
- advising, controlling and directing the public
- raising the alarm for fire, using the equipment provided to fight fire (as far as is possible without endangering themselves) and ensuring clear access/egress for emergency services; Stewards need to be trained in the use of such equipment and the training documented
- calling for first-aiders should the need arise
- watching for problems around the site and reporting to the control room
- overseeing the recycling facilities

A number of relief stewards may be required at your event to ensure that all stewards receive regular breaks away from their appointed duties (a minimum of 20 minutes per six hour period or for those under 18 years of age, a minimum of 30 minutes per four and a half hour period).

A walkie-talkie system linked to the control room, where established, is essential for requesting assistance and sharing information. Ensure staff are properly instructed on use at the briefing. Note: The control room operator would be responsible for managing all the two-way radio channels.

2.5 Communications

These arrangements should include signage for the venue and detail how organisers/stewards/marshals will communicate with each other and to the public, i.e. two way radios, public address systems, central control room. It will also state how emergency arrangements will be relayed to the public.

For larger scale events, a 'Control Room' is essential to provide immediate communications between organisers and other involved agencies.

In the event of an emergency, all information should flow through the Control Room, leading to efficient delivery of information and reaction to situations.

The Control Room should have a supply of Incident Report Forms and Checklists. These should be held centrally once completed to ensure the emergency services have easy access to the information if required. A style of Incident Report Form is attached as Annex 1 to this Guidance Document.

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For smaller scale events communications and control are just as vital. Event Organisers must consider this as integral to their event.

2.6 Traffic Management

Vehicle management arrangements should be designed to:

- keep traffic moving on public roads by giving clear directional signage helping new visitors to the area to find the event easily
- manage event traffic so as not to cause queues and disrupt normal road users
- for safety reasons, separate pedestrians and vehicles with crowd barriers or temporary diversions

Any traffic management plan on public roads should be made in consultation with the Police and the roads department of the council.

The council's Roads Team will provide help and advice on directional signage, temporary road closures and can help you source equipment such as crowd barriers and cones for hire.

Road closures can incur charges and may not be permitted by the roads authority. If road closures are critical to the success of your event you are strongly advised to make early contact with the roads authority.

If your event is likely to cause increased traffic, parking restrictions and coning may also be advised on main streets to ensure efficient flow of through traffic. Discuss all these options as part of your traffic management planning.

Moving Procession

Where an event involves a moving procession it is likely this will require traffic to be regulated in some way and this being the case Temporary Traffic Orders will be required.

Temporary Road Signage

Taken from Department of Transport Advisory Leaflet – 'Provision of Temporary Traffic Signage to Special Events':

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“Temporary traffic signs may be erected for a limited period to guide traffic going to special events which are expected to attract a considerable volume of traffic. These are to assist road safety and reduce congestion by giving clear directions to road users seeking the best route to an event. They may only be sited for the duration of the event.”

Parking

Temporary car parks can be set up, with permission, on ground near to your event site.

If using areas not normally used for traffic, think about:

- easy, swift access off the main highway to avoid congestion
- easy, swift exit at the end of the event
- signposting
- possible need for coning entrances and exits to allow drivers to clearly see onto the road before pulling out
- Consider the need for police to carry out traffic control as stewards are not permitted to direct traffic on public roads. The requirement for this however should be avoided if at all possible by the appropriate siting of entrances and exits and signage for car parks.
- If you opt for grassed areas consider the effect heavy rain will have in the run up or day of the event and the requirement to have contingency plans in place should these car parks become unusable.
- disabled access

The Clean Up

After an event has passed along a public road or area, there may be a need for cleaning prior to re-opening the area.

2.7 Medical and Welfare Arrangements

Medical/ First Aid

A minor accident can turn into a major crisis if it is not dealt with quickly and efficiently and it is worth noting that as an Event Organiser you could be held liable if you do not provide suitable first-aid cover at the event. Depending on the nature and type of the

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event, first-aid cover may be from appointed trained first-aiders. Medical Practitioners, Paramedics, the British Red Cross and/or the St Andrews First Aid. The risk assessment process will assist in identifying the level of first-aid provision.

Both the St Andrews First Aid and the British Red Cross have skilled volunteers throughout the UK who provide First-Aid Cover at thousands of public events every year. The volunteers bring a wealth of experience and are highly skilled in the provision of first-aid at events. They will provide advice on the most effective first-aid provision to protect members of the public attending your event and where required, can provide short-term loans of items such as wheelchairs.

Medical workers, first aiders, ambulance and medical workers should:

- be at least 16 years old
- have no other duties or responsibilities
- have picture identification
- have protective clothing, clearly identifying their role, e.g. Hi-vis jacket with First Aider
- have relevant experience or knowledge of requirements for first aid at major public duties
- be physically and psychologically equipped to carry out the assigned roles

First aiders who are under 18 years old must not work unsupervised.

The following tables taken from the [Purple Guide](#) can assist you in identifying the appropriate medical/first aid cover required for your event. Add the scores from Tables 1, 2 and 3 to find the suggested resources requirements from Table 4.

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Table 1 - Event Nature

| Item | Details | Score | <i>Select Score</i> | |
|----------------------------|--|-------|-------------------------|--|
| (A) Nature of event | Classical performance | 2 | | |
| | Public exhibition | 3 | | |
| | Pop/rock concert | 5 | | |
| | Dance event | 8 | | |
| | Agricultural / country show | 2 | | |
| | Marine | 3 | | |
| | Motorcycle display | 3 | | |
| | Aviation | 3 | | |
| | Motor sport | 4 | | |
| | State occasions | 2 | | |
| | VIP visits / summit | 3 | | |
| | Music festival | 3 | | |
| | Bonfire / pyrotechnic display | 4 | | |
| | New year celebrations | 7 | | |
| | Demonstrations/ marches / political events | | | |
| | Low risk of disorder | 2 | | |
| | Medium risk of disorder | 5 | | |
| | High risk of disorder | 7 | | |
| Opposing factions involved | 9 | | | |
| B) Venue | Indoor | 1 | | |
| | Stadium | 2 | | |
| | Outdoor in confined location, e.g. park | 2 | | |
| | Other outdoor, e.g. festival | 3 | | |
| | Widespread public location in streets | 4 | | |
| | Temporary outdoor structures | 4 | | |
| | Includes overnight camping | 5 | | |
| (C) Standing / seated | Seated | 1 | | |
| | Mixed | 2 | | |
| | Standing | 3 | | |

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| | | | |
|----------------------|--------------------------------------|----------|----------|
| (D) Audience profile | Full mix, in family groups | 2 | |
| | Full mix, not in family groups | 3 | |
| | Predominately young adults | 3 | |
| | Predominately children and teenagers | 4 | |
| | Predominately elderly | 4 | |
| | Full mix, rival factions | 5 | |
| Sub Total | | | 0 |

Table 2 - Event Intelligence

| Item | Details | Score | Select Score |
|----------------------|---|--------------|---------------------|
| (E) Past history | Good data, low casualty rate previously (less than 1%) | -1 | |
| | Good data, medium casualty rate previously (1% - 2%) | 1 | |
| | Good data, high casualty rate previously (more then 2%) | 2 | |
| | First event, no data | 3 | |
| (F) Expected numbers | <1000 | 1 | |
| | <3000 | 2 | |
| | <5000 | 8 | |
| | <10 000 | 12 | |
| | <20 000 | 16 | |
| | <30 000 | 20 | |
| | <40 000 | 24 | |
| | <60 000 | 28 | |
| | <80 000 | 34 | |
| | <100 000 | 42 | |
| | <200 000 | 50 | |
| | <300 000 | 58 | |

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Sub Total

| |
|---|
| 0 |
|---|

Table 3 - Sample of Additional Considerations

| Item | Details | Score | Select Score |
|--|---------------------------|-------|--------------|
| (G) Expected queuing | Less than 4 hrs | 1 | |
| | More than 4 hrs | 2 | |
| | More than 12hrs | 3 | |
| (H) Time of year (outdoor events) | Summer | 2 | |
| | Autumn | 1 | |
| | Winter | 2 | |
| | Spring | 1 | |
| (I) Proximity to definitive care (nearest suitable A&E facility) | Less than 30 min by road | 0 | |
| | More than 30 min by road | 2 | |
| (J) Profile of definitive care | Choice of A&E departments | 1 | |
| | Large A&E departments | 2 | |
| | Small A&E department | 3 | |
| (K) Additional hazards | Carnival | 1 | |
| | Helicopters | 1 | |
| | Motor sport | 1 | |
| | Parachute display | 1 | |
| | Street theatre | 1 | |

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| | | | |
|-----------------------------------|----------------------------|----|----------|
| (L) Additional on-site facilities | Suturing | -2 | |
| | X-ray | -2 | |
| | Minor surgery | -2 | |
| | Plastering | -2 | |
| | Psychiatric /GP facilities | -2 | |
| Sub Total | | | 0 |

| | |
|----------------------|----------|
| OVERALL TOTAL | 0 |
|----------------------|----------|

Table 4 - Suggested Resource Requirements

| Score | Ambulance | First Aider | Ambulance Personnel | Doctor | Nurse | NHS Ambulance Manager | Support Unit |
|-------|-----------|-------------|---------------------|--------|-------|-----------------------|--------------|
| <20 | 0 | 4 | 0 | 0 | 0 | 0 | 0 |
| 21-25 | 1 | 6 | 2 | 0 | 0 | visit | 0 |
| 26-30 | 1 | 8 | 2 | 0 | 0 | visit | 0 |
| 31-35 | 2 | 12 | 8 | 1 | 2 | 1 | 0 |
| 36-40 | 3 | 20 | 10 | 2 | 4 | 1 | 0 |
| 41-50 | 4 | 40 | 12 | 3 | 6 | 2 | 1 |
| 51-60 | 4 | 60 | 12 | 4 | 8 | 2 | 1 |
| 61-65 | 5 | 80 | 14 | 5 | 10 | 3 | 1 |
| 66-70 | 6 | 100 | 16 | 6 | 12 | 4 | 2 |
| 71-75 | 10 | 150 | 24 | 9 | 18 | 6 | 3 |
| >75 | 15+ | 200+ | 35+ | 12+ | 24+ | 8+ | 3 |

Welfare Arrangements

Working with Children & Young People

It is worth thinking about providing services that will make it easier and more comfortable for families to spend the day at your event. It is not a legal requirement but families will

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their day. This includes access for buggies (or a secure area to 'park' them) and removing dangers for wandering toddlers and small fingers (e.g. socket covers and heater guards; providing clean floors/grounds).

For more information and advice check [Children in Scotland website](#).

Lost Children

Looking after lost children at events requires a careful system to protect the children and the staff involved. Style Lost Children's Procedures are attached as Annex 2 to this Guidance Document.

Security

Depending on the nature of the event, specific security measures may be required for site security or cash handling, including collection and banking arrangement. This section may refer to additional documentation dealing with specific details and the names of those persons who have access to it.

Cash Handling

A good system should be set up that creates efficient, safe and accountable cash handling:

- Security – how will cash be carried away from the gates? Where will money be stored and counted ready for banking?
- Accountability – ensure staff are not put in a position where they could be accused of stealing.
- Issue numbered tickets so that number of tickets sold can be matched to cash income.
- Wherever possible, staff should work in teams, not alone.
- Make sure you order enough change, set ticket and programme prices so you do not have to deal with lots of small change.

2.8 Disabled Provision – detail here the access provisions for disabled persons, list any viewing areas specifically set aside for their use, what toilet facilities are available, what assistance can be offered to disabled persons and their carers, how they will be evacuated in an emergency.

2.9 Toilet/Waste Management

Toilet Provisions

Toilets, baby changing facilities (both with wheelchair access), fresh water supply and chemical disposal points will need to be considered at outdoor events. When assessing the number of sanitary conveniences required, the size of the event, its locations, the numbers expected, and food and/or drink availability will have to be taken into consideration. Even if your site has permanent facilities, they may not be able to accommodate the number of people expected at your event. As a rough guide the following table taken from Chapter 18 of the Purple Guide may be used:

| For events of less than six hours | | For events lasting over six hours | |
|---|---|-----------------------------------|---|
| Female | Male | Female | Male |
| 1 toilet per 120 females | 1 toilet per 600 males, plus 1 urinal per 175 males | 1 toilet per 100 females | 1 toilet per 500 males, plus 1 urinal per 150 males |
| One hand washing facility per five toilets (including adequate supply of soap, and hand-drying facilities). | | | |
| NOTE: Separate facilities may be necessary for events staff especially food handlers | | | |

Remember that facilities will need to be checked, cleaned and supplies replenished as the event goes on – make sure someone is allocated this job.

A suitable number of toilets for the disabled will also need to be provided in accessible locations. If the event is of a long duration, you may also need to consider facilities such as fresh water supply, temporary showers, chemical toilet disposal etc.

Hire companies will provide further advice on requirements for your audience.

Waste Management & Recycling

This section should include arrangements for the provision of litter and recycling bins, clearing up during and after the event and removal from site. You may also need to engage staff/volunteers to pick up litter and keep the waste and recycling bins emptied and monitor the proper use of these facilities to avoid contamination (wrong materials in

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the wrong bins). Be aware of hazards such as weather and wasps and plan accordingly with covered bins where appropriate. Access is an important consideration as the vehicles delivering and collecting the waste bins are likely to be LGV and will require access both before and after the event. If the event requires containers to be serviced during the event then this will also need to be carefully considered.

2.10 Fire Safety

Fire Arrangements

If you are using an established venue, there will be a procedure in place. As the event organiser, you should make sure you familiarise yourselves with all the procedures and equipment. In a temporary venue, marquee or open environment, you will need to consider a range of issues.

Event Organisers must ensure that fire risk assessments are completed appropriate to the risk and that they comply with the new fire safety laws as described in the [Practical Fire Safety Guidance for Places of Entertainment and Assembly](#) prepared by the Scottish Government.

When you apply for a Licence, the Scottish Fire and Rescue Service will be asked to comment on your submitted Event Proposal. They have powers to inspect the event premises and enforce the regulations if necessary.

The following list of considerations has been compiled to steer you in the right direction. The list is not exhaustive and should be used in conjunction with the Practical Fire Safety Guide available through the link above.

Means of escape/exit routes should be:

- clear of obstruction
- unlocked and easy to open
- clearly marked/signposting/illuminated
- correct width as per the conditions that apply
- staffed – if required, a member of staff should be allocated to each exit in the event of emergency

Things to Note:

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- Overcrowding – find out the legal capacity and do not exceed it.
- Fabrics used for decoration/stage curtains etc., must be made flame retardant.
- Heating equipment should be properly maintained, fixed and guarded, and turned off when premises are unoccupied.
- All installations and appliances must be maintained to prevent danger. Portable appliance certification will assist in confirming the status of appliances.
- Electrical Installation Certificate will be required post set up.
- Gas appliances must be serviced by an engineer registered on the Gas Safe Register.
- Cigarettes – ensure there are adequate non-combustible receptacles.
- Access routes for emergency vehicles must be maintained at all times.

Warning System

You must have a method to warn of fire/emergency. If your venue has an alarm, you must be aware of the sound and the required procedures. If no alarm is installed, a mobile alternative such as a klaxon and PA may be used. All staff should be aware of the operating system.

Emergency Lighting

In the event of a power failure, due to fire or other eventuality, you will need to evacuate people from danger. Established venues will have emergency lighting systems in place. In a temporary venue, you may need to provide torches or a generator for back up.

Fire Extinguishers

You will need to provide appropriate numbers and types of extinguishers for the layout of your site to deal with the particular risks. Extinguishers should be located at well-marked points across the site/venue. Staff should be briefed in the use of extinguishers.

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Emergency Fire Action Plan:

- Assembly points must be identified.
- A nominated person must be identified to call the Fire and Rescue Service and to liaise with them on arrival.
- The nearest telephone should be identified – do not rely completely on mobile phones.
- A written emergency fire action plan will be part of your main Event Safety Plan; this should detail all responses to precautions above.
- Your stewards' briefing should include a session on operations in event of a fire and/or evacuation. Clear roles should be outlined.
- Remember to consider your participants as well as the audiences. Also consider those who may need assistance in the event of evacuation.

2.11 Emergency Management

Contingency Arrangements

These arrangements cover pre-planned specific actions to be implemented should an identified situation arise, such as extreme weather at outdoor events, participant or attraction cancellations, loss of venue, etc.

Emergency Arrangements

These arrangements are specific actions to be implemented in the event of an emergency. This may be from a member of the public taking ill, a fire, evacuation of premises/area, etc. Emergency routes will need highlighting on the site plan.

Site Safety Inspection

These inspections cover prior to, during and after the event and this sub-section covers who will undertake them and when.

2.12 Timelines

The Event Timeline is a list of key actions/activities which take place in the build (setting up) of the event, during the event itself and the de-rig (clear-up) of the event. This will normally be in the form of a simple dated spreadsheet showing for each action/activity, the time, a description and who is responsible.

2.13 Contact List

This will provide details of the names and numbers to be called as required in the event of emergency.

3. APPENDICES TO THE EVENT SAFETY PLAN

These will include all relevant documentation, including risk assessments, participant lists, licences, insurance details, etc.

3.1 Health and Safety Risk Assessment - this should form the first appendix to the plan.

3.2 Roles and Responsibilities - this Appendix should outline who is responsible for each required role and what each person's responsibilities are.

3.3 Site Ownership and terms of reference - outline here who owns the site and under what authority the event organisers have use of the site to run the event.

3.4 Site plans – site plans identify the location of all intended attractions, facilities, entrance/exit points, including for emergency services and the deployment of stewards, first aid points etc. Plans should be gridded and drawn to scale.

3.5 Staff Briefing Sheets – samples of briefings given to staff working or volunteering at the event should be included here.

3.6 Insurance Arrangements - this section covers type and level of insurance obtained.

3.7 Incident Reporting

You will need to create a system for recording specific details of any reported incidents. A designated person(s) will need to complete the incident report form at the time of the incident (see checklists & forms). In addition, the incident will require investigating and the findings recorded for future reference. Should you be informed, at a later date, that a claim is to be made against you, i.e. organisers, this information can then be transferred on to the insurance claim form.

Note: Should a serious incident or accident occur, this will require reporting to the appropriate authorities, e.g. police, insurance company, etc. RIDDOR procedures should be followed

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A style Incident Reporting form is attached as Annex 1 to this Guide and can be inserted into your Event Safety Plan. Accident records should be kept secure as they contain personal information.

- 3.8 Lost Children Procedures** – the forms and procedures being used should be included here. Style procedures are attached as Annex 2 to this Guide.
- 3.9 Letters to Businesses and Residents** – copies of letters sent out in the locality giving information about the event should be included here.
- 3.10 Copy Licences** – include copies of all relevant licences and permits here.
- 3.11 Definition Section** – this is useful to explain the terms and roles throughout the plan where abbreviations of terms have been used i.e. EO – Event Organiser.

4. CHECKLISTS

Complete the pre-event checklist. It is suggested that you complete this form a minimum of two weeks to a month prior to the event taking place. This would give you sufficient time should further action be required. Prior to the event starting and daily thereafter (for multi-day events) the event location will require a walk round and the completion of the daily inspection sheet. Any problems found will then require to be addressed immediately. It is advisable that additional walk rounds should be undertaken throughout the day. At the end of the event the post-event checklist should be completed and necessary action taken.

As soon as possible after the event, and as required by licensing conditions, there should be a debrief meeting with all concerned. This will give you the chance to discuss the successes and failures of the event and, should the event be held again at a future date, any lessons learned can be acted upon.

Before, during and after your event you should carry out a series of checks to ensure that everything in your plan has been covered and that no changes have been made that have implications for health and safety or may contravene any licence conditions.

This section includes suggested checklists:

Checklist 1: [Pre-event Checklist – “Have you covered everything?”](#)

Checklist 2: [Daily Checklist – “Is everything in place, has anything changed?”](#)

Checklist 3: [Post Event Inspection Checklist](#)

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4.1 Checklist 1: Pre-event Checklist – Have you covered everything?

This list is not necessarily exhaustive and other event-related activities may also be added to the checklist.

| | | | | |
|--|--|-------------|---------------------|-------------|
| 1. Have you contacted the relevant bodies? | | Done | Done by whom | When |
| You will require to contact | | | | |
| Have you considered? | | | | |
| | | | | |
| 2. Have you got public liability insurance? | | Done | Done by whom | When |
| You will require | Insurance cover for the event itself | | | |
| Have you considered? | That all contractors, stall-holders and performers have their own public liability insurance (where applicable) Cancellation insurance? | | | |

| | | | | |
|--|---------------------------------------|-------------|---------------------|-------------|
| 3. Are you employing people? If 'Yes' | | Done | Done by whom | When |
| You will require | Employers Liability Insurance | | | |
| Have you considered? | Health & Safety at Work etc. Act 1974 | | | |
| 4. Where is the event taking place? | | Done | Done by whom | When |

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|----------------------|--|--|--|--|
| Have you considered? | The response and/or reaction of the local community (i.e. to noise and increase in traffic and/or pedestrians) | | | |
| | The ease of access to the event venue (i.e. for the public and emergency services) | | | |
| | Car parking requirements (e.g. numbers of spaces required, signage etc.) | | | |
| | Existing hazards in the area (e.g. overhead power lines) | | | |

| 5. When is the event taking place? | | Done | By whom | When |
|---|--|-------------|----------------|-------------|
| Have you considered? | The time of year (possible extreme weather conditions) | | | |
| | Time of day and day of week (considering public transport, noise levels, lighting etc) | | | |
| | Other major or competing events on same day within the area. | | | |

| 6. Who is likely to attend the event? | | Done | By whom | When |
|---------------------------------------|--|------|---------|------|
| Have you considered? | Likely groups of people (i.e. sex, age, size, interests) | | | |
| | Their expectations and needs (e.g. disabled facilities such as parking and specific viewing areas) | | | |

| 7. What type of event is it? | | Done | By whom | When |
|------------------------------|--|------|---------|------|
| Have you considered? | Types of activities and specialist equipment (e.g. bouncy castles etc) | | | |
| | Licensing requirements | | | |
| | Specific hazards (e.g. animals) | | | |
| | Size of proposed event/anticipated number of people | | | |

| 8. Have you made emergency arrangements? | | Done | By whom | When |
|--|-----------------|------|---------|------|
| Have you considered? | Fire prevention | | | |

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|--|---|--|--|--|
| | First aid provision | | | |
| | Police | | | |
| | Others e.g. council departments, coastguard | | | |
| | A contingency plan | | | |

| 9. Have you organised welfare arrangements? | | Done | By whom | When |
|--|--|-------------|----------------|-------------|
| Have you considered? | Number of toilets | | | |
| | Adequacy and maintenance of existing toilets | | | |
| | Provision of potable drinking water | | | |
| | Provisions for lost children, persons and property | | | |
| | Provisions for baby changing facilities | | | |

| 10. Are you providing food? | | Done | By whom | When |
|------------------------------------|--|-------------|----------------|-------------|
| Have you considered? | Asking if caterers have food hygiene certificate | | | |
| | Location of catering premises/stalls (e.g. to | | | |

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| | | | | |
|------------------------|---|--|--|--|
| Food waste collection? | prevent spread of fire and reduce risks from queuing in pedestrian/emergency routes) | | | |
| | Contacting the council for advice and guidance on requirements (see 'Essential Contacts') | | | |

| 11. Stewarding? | | Done | By whom | When |
|----------------------|---|------|---------|------|
| Have you considered? | Competence and relevant training | | | |
| | Specific training for first aid/fire fighting | | | |
| | Organising briefing on the event | | | |
| | Means of communication at the event (two-way radio, mobile phone, public address system, etc.) | | | |
| | Providing personal protective/identifiable clothing e.g. high visibility clothing suitable footwear | | | |

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|--|---|--|--|--|
| | Providing essential equipment e.g. torch, site plan and timetable, whistle etc. | | | |
|--|---|--|--|--|

| 12. Traffic/vehicles? | | Done | By whom | When |
|-----------------------|--|------|---------|------|
| Have you considered? | Segregation of vehicles from pedestrians | | | |
| | Separate entrances for vehicles and pedestrians | | | |
| | Specific arrangements for emergency vehicles | | | |
| | Location and layout of car parking facilities (including stewarding) | | | |
| | Providing adequate signage and directions in prominent locations | | | |
| | Necessary permission, where the event is held on or affects public highway | | | |

| 13. Have you made arrangements for clearing up? | | Done | By whom | When |
|---|---|------|---------|------|
| Have you considered? | Waste/recycling/litter collection and removal | | | |

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|--|--|--|--|--|
| | (prior to, during and after the event) | | | |
| | Special requirements (i.e. disposal of sharps, body fluids, dog waste, nappy disposal units, etc.) | | | |

| 14. Does the event involve performers? | | Done | By whom | When |
|--|--|------|---------|------|
| Have you considered? | Asking if they have insurance cover and risk assessments | | | |
| | Providing appropriate staging or performing facilities | | | |
| | If a public performance license (PPL) is required? | | | |

| 15. Does the event involve power/electricity | | Done | By whom | When |
|--|---|------|---------|------|
| Have you considered? | Risk from overhead cables | | | |
| | Portable gas/electrical appliances (tests and certificates) | | | |

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|--|---|--|--|--|
| | Hired equipment – certificate of electrical safety | | | |
| | Channelling cables to prevent electrical and tripping hazards | | | |
| | Location and use of fencing/barriers round generators etc. | | | |

| 16. Have you produced a contingency plan? | | Done | By whom | When |
|---|--|------|---------|------|
| Have you considered? | The consequences of extreme weather conditions (e.g. use of specialist matting, trackway, road surfacing etc.) | | | |
| | The consequences of a major emergency occurring | | | |
| | An alternative venue and/ or cancellation procedures | | | |

| 17. Will public transport be used? | | Done | By whom | When |
|------------------------------------|--|------|---------|------|
| Have you considered? | Need for liaison with bus companies, train companies, taxis etc. | | | |

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| | | | | |
|--|--|--|--|--|
| | (they may be able to add extra services) | | | |
|--|--|--|--|--|

| 18. Events with stallholders? | | Done | By whom | When |
|----------------------------------|---|------|---------|------|
| Has the Event Organiser ensured? | All stallholders have been made aware of the need to comply with Trading Standards legislation in respect of fair trading, safety, credit or weights and measures. And sought further guidance if required. | | | |

4.2 Checklist 2: Daily Inspection Sheet

A walk through safety inspection should be carried out a few hours prior to, immediately prior to, and during the event. This list is not necessarily exhaustive and other risks may also be present.

If the answer to any of the questions below is 'NO', immediate action must be taken. If you answered No to any of the questions, please complete the Additional Comments section.

| Access/Egress | Yes | No | Comments |
|-------------------------------------|-----|----|----------|
| Are entrances/exits clear? | | | |
| Are stewards/staff in place? | | | |
| Can emergency vehicles gain access? | | | |

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| | | | |
|---|--|--|--|
| | | | |
| Are pedestrians segregated from vehicles? | | | |
| Are security precautions in place? | | | |
| Is the signage appropriate/adequate? | | | |
| Are car park arrangements in place? | | | |

| Site Conditions? | Yes | No | Comments |
|---|------------|-----------|-----------------|
| Is the site free from tripping hazards? (e.g. cables, potholes, etc.) | | | |
| Are permanent fixtures in good condition? (e.g. seats, fencing, signage, etc.) | | | |
| Has the area been made safe? (e.g. vegetation cut back, debris removed, Etc.) | | | |
| With the current weather condition, are all measures in place satisfactory? (i.e. no additional hazards from either rain, snow, ice, mud, etc.) | | | |

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| Attractions/Activities/ Structures | Yes | No | Comments |
|---|------------|-----------|-----------------|
| Have all structures been completed & secured? (Inspected by competent person) | | | |
| Have all activities / attractions been sited correctly? (As per site plan) | | | |
| Have all activities / attractions supplied relevant documentation? | | | |
| Are all potentially hazardous activities segregated and / or fenced off? | | | |
| Are cables / ropes / flags etc. routed correctly to prevent tripping hazards? | | | |

| Event Provision | Yes | No | Comments |
|--|------------|-----------|-----------------|
| Have you completed a separate Fire Risk Assessment? | | | |
| Is the lighting suitable and sufficient? (i.e. existing or temporary installed lighting) | | | |
| Has electrical supply / equipment been checked / certified? | | | |

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| | | | |
|--|--|--|--|
| Have temporary toilets been provided where required? | | | |
| Is a control centre required and in place and is the communication system satisfactory? (e.g. public address system/two way radios /mobile phones) | | | |
| Are there an adequate number of waste bins? | | | |
| Are welfare arrangements in place? (i.e. Lost children) | | | |
| Have all hazards been identified by the site inspection? | | | |

| | |
|----------------------------|-------------------|
| Additional Comments | |
| | |
| Name: | Date/Time: |

4.3 Checklist 3: Post Event Inspection Sheet

A walk through safety inspection should be carried out after the event. This list is not necessarily exhaustive and other risks may also be present.

If the answer to any of the questions below is 'NO', immediate action must be taken.

| Site Conditions | Yes | No | Comments |
|-----------------|-----|----|----------|
|-----------------|-----|----|----------|

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| | | | |
|--|--|--|--|
| | | | |
| Is the event site clear of all structures, vehicles, stands, barriers etc. | | | |
| Have all temporary signs, advertisements been removed (i.e. from the event site, buildings, roads) | | | |
| Is the event site clear of all waste material? (e.g. litter, packaging, waste and recycling containers etc.) | | | |
| Has the event site been left in a good condition? (i.e. as it was prior to the event taking place) | | | |
| Have the temporary car parks been cleared and left in a good condition? | | | |
| Has all documentation been collected? | | | |
| Have any permanent fixtures on the event site been left in a good condition? (e.g. seats, | | | |

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| | | | |
|---------------------------------------|--|--|--|
| fencing, fire extinguishers, etc.) | | | |
|---------------------------------------|--|--|--|

| | |
|----------------------------|-------------------|
| Additional Comments | |
| | |
| Name: | Date/Time: |

ACCIDENT / INCIDENT REPORT FORM

Accident / Incident Report Form

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

| | |
|---------------|-----------------------|
| Event: | Date of event: |
| Venue: | Organiser: |

Injured person

| | | | |
|--------------------|--------------------------|----------------|--------------------------|
| Surname: | | Forename: | |
| Address: | | | |
| | | Postcode: | |
| Home Telephone No: | | Date of Birth: | |
| Employee | <input type="checkbox"/> | Volunteer | <input type="checkbox"/> |
| Exhibitor | <input type="checkbox"/> | Contractor | <input type="checkbox"/> |
| Member of Public | <input type="checkbox"/> | Other | <input type="checkbox"/> |

Date and time of accident / incident (delete as applicable)

| | | |
|---------------------------|-----|----|
| Date and time reported: | | |
| Person reported to: | | |
| Details in accident book? | Yes | No |

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

| |
|--|
| |
| |
| |

Details of action taken:

| |
|--|
| |
| |
| |

| |
|--|
| Assisted by event representative (please give name): |
|--|

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First aid administered (please give name):

Ambulance assistance

| | | | | | | | | | |
|-------------------|-----|--|----|--|--------------------|-----|--|----|--|
| Ambulance called: | Yes | | No | | Taken to Hospital: | Yes | | No | |
|-------------------|-----|--|----|--|--------------------|-----|--|----|--|

Name and Address of Hospital attended:

| | | | | | |
|-------------|-----|--|----|--|--|
| Taken Home: | Yes | | No | | |
|-------------|-----|--|----|--|--|

Injury / Incident Report Form

Circumstances of accident / incident and location

Name and address of witnesses

| | Witness 1 | Witness 2 |
|----------------------|-----------|-----------|
| Name: | | |
| Address: | | |
| | | |
| Postcode: | | |
| Home Telephone No: | | |
| Mobile Telephone No: | | |

Details of person completing this form

| | |
|----------------------|--|
| Name: | |
| Address: | |
| | |
| Postcode: | |
| Home Telephone No: | |
| Mobile Telephone No: | |
| Signature: | |

LOST CHILDREN PROCEDURES

Lost Children Procedures – Missing Child

Parent(s) / Guardian(s) Reporting that they have lost their Child

1. If the report is made to a Police Officer or Steward they should immediately contact the Lost Children Point to ascertain if the child is already there.
2. If the child is at the Lost Children Point, direct the person(s) to that location where they will be required to complete the necessary documentation and show adequate proof of identity (e.g. driving license, family allowance book etc.) before the child is released to them. In the event of any uncertainty, it will be the responsibility of the Police to determine if the child should be allowed to go with the person who is 'claiming' them and contact should then be made with the Police representative in VC to determine what action should be taken.
3. If the child is not at the Lost Children Point, direct the person(s) to that area. There may be a requirement to escort them to the Lost Children Point if they are highly stressed or upset. On arrival they will be asked to complete the 'Missing Child' form with details of the child's name, age, description etc.
4. Once the form has been completed outline details of the child should be passed to VC usually via mobile 'phone or landline. In some cases a 'runner' could be employed to undertake this task. However, at no time should one person be left in sole charge of any lost child. The lost child should have at least two adults looking after them at all times and these staff must be Disclosure Scotland checked
5. VC will issue a message to both Police and Stewards at the earliest opportunity so that all personnel are made aware and can remain vigilant. In the event of a very young or particularly vulnerable child being missing this message should be broadcast as a matter of urgency.
6. It should be noted that in the interests of the safety of the child, no details of any missing children should be broadcast over the public address system without the authorisation of the Police Officer in charge of the event.

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7. Any Police Officer or Steward finding the child should immediately contact the Lost Children Point (directly or via VC) to advise them that they are bringing the child in. All children found in this way must be escorted to the Lost Children Point to avoid them becoming 'lost' again. This escort is a priority and should be undertaken immediately – Police/Stewards must not retain the child any longer than is necessary.
8. Once details of the child have been taken, any person(s) reporting a missing child should be requested to remain at the Lost Children Point rather than going to search for the child. It is unlikely that there is any way to contact these persons once they leave the Lost Children Point, and it is possible that the child could either be brought in by a Police Officer/Steward or report there themselves. However, neither the Lost Children staff nor the Police has any powers to make any adult stay at the Lost Children Point if they do not wish to. In this case, the person(s) reporting the missing child should be asked to sign a disclaimer form stating that they left the area of their own accord/wish.

Lost Children Procedures – Found Child

Child reporting that they have lost their Parent(s) / Guardian(s)

1. If a child approaches, or is brought to a Police Officer or Steward and advises them that they have lost their parent(s)/guardian(s) the Police/Stewards should immediately contact the Lost Children Point to ascertain if the parent(s)/Guardian(s) is/are already there and to advise them that they are bringing a lost child in.
2. The Police Officer/Steward must then immediately escort the child to the Lost Children Point – this escort is a priority and must be undertaken immediately.
3. On arrival at the Lost Children Point the Police officer/Steward should wait whilst the 'Found Child' form is completed. Details of where the child was 'found', together with name, rank and number etc of the Police Officer/Steward will be required.
4. Once the 'Found Child' form has been completed, outline details of the child should be passed by to VC, usually via mobile phone or landline. In some cases a 'runner' could be employed to undertake this task. However, at no time should one person be left in sole charge of any lost child. The lost child should have at least two adults looking after them at all times and these staff must be Disclosure Scotland checked

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5. VC will then ensure that these details are broadcast to both Police and Stewards so that all personnel are made aware of them being approached by a distraught parent/guardian. In the event of a very young or particularly vulnerable child being found this message should be broadcast as a matter of urgency.
6. It should be noted that, in the interests of the safety of the child, no details of any missing children should be broadcast over the public address system without the authorisation of the Police Officer in charge of the event.
7. On arrival of the parent(s)/guardian(s) they will be requested to show adequate proof of identity (e.g. driving license, family allowance book etc) before the child will be 'released' to them. In the event of any uncertainty, it will be the responsibility of the Police to determine if the child should be allowed to go with the person who is 'claiming' them and contact should then be made with the Police representative in VC to determine what action should be taken.

Note: It is generally accepted that the Lost Children Point is provided for persons age 14 and under. However, discretion may be used regarding those over 14 years or those who may be particularly vulnerable.

Found Child Report

Please complete the following (in block capitals) as far as is possible/applicable

| | |
|--------------------------------|--|
| Event/Venue: | |
| Date: | |
| Name of Child: | |
| Address: | |
| Tel No: | |
| Approximate Age: | |
| Gender: Male/Female | |
| Description: | |
| Additional Information: | |
| Found by: | |
| Signature: | |
| Area Found: | |
| Time Found: | |
| Completed By: | |

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Collection Details

| | |
|---------------------------------------|--------------|
| Collected by: | Print |
| | Sign |
| Relationship to child: | |
| Identification shown: | |
| Action taken if not collected: | |
| Child released by: | |
| Time: | |

Lost Child Report

Please complete the following (in block capitals) as far as is possible/applicable

| | |
|--------------------------------|--|
| Event/Venue: | |
| Date: | |
| Name of Child: | |
| Address: | |
| Tel No: | |
| Approximate Age: | |
| Gender: Male/Female | |
| Description: | |
| Additional Information: | |
| Reported by: | |
| Signature: | |
| Area Lost: | |
| Time Lost: | |
| Completed By: | |

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| Reunion Details | |
|-----------------------|--|
| Event/Venue: | |
| Date: | |
| Name of Child: | |

| | |
|-----------------------------------|--------------|
| Reunited with: | Print |
| | Sign |
| Relationship to child: | |
| Identification shown: | |
| Action taken if not found: | |
| Child released by: | |
| Time: | |

Lost Child - Disclaimer

I, the parent/guardian of the above child, having reported their absence now intend to leave the Lost Child Point and search for them myself. I confirm that I do this of my own accord, having been requested to remain at the Lost Children Point to await their arrival. I fully understand that it may be difficult to contact me should this child be escorted to the Lost Children Point in the meantime and accept that this could cause delay in reuniting me with this child.

| | |
|-------------------------------|--|
| Signed: | |
| Relationship: | |
| Signed: | |
| Lost Children Officer: | |