



## Event Organiser

This is a brief guide to health and safety for organisers who are planning on holding an event (i.e. festivals, country shows, community events, charity events and sports events such as cycling and car rallies).

Good planning and organisation is essential to putting on an event that is both safe and enjoyable. You have prime responsibility for the health and safety of:

- Your workers (committee/volunteers)
- Members of the public (crowd/audience)
- Contractors working for you at the event

Are you “[A Competent Person](#)” as the event organiser? Do you have enough knowledge about health and safety to organise work appropriately? And have you thought through and implemented good health and safety procedures and checks?

For many events, all that is required is a basic series of tasks. The level of detail in your planning should be proportionate to the scale of the event or the degree of risk.

Whatever the scale of the event you have to make sure there is clear understanding within the organising team of who will be responsible for safety matters.

As an event organiser, identify the:

- Scale, type and scope of the event
- Type and size of audience
- Location
- Duration of the event
- Time of day and year the event will be held
- What to do in an emergency <http://www.hse.gov.uk/event-safety/incidents-and-emergencies.htm>

These factors will help you to determine what resources and facilities will be required and this information should then be put into an appropriate Event Safety Plan. The key tool for creating an event safety plan is the process of risk assessment – *a risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control risks. The law does not expect you to remove all the risks, but to protect people by putting in place measures to control those risks, so far as is reasonably practicable.*

Risk assessment templates can be downloaded from the Health and Safety Executive’s website at <http://www.hse.gov.uk/simple-health-safety/manage.htm>

Get your workers/committee involved at the planning stage and remember to consult with the local Safety Advisory Group (SAG) who are there to review event proposals and advise on public safety at events. The SAG can be contacted by calling 01851 822 694 or emailing [eh@cne-siar.gov.uk](mailto:eh@cne-siar.gov.uk).

