

KEVSAG Knowsley Events and Venues Safety Advisory Group

Event safety plan checklist

Depending on the nature and scale of the event, an event safety plan is likely to include – but may not be limited to – the following:-

- **Overall brief description of your event.** You should describe it as though it was for someone who had never been to your event.
- **Event safety policy statement** detailing the organisation chart and tree of safety responsibility for the event
- **Details of the event** including venue design, structures, audience profile and capacity, duration, food, toilets, refuse, water, fire precautions, first aid, special effects, access and exits, music levels, etc.
- **A map or site plan of the event** showing the location of the event and key facilities and arrangements for the event and described in the details of the event.
- **Event risk assessments**
- **Crowd management plan** detailing the numbers and types of stewards, methods of working, chains of command
- **Transport management plan** detailing the parking arrangements, highway management issues and public transport arrangements
- **Emergency plan** detailing action to be taken by designated people in the event of a major incident or contingency
- **Fire precautions plans** detailing fire risk assessments and fire precautions in place at the event
- **First-aid plan** detailing procedures for administering first aid on site and arrangements with local hospitals

Further information and guidance is available in [HSG195 The Event Safety Guide \(Second Edition\)](#)

For an **Event Management Plan Template** document which will help you produce an event safety plan and also other useful guidance see:

<http://www.knowsley.gov.uk/things-to-do/organising-public-events.aspx>