

EVENT SAFETY PLAN

Event Plan Template 2019 V2

Organisation	
Event	
Location	
Date(s) of event	
Event Overview	
Attendance	<input type="checkbox"/> 1 to 50 <input type="checkbox"/> 50-100 <input type="checkbox"/> 100-500 <input type="checkbox"/> >500 Enter No. if known.....
Main Contact	
Phone	
Email	

1. EVENT HEALTH AND SAFETY STATEMENT

The purpose of this plan is to ensure the appropriate arrangements are in place to hold an event that is managed safely, with clear roles and responsibilities identified and communicated and effective contingency plans have been put in place, should an emergency situation arise.

The event organisers recognise the importance of working closely with the [Safety Advisory Group \(SAG\)](#) as appropriate, to ensure that communication channels operate effectively and critical health and safety information is shared throughout all phases of the event.

All parties, including contractors and other third parties who are involved in the planning and delivery of the event, are required to comply with the event health and safety management arrangements and procedures. The nominated person for the event will monitor and review contractors and other third parties throughout all phases of the event to ensure that relevant health and safety requirements are being adhered to at all times.

2. PERMISSIONS

As part of the event we have/are in the process of applying for the following permissions within the required timescale (Please mark all permissions being applied for):

Check	Permission		Deadline
a) <input type="checkbox"/>	Public Entertainment licence (Occasional)	Application Guidance	28 days
b) <input type="checkbox"/>	Alcohol Licence (Occasional)	Application Guidance	21 Days
c) <input type="checkbox"/>	Road Closure Order	Application	6 weeks
d) <input type="checkbox"/>	Public Procession Notice	Application Guidance RA COC	28 days
e) <input type="checkbox"/>	Raised Structures (i.e. staging over 600mm)	Application	4 months
f) <input type="checkbox"/>	Letting Comhairle Land in Stornoway Town Centre		7 days-3 months
g) <input type="checkbox"/>	Events needing enhanced Agency involvement	Check with agency (Via SAG)	4 months
h) <input type="checkbox"/>	<i>Premises have an Annual Public Entertainment Licence which cover the event for the times required.</i>		
i) <input type="checkbox"/>	<i>Premises have an Annual Alcohol Licence which covers the event for the times required.</i>		
h) <input type="checkbox"/>	None	i) <input type="checkbox"/> Other: _____	

These may permissions may require more detailed information than you will detail below. If necessary refer to the relevant permission when considering the points below.

THIS IS A TEMPLATE EVENT PLAN AND YOU CAN USE YOUR OWN FORMAT HOWEVER AN EVENT PLAN WILL NEED TO BE SUBMITTED WITH ANY OF THE ABOVE PERMISSIONS AND ANNUAL LICENCE HOLDERS WILL BE EXPECTED TO HAVE THEM FOR THEIR MAIN EVENTS.

Consider all the headings underneath and whether they apply to your event. If handwriting and you need to continue any field on a separate sheet, refer to the heading and heading number. You can also delete any guidance (in italics) once completed. There are also template significant findings of risk assessments for different events appended to the document which can be used as a basis to help identify any significant findings of your own event.

3. KEY EVENT MANAGEMENT CONTACTS

Name	Role	Responsibility	Contact Details

The event manager has overall responsibility for all aspects of the event and depending on the nature and scale of the event, other people will have key tasks and responsibilities allocated to them. Include all persons who would be involved in the planning and delivery of the event. If the emergency services are involved in the planning process, include their role where appropriate.

Comhairle Nan Eilean Siar/SAG has produced this as a template for an Event Safety Plan. Further information is available at www.cne-siar.gov.uk/ehpublicevents. Organisations using this template should ensure that they are aware of the guidance on running events and have tailored this template to cover their event.

4. RECURRING EVENT

- ☐ This is the first time this event/event type has been held ☐ This event has been held previously by the:
☐ Same organisers ☐ Different organisers. Please detail any lessons learned/Improvement from last year.

Give a brief description of any lessons learned from the previous event and improvement you have put in place as a result (if any).

5. RISK ASSESSMENT

- ☐ The significant findings of our risk assessment other than those mentioned in this plan are appended

All organisers must conduct a risk assessment for their event regardless of their size or nature. A basic template is available at: the back of this document. We have included samples for common hazards to illustrate what is expected. This risk assessment template is generic and has been produced as good practice guidance only. The content should be tailored to ensure that all hazards specific to your own event has been identified and relevant controls put in place to adequately control the risks. You may find example risk assessments a useful guide at <http://www.hse.gov.uk/risk/casestudies>. Further guidance is available from www.cne-siar.gov.uk/organisingapublicevent/

6. FIRE PRECAUTIONS

- ☐ Our event does not require a specific fire risk assessment
☐ Our event does require a specific fire risk assessment – (significant findings are appended)

Where temporary or other structures are used, or if the event is in an enclosed area, advice from the Fire Service will be required and it may be necessary to carry out a specific Fire Risk Assessment. The Fire Service can also advise on fire exit signs, emergency lighting and the provision of portable firefighting equipment.

Use this section to identify any fire risks (which should also be identified in the risk assessment document) for example, use of oil or gas supplies, barbecues, special effects etc. and summarise how these risks will be managed.

7. EVENT OVERVIEW AND BACKGROUND

- ☐ Indoor ☐ Outdoor ☐ Public access ☐ ticket only ☐ manned entry

Give a brief description of the event and its purpose including whether it has been held before. Provide details of any VIPs/ other persons (including bands) at the event who are likely to attract greater crowds or will/may require greater security/stewarding/police presence.

8. VENUE

- ☐ The event is within a building with the maximum capacity ☐ Seating..... ☐ Standing.....Total.....
☐ Outside/partially outside (and any ground will be free from livestock for at least 21 days prior to the event).

Include details of the venue/ location of the event. If the event is being held in a building or enclosed area, numbers must be agreed in advance and will depend on the area available and the number and location of emergency exit routes etc.

9. EVENT TIMETABLE

Time	Location (Stage/Arena)	Description

Include a timetable of activities for the event. If it is to be held over a number of days include one for each day with start & end times.

10. EMERGENCY / EVACUATION PLAN

- ☐ in the event of an emergency attendees will be evacuated to the following location(s) detailed on site plan.
☐ Not applicable

This section should contain the detailed emergency arrangements in place in case of a fire or other incident such as crowd disorder or where emergency evacuation is necessary. It should include: responsibilities, Who calls & liaises with Emergency Services, assembly point/s, public message (i.e. "Due to unforeseen circumstances we will be evacuating this area (or define the area) at this time. Please leave the area (by the nearest exit) and proceed to.... stewards will be directing you to your nearest exit route."

11. SECURITY PERSONNEL/ STEWARDS/ MARSHALLS

- ☐ We have assessed the event and it **does not** require stewards.
☐ We have assessed the event and it **does** require stewards, detail below (including numbers):

Most events will require stewarding of some sort to help with crowd control, traffic management & emergency evacuation. give details of the company/persons stewarding the event, whether volunteers or paid staff, the numbers required & their locations during the event. It is recommended that paid security/stewards are Security Industry Authority (SIA) registered. Also include how security/ stewards can be identified; i.e. tabards/hi-vis vests with roles. Remember, all stewards will require a full briefing before the event starts to ensure that they are clear of their individual role & responsibilities. It is recommended that briefings are recorded.

12. COMMUNICATIONS

- Communications considered ☐ informing local residents, ☐ volunteers/event staff ☐ Audience/public
The event ☐ **does not** ☐ **does** require enhanced communications, detail below:

Identify what type of communications will be established at the event. For example, will a public address system or megaphone be used to communication with the audience or if radios are provided to event staff, give details of who they will be assigned to, what channel will be used, call signs etc. If mobile phones are the primary means of communication between event staff, ensure that all relevant parties are provided with the contact numbers for others they may need to speak to during the course of the event.

13. SITE PLAN

- ☐ N/A ☐ a scaled site plan is attached. ☐ a route plan is attached (for runs/cycles).

A scaled site plan should be included showing the whole site with details of the specific activities/structures at the event clearly depicted. It should also show areas which will be fenced off, licensed areas (inc. alcohol), exits (incl. widths) & portable firefighting equipment as appropriate. The more detail that can be included it will be easier for all (SAG & event organisers) to understand the layout of the site. You may be able to use online maps as a base for your plan. Please also detail the nearest defibrillator to your event.

https://www.lucky2bhere.org/live-aed-map/?custom_in_Region=2793®ionName=Western%20Isles

14. AUDIENCE TYPE

- ☐ N/A ☐ Adults ☐ Teenagers ☐ Children ☐ Toddlers ☐ Vulnerable Groups Estimated No's

Give an estimate of the numbers expected and details of the admissions policy i.e. is it ticketed or free. Include detail of who the anticipated audience will be e.g. is the event for families where parents with young children will attend or is it for an adult audience. If an open event audience consider all groups. Consider any additional measures needed based on makeup of anticipated audience

15. SEVERE / EXTREME WEATHER

- ☐ The event will be cancelled in the event of severe extreme weather (**state who decides**)
☐ The following actions will be taken in the event of extreme weather

Details should be included on the action which will be taken should severe/extreme weather have an impact on the safety of the event, incl. circumstances which could lead to the event being cancelled (i.e. met office forecast and/or advice from relevant agencies)

16. PUBLIC HIGHWAY AND ACCESS

- ☐ The event does not include any activity on the public highway/public car park (other than arrival/parking etc.)
☐ activities will be on/using the public highway/car parks ☐ cycling ☐ running ☐ walking ☐ Other (detail below)
☐ a road closure is not required ☐ a road closure is/will be applied for -as per item 2(c)

Give details of any activity on roads & what safeguards are in place for participants & other road users, including safety clothing, signage, and participant instructions. Guidance from any national organisations should be followed. Persons in charge of road closure points must be over 18 years of age and should be briefed specifically on their duties and be provided with radio contact where possible. Consider vehicle access & egress from the event site, including for emergency vehicles.

17. WATER HAZARDS

- ☐ There are no water hazards associated with this event ☐ The event is beside/near a water hazard
☐ There are events on inland waters ☐ There are events in the sea

Details of any water hazard that could potential affect the event and what activities are on water and safeguards are in place for participants, including safety clothing and participant instructions. Guidance from any national organisations should be followed.

18. TEMPORARY STRUCTURES

- ☐ There are no temporary structure associated with this event
☐ staging less than 600mm ☐ Staging greater than 600mm in height ☐ **Marquees/tents** ☐ Lighting gantries

*Include details and sizes of any temporary structures used at the event such as stages, overhead lighting gantries or tents. Structures will need to be checked by a competent person once erected, so explain how and who will do this. Please note, completion certificates may be required depending on the size and type of structure. **If marquees/tents then ensure you have specific assessments for them inc. fire and capacity control** (i.e. stewards with clicker counters for numbers). For further information re staging see www.cne-siar.gov.uk/planning-and-building/building-standards/raised-structures/.*

19. BOUNCY CASTLES AND OTHER PLAY INFLATABLES

- ☐ There are no inflatables at this event
☐ There are inflatables at the event *detail type, provider and how they will be manned etc.)*

Serious incidents have occurred where inflatables have collapsed or blown away in windy conditions. Inflatables should be regularly tested, inspected and operated in accordance with HSE safety advice at <http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm>

20. CONTRACTORS

- ☐ There are no external contractors associated with this event ☐ There are external contractors

Where contactors, either paid or voluntary, are part of the event e.g. for the erection of staging, electrical or sound work; details should be included here. Appropriate safe systems of work and risk assessments should be provided by contractors if applicable.

21. LIGHTING OR POWER FAILURE

- ☐ N/A ☐ Our procedure for a lighting/power failure is detailed below.

If the event is held in the hours of darkness, detail procedure if power or lighting failure, especially regarding exit signs & power for public announcements. Always consider the potential for outages and provide torches etc. to essential personnel.

22. ELECTRICAL EQUIPMENT

- ☐ None ☐ Using Venue Electrics ☐ Diesel Generators ☐ Petrol Generators

Provide details of any electrical equipment used e.g. generators etc. who is supplying the equipment and how it will be set up safely. Electrical Safety Certificates will be required to demonstrate that installation and supply is safe for use. Where portable electrical equipment is used, Portable Appliance Testing (PAT) certification will be required. Where petrol generators are being used, provided information on any additional petrol storage including quantities (may be include under fire risk assessments).

23. WATER SUPPLY

- ☐ Our event is only using mains water supply from existing fixed pipework
☐ Our event will be using temporary pipework/bowsers ☐ N/A

Provide details of the clean water supply, where this is required for the event i.e. mains water supply, private water supply etc. and how water will be distributed across the site. Consider if distribution is required to food outlets/drinking water, if stand pipes are sterilised, if bowsers are required and how waste water will be disposed of.

24. WELFARE ARRANGEMENTS/TOILETS/REFUSE

- ☐ Our event is internal & is using the venues existing facilities
☐ Our event will be arranging extra ☐ toilets etc and ☐ bins for the event ☐ None (provide reasoning)

If extra facilities are provided give details of the welfare arrangements for people attending and any staff or volunteers working at the event. Include toilet & washing facilities, removal of human waste & the arrangements for clearing the site at the end of the event.

25. PARKING ARRANGEMENTS

- ☐ The existing parking for the venue is adequate for the event.
☐ Additional parking may be required and options are detailed below

Consider how the event will impact on parking in the area. Anticipate number of vehicles likely to be at event and over what period. Consider if parking need to be stewarded. In publicity material for the event, consider detailing the location of car parks.

26. FIRST AID

- ☐ There will be trained first aiders at the event Number.....
☐ There will be suitable first aid material at the event ☐ The nearest defibrillator location is in the site plan.

Provide details of the first aid arrangements for the event i.e. what equipment/facilities will be in place, who will administer first aid & what their qualifications are. Consultation may be required with local NHS Ambulance Service to ensure appropriate provisions are in place.

27. ACCIDENTS AND INCIDENTS

- ☐ We are familiar with our obligations under the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#) and will report any incidents/accidents as per <https://www.hse.gov.uk/riddor/report.htm>

28. SAFEGUARDING OF CHILDREN/VULNERABLE ADULTS

- ☐ This is a public event with no restriction on access. ☐ **Lost children policy in place**
☐ There will be no unaccompanied children/vulnerable adults at this event.
☐ There will be unaccompanied children/vulnerable adults at this event (☐ safeguarding policy attached)

Unless a public event where you have no control over who attend give details of how you ensure no unaccompanied children etc. are at the event. If your organisation is taking responsibility for any unaccompanied children/vulnerable person for any period of time then you need to consider the PVG Scheme and have a safeguarding policy covering your organisation/event.

29. ALCOHOL AND DRUGS

- ☐ The event is not one where alcohol or drugs are expected to be an issue.
☐ Alcohol will be sold at the event under a licence.
☐ The event is being advertised as “bring your own” alcohol

Confirm whether alcohol is being sold at the event and under what permission. If the organisers are providing alcohol at the event then they should check with Licensing. Outline any procedures for the prevention of alcohol use by underage drinkers and how illegal drug use will be controlled, where this has been identified as a risk.

30. DRONES

- ☐ There will be no drones used ☐ There will be drones with ☐ licensed operator ☐ no licensed operator :

Provide details of drones used and any licenced operator. Also detail compliance with <https://www.caa.co.uk/Consumers/Unmanned-aircraft> including measures to ensure public safety and privacy.

31. LIVESTOCK/ANIMALS

- ☐ no livestock ☐ welfare & separation measures in place ☐ handwashing facilities.

Provide numbers and type of animals at the event and overview of any control measures. Include handwashing facilities for people handling/petting animals.

32. MUSIC/ NOISE LEVELS ETC.

- ☐ There are no music/noise issues anticipated at this event
☐ Noise levels will be managed as detailed below.

Where amplified music or other noise is part of the event, detail how noise levels will be controlled so that it does not become a nuisance to neighbouring businesses or residents. If appropriate, you should have communications re the event with local residents/ businesses.

33. FOOD/DRINK

- ☐ There is no food being sold or prepared at this event
- ☐ Food is being prepared/sold by the event (detail person in charge, training & contact details below)
- ☐ Food is being provided by outside caterers(detail caterers contact details below)

All food must be prepared in accordance with Food Hygiene (Scotland) Regulations 2006. A suitably trained person should be designated in charge of food safety (person will hold at least an Elementary Food Hygiene Certificate or equivalent). All persons handling or preparing food will be adequately trained. Advice should be sought from Environmental Health prior to event, and advice available on [website](#) followed. A list of all caterers attending the event will be forwarded on to Environmental Health at least 14 days before the event.

34. BONFIRE/FIREWORKS

- ☐ There is no Bonfire or fireworks at this event There is a Bonfire ☐ and/or fireworks ☐ at this event
- ☐ We have advertised the time/date of any fireworks (Posters/social media) so that animal owners are aware.

Detail any specific safety measures, following the advice on firework displays available from [HSE](#), [EIG](#), and [BIS](#). You may need to include any controls in a specific risk assessment.

35. VEHICLE SAFETY

- ☐ There are no people carried on floats/trailers ☐ There are people carried on floats/trailers
- ☐ Vehicles are not part of the event other than setup and dismantling infrastructure

Ensure you brief drivers and operators on their responsibilities and on any specific conditions specific to your event. Include vehicles used for the setting up and dismantling of the event and structures. Drivers should ensure the safety of all passengers. Ensure any float/trailer has sufficient barriers.

36. PUBLIC LIABILITY INSURANCE

- ☐ Our event is covered by public liability insurance (provide details below)
- ☐ Our event is **not** covered by public liability insurance (provide reasoning why not deemed necessary below)

Almost all events should have some kind of insurance; any event where there are attendees has some kind of exposure. The most basic forms are public liability and employers' liability. Although your organisation may have a Public Liability Insurance policy for their day to day business, it may not cover the event activity so organisers are advised to confirm whether their standard insurance is enough and check that it covers the event activity.

37.

☐

For any additional issues specific to the event.

38.

☐

For any additional issues specific to the event.

39.

For any additional issues specific to the event.

40.

For any additional issues specific to the event.