Event Safety Management Procedure

Reviews and Revisions

Action	Date	Reason	Reviewer	Approver & Date
For Approval	21/11/17	Initial Issue	Emrys Pritchard	HSMG – 21/01/18

1. Introduction

These health and safety arrangements have been developed in support of the main policy that controls NU events Visiting and External Speakers and Events Policy and Related Guidance to ensure that there are effective procedures in place so that health and safety is maintained before, during and after all events organised by, or held on University premises.

The University will ensure, so far as reasonably practicable, that suitable and sufficient arrangements are in place to ensure that risks posed to the health and safety of anyone working at or attending events organised by the University, are appropriately managed and controlled. Any significant risks arising from significant hazards related to the activity are identified and managed so as to control risks to health and safety to an acceptable level. The University will ensure compliance with all relevant UK health and safety legislation, codes of practice, guidance, standards etc. relating to events, together with University health and safety policies, guidance and procedures.

In order to protect the health, safety and welfare of the public, staff or students working at and attending an event, health and safety must be planned and well managed.

Event organisers are encouraged to consult with the Central Health and Safety Team for support and specialist advice. Please contact the Central Health and Safety Team early in the planning of your event, as advice can be critical in the first stages of arranging any event. Email CRHealthandSafety@northumbria.ac.uk.

2. General Principles

The general principles of these safety arrangements can be summarised as follows:

- Consistency of approach to events
- Effective forward planning and management of events, including maximising safety for those working and attending events
- Effective adherence to legislation, industry best practice and University policies
- Better understanding of the roles and responsibilities of those involved
- Effective protection of the University's assets with minimum disruption to the environment

The advice is general as there are so many different types of events, including different venues.

These arrangements and associated appendices apply to the following:

- All events organised by University staff. These include events held on or off University premises
- All events arranged by students on University premises excluding the Students' Union
- All events organised by external parties using University premises

For any event that takes place, the University must ensure:

- That events are run with due regard to relevant legislation with respect to; health and safety (duty of care), the sale and consumption of alcohol and food, the environment, nuisance and the maintenance of public order
- That events do not cause unacceptable disruption to the normal business of the University or to the execution of the duties of members of the University

The Counter Terrorism and Security Act 2015 places a duty on all Universities, including Northumbria, as a relevant higher education body (RHEB) to have due regard for the need to prevent people from being drawn into terrorism. 'People' in this sense is principally staff and students and those who represent the University. The Prevent duty guidance can be found at Prevent Duty.

The University requires that:

Each event is suitably and sufficiently risk assessed and the risk assessment is checked and signed off by the relevant responsible person. The risk assessment must then be uploaded onto the shared Risk Assessment Library. A sample event Risk Assessment and advice on Risk Assessment can be found here.

An Event Safety Checklist 'Things to Consider' can be used to check that the event is suitably and sufficiently risk assessed. This can be found as **Appendix A.**

- A record must be available for inspection. Once the risk assessments have been approved, they can then be shared with anyone who may be affected, e.g. Security, Facilities Management
- Where appropriate, an event safety plan should be drawn up, which should include emergency plans and emergency evacuation plans, how to raise the alarm in an emergency, contact details for the Event Organiser/Manager, Security Service etc.
- An Event Organiser/Manager is identified to control and manage all aspects of the event, including health and safety
- Where the risk assessment requires it, an Event Organiser/Manager attends and monitors the whole of each event, or is at least contactable for the whole of the event.
- Event Organisers/Managers are suitably trained to fulfil their health and safety responsibilities and have enough experience and sufficient support from senior managers, to make effective decisions to manage the event
- Any permissions required from internal departments or support services, e.g. Facilities Management, Security Service etc. must be obtained in writing, retained by the Event Organiser / Manager and kept available
- Anyone directly involved in the delivery or management of the event will be fully briefed on health and safety implications and plans
- Where appropriate, final authorisation, for some events, must be sought and given by the responsible person within the relevant Faculty, Department, Professional Service etc. before the event goes ahead
- Any external licenses that may be required are in place, e.g. public entertainment, alcohol etc.
- All contractors must have their current employers/public liability insurance certificate, their own activity risk assessment, method statement and any other relevant documents checked before they come onto campus
- Contractors providing services such as those supplying scaffolding, inflatable play equipment, temporary structures (e.g. marquees), abseiling etc., must receive local health and safety inductions before they come onto campus to work.
- Contractors providing services such as catering / refreshments, e.g. doughnut stalls, pizzas,

fish & chips, burgers, ice cream and drinks (alcoholic or otherwise) etc. must receive local induction, before they come onto campus to work.

- Any accidents or near misses are reported to the University Health and Safety Team in line with the University accident and near miss reporting procedures

3. Roles and Responsibilities

A safe and trouble free event requires good planning; this is a crucial investment of time.

It is important that event organisers are fully aware of their legal and health and safety responsibilities. Event Organisers must demonstrate an awareness of these duties throughout the planning process, including undertaking risk assessments.

3.1   Event Organiser(s) / Manager(s)

- Ensure that an event safety plan and a suitable and sufficient risk assessment have been drawn up and suitable control measures are in place and the risk assessment has been signed off by a responsible person (records must be maintained in an event safety file)
- Ensure the risk assessment is reviewed regularly and any other related documents are kept for a minimum of five years after the event.
- Organise and liaise pre-event planning meetings with any other departments, services and other interested parties etc. who are in any way involved in, or are impacted upon, by the event
- Repeat bookings need only be authorised once and if dates are known these can be added to the events calendar
- Attend any identified health and safety training on managing health and safety at events (e.g. risk assessment training). Information on corporate risk assessment training dates can be found here
- Ensure that appropriate people are aware of the event safety plan, risk assessments and control measures and that health and safety training, any necessary notifications and briefings required take place before the event
- Select a suitable contractor. Satisfy yourself that the contractor you choose can do the job safely and without risks to health. This means making enquiries about the competence of the contractor; do they have the right combination of skills, experience and knowledge? The degree of competence required will depend on the work being done. Similarly, the level of enquiries made should be determined by the level of risks and the complexity of the job
- Ensure that risk assessments, method statements, employers/public liability insurance certificates and any other documentation is obtained from contractors and that it is checked by a senior manager and or the Central Health and Safety Team, before the event occurs (records must be maintained in the event safety file)
- Where appropriate, personally attend (or nominate a delegate to attend) the whole of an event. Some low risk events may only require that the Event Organiser/Manager is contactable throughout events.
- Where deemed necessary by the event risk assessment, carry out a post-event review/de-brief, in order to share lessons learned and ensure relevant staff are aware of any health and safety issues arising out of the event.

3.2 Central Health and Safety Team

Support all those with responsibilities and duties in connection with these arrangements.

- Offer advice, guidance training and support to Event Organisers/ Managers managing events, e.g. scrutinise/audit event safety plans, risk assessments etc.
- Support event managers to check risk assessments, method statements or any other documentation obtained from external contractors.
- Share information across campus on health and safety issues raised by Event Organisers and Managers. Particularly those others involved in event management.

4. Temporary Event Notice (TEN)

You will need a TEN if a particular licensable activity is not included in the terms of your existing licence.

Applicants are strongly recommended to contact licensing officers early in the planning of such events to discuss all relevant issues. The sale of alcohol must be authorised by the Designated Premises Supervisor (DPS) and the Personal Licence holder (PLH) who must remain on the premises whilst alcohol is being consumed.

Licensable activity includes:

- selling alcohol
- providing entertainment, e.g. music, dancing or indoor sporting events
- serving hot food or drink between 11pm and 5am

Your event must:

- have fewer than 500 people at all times – including staff running the event and performers.
- last no more than 96 consecutive hours (4 days)

For more information regarding licensing contact Victoria Watson victoria.watson@northumbria.ac.uk and Newcastle City Council Licencing Authority Tel: 0191 2787878.

5. Further information and Guidance

- Managing crowds safely: A guide for organisers at events and venues: HSG 154. HSE publications ISBN 0 7176 18347
- The Event Safety Guide ("Purple Guide"): HSG 195. HSE publications ISBN 0 7176 24539
- Sound advice: Control of noise at work in music and entertainment: HSG 260. HSE publications ISBN 0 7176 63071
- Guide to safety at sports grounds – 5th Edition ("Green Guide")
- Electrical safety at places of entertainment: GS 50. HSE publications
- Fire safety risk assessment: open air events & venues. IBSN 978 18511 28235 The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

6. Useful contacts

CRHealthandSafety@northumbria.ac.uk

CRSecurityTeams@northumbria.ac.uk

CRHelpdesk@northumbria.ac.uk

CRFacilitiesTeam@northumbria.ac.uk

fi.insurance@northumbria.ac.uk

7. Appendix A

APPENDIX A

EVENT SAFETY CHECKLIST. 'Things to Consider'

Location: Indoor: Outdoor:	Y/N	Name: Date:
HEALTH & SAFETY MANAGEMENT		Observations
Health and safety policies		
Risk assessments/safe working procedures		
HEALTH & SAFETY PLAN		Observations
Does it include an organisational chart		
Details of event, i.e. activities, acts, entertainers etc.		
First aid plan, - location of first aid base, local GP, nearest hospitals		
Site plan – showing all activities, stalls, road closures etc.		
Communications plan – key personnel, radios and mobile phone details		
Stewards list – showing numbers of staff, duties, tasks, locations		
Crowd control/traffic, showing numbers and locations, barriers		
Emergency plan – evacuation procedures, crowd control, assembly points		
Emergency services been advised of the event		
Any other events taking place in the same vicinity		
Contingency plans if the event has to be moved i.e. due to high winds/thunderstorms		
EVENT PLANNING		Observations
Considered suitability of location and venue design		
Selection of competent workers, contractors		
Construction of stages, marquees etc.		
Delivery and installation of equipment and services		
Shows, crowd management strategies		

Location: Indoor: Outdoor:	Y/N	Name: Date:
Contingency plans for the activities in the event of fire, first aid and major incidents		
Removal of equipment and services		
Rubbish collection and waste water disposal		
VENUE & SITE DESIGN		**Observations**
Permission for the owner to use site/land/venue		
Space for audience		
Temporary structures (see separate section on temporary structures)		
Backstage facilities		
Parking		
Rendezvous points		
Ground conditions		
Access/egress, traffic, pedestrian routes, emergency access and exit		
Can the venue/site handle proposed capacity		
Geographical location, proximity to services, facilities etc.		
Dangerous features e.g. natural hazards, rivers etc.		
Sight lines for audience (to reduce density in front of stage)		
Production infrastructure of backstage requirements		
Fire and ambulance requirements		
Police and stewarding positions		
Perimeter fencing/stage barriers		
Welfare facilities		
Contingency plans for excess visitors		
Signage		
FIRE SAFETY:- OUTDOOR VENUES		**Observations**
Numbers and sizes of exits in fences etc.		

Location: Indoor: Outdoor:	Y/N	Name: Date:
Exits and gateways locked/unlocked/staffed		
All exits and gateways clearly marked by signage		
Stewards throughout the event		
Provision of fire extinguishers		
Local fire service notified of the event		
Clear entry available for fire emergency services		
Portable generators used (if yes see separate section for generators)		
Are pyrotechnics being used (see separate section for pyrotechnics)		
FIRE SAFETY:- INDOOR EVENTS		**Observations**
Does venue have adequate/working fire exit signage		
Checked venue's fire safety arrangements		
Have fire extinguishers been recently serviced		
All electrical hazards identified and made safe		
All Emergency exits clear and easy to operate		
Any flammable liquids or materials used /risk assessments		
Fire alarms in good working order and recently tested		
CROWD MANAGEMENT		**Observations**
Entry and exit for audience suitable and sufficient		
Signage adequate/suitable/correct		
Front of stage area checked/clear/large enough		
Crowd pressure, crush or mo-jo barriers required		
Police/traffic control/crowd control issues addressed		
Disability access, seating, other issues addressed		
Children crushing, lost children issues addressed		
Stewarding- organisation, competency, training, conduct		
TRANSPORT MANAGEMENT		**Observations**

Location: Indoor: Outdoor:	Y/N	Name: Date:
Highway Department road closures in place/ traffic signage		
Permits or parking arrangements for residents arranged		
Traffic marshalling – who, how many, training, PPE hi vis		
Vehicle parking - cars, buses, coaches		
Park and ride		
Overspill car parks		
Emergency access		
Pedestrian segregation/walkways		
On-site vehicle management		
Car removal-lift trucks in event of being stuck in mud or broke down/authorised drivers		
Temporary roadways		
EMERGENCY PLANNING		**Observations**
List of names/contact numbers of key workers		
Arrangements for stopping the event once started		
Emergency routes and access for emergency services		
Arrangements for persons with special needs		
Holding areas for performers/workers/audience		
Alerting procedures		
Public warning mechanisms		
Rendezvous points for emergency services		
Ambulance loading points and triage area		
Locations of hospitals prepared for major incidents and secured traffic routes		
Details of temporary mortuary facilities		
Outline of the role of those involved		
Details of emergency equipment, location and availability		
Communication		

Location: Indoor: Outdoor:	Y/N	Name: Date:
Procedure for dealing with bomb threats		
Cancellation of event		
Media management		
STRUCTURES/ELECTRICAL INSTALLATION AND LIGHTING		Observations
Design and plans/ drawings and calculations		
Documentation/risk assessments/method statements		
Completion certificates		
Location considerations		
Asbestos register consulted		
Suppliers		
Erection, scaffolding, platforms, RAMs in place		
Lifting and rigging equipment		
Dismantling		
Monitoring of structure		
Protection against falls		
Adequate lighting		
Electrical installation and lighting		
Planning e.g. total power/generators		
Installation		
Access to electrical equipment		
Generators/risk assessments/locations/segregation		
Types of lighting to include means of escape		
Portable electrical equipment, tested recently/good condition		
COMMUNICATION		Observations
Communication within the organisation		
Communication between agencies involved		
Public information and communication		

Location: Indoor: Outdoor:	Y/N	Name: Date:
CCTV/radios/alarms/PA systems		
Alerting procedures		
Means of regular updates and procedures		
Emergency public announcements		
FOOD AND DRINK		**Observations**
Catering operations/inspection during event		
Position of catering operations		
Electrical installations – power supply/fuel/LPG		
Drinking water		
Monitoring of arrangements on site		
License requirements		
STREET TRADING		**Observations**
Positioning of stalls/traders/vans		
Power supplies/electrical/fuel/LPG		
Checks on gas/electrical equipment on site		
Gas isolation valves clearly signed and accessible		
Public/products/services liability insurance checks		
License requirements		
Copyright, trading standards, trademark		
Control of movement of vehicles – entry/egress		
Sale of alcohol/segregated areas		
SANITARY FACILITIES/WASTE MANAGEMENT		**Observations**
Numbers attending/number of units required		
Facilities for disabled persons		
Maintenance		
Type/location		
Washing facilities		
Containers for sanitary towels/nappies		

Location: Indoor: Outdoor:	Y/N	Name: Date:
Special needs provision		
Sewage disposal		
WASTE MANAGEMENT		**Observations**
Type of waste		
Method of collection		
Type of receptacles and method of removal after event		
Health & safety of employees		
Disposal of waste and EPA 1990 Duty of Care		
Site left in original state with no new hazards resulting from the activities.		
AMUSEMENTS AND ATTRACTIONS		**Observations**
Assessment of hazards		
Competence of operators		
Insurance/inspection certificates		
Setting up, operating, dismantling		
Space/emergency access		
Noise control and monitoring		
Employees		
Audience		
SPECIAL EFFECTS, FIREWORKS AND PYROTECHNICS		**Observations**
Fog and vapour effects – COSHH assessments required		
Strobe lighting/ lasers/high power projectors		
Pyrotechnics/ fireworks/ black powder – arrangements		
ARENA EVENTS		**Observations**
Planning and management		
Crowd management		
Transport management		
Venue design		

Location: Indoor: Outdoor:	Y/N	Name: Date:
FACILITIES FOR PERSONS WITH SPECIAL NEEDS		**Observations**
Provision of information		
Site design		
Access/ ramps, compliant with BS EN 5810: 1979 (less than 1 in 12)		
Viewing areas		
Facilities/support		
Evacuation		
CHILDREN		**Observations**
Lost children/ care of children and child protection at dedicated areas		
Activities at dedicated areas/ facilities at dedicated areas		
Numbers of children at dedicated areas/ evacuation arrangements for dedicated areas		
PERFORMERS		**Observations**
Performers areas and accommodation		
Risk assessments		
Control of activities/monitoring		
Crowd safety/performers safety		
TV AND MEDIA		**Observations**
Pre-event information		
Prepared statements		
LARGE AND SMALL EVENTS		**Observations**
Planning and management		
Crowd management		
Major incident planning		
Transport management		
Children		

Location: Indoor: Outdoor:	Y/N	Name: Date:
Information and welfare		
TV/media		
Venue and site design		
Fire safety		
Food and drinking water/ sanitary facilities		
Health and safety of event workers		
UNFENCED AND UN-TICKETED EVENTS		**Observations**
Planning and management		
Risk assessments		
Build up/break down, managing onlookers etc.		
Crowd management		
Information and welfare		
Major incident planning and emergency access routes		
Communication		
Venue and site design		
Food and drink		
Waste and litter		
Children		
HEALTH AND SAFETY RESPONSIBILITIES		**Observations**
How are people informed of responsibilities, i.e. site owner, event's organiser, contractors, self-employed, employees, volunteers		
LICENSING		**Observations**
Entertainment licensing etc.		
How is it managed/ monitored		