

Essential information for groups holding events

Managing the risks

This resource is for VCSE's who are planning to hold an event and need support to manage the risks, health and safety.

Risk assessments

Risk assessments are:

- A tool to reasonably predict and minimise / deal with hazards or problems.
- All key stakeholders should be involved in the plan and receive a copy.
- Used as a basis to form contingency plans just in case of major incidents.

Risks may be:

- Evident before, during or after an event.
- Relating to aspects of venue, time, weather conditions, attendees, set up and take down, travel, assets, fire, cash etc.

Why risk assess:

- New and repeat events need current safety standards.
- An Event Safety Plan & Risk Assessment document will help you identify hazards, define appropriate control measures, enable managerial control and inform all personnel / performers of risks.

What should be included:

- Event name, date, location and manager.
- A grid of hazards showing their location, those at risk, the level of risk, action taken to minimise risk, any further action and the residual risk.

Should your event be happening on council land the local authority will require a copy of:

- Risk assessment.
- Event Plan/Emergency Plan where appropriate.
- Event Organiser's Insurance Details.
- Individual Participants' Insurance Details and Risk Assessments.
- Any fees that may be applicable.
- Site Plan/Running Order where appropriate.

Health and safety

As well as measures mentioned above, ensure on the day:

- All people attending are aware of the health and safety measures in place and given a site map.
- First Aiders and other marshals are clearly visible with high vis vests.
- Evacuation procedures are clearly marked.
- All vulnerable people attending are accompanied by a carer or parent.
- If applicable make people aware of registration and lost person points, there must be a lost children policy in place or referenced in risk assessment, lost children must NOT be announced over a pa system.
- Any one booked on may be given a contact telephone number in case of emergency on the day.
- All marshals need either a mobile phone or two-way radio to be able keep in contact as appropriate.
- Assess the risks; how many people are attending, is anyone vulnerable, is the venue safe.
- Put in place proportionate measures. E.g. First Aiders and appropriate insurance.

Sitemaps

Sitemaps can be used for safety as well as being a guide around the venue:

- Directions, parking and disabled spaces.

- Points including where to sign in, evacuation assembly location, lost person, fire exits, first aid points, etc.
- Any entertainment, refreshments, stalls, toilets.
- Any one way systems for crowd control.
- An emergency contact number may be added here.

Insurance needed

- Public liability insurance – to cover compensation claims from clients, customer's suppliers.
- Professional indemnity insurance – to cover compensation claims regarding client data and intellectual property.
- Employers liability insurance - covers compensation claims made by a member of staff because they've suffered injury, illness or damage as a result of their work.
- Product liability insurance – protects you should a customer claim compensation for damage caused as result of a faulty product you provide.
- Business legal protection insurance -covers your commercial legal expenses and provides protection against the potential costs of legal action brought by or against your business.

It is the responsibility of the land owner to ensure he/she has protection in place to cover their building, insurance and people on site.

Standards and documentation

Depending on what is available on site there may be need of evidence of standards, such as food Hygiene Certificates if food is being prepared.

- For more information on running events safely: www.hse.gov.uk/event-safety/
- For risk assessment guidance and a template: <http://www.hse.gov.uk/simple-health-safety/risk/index.htm>
- For information about the environment agency click here: <https://www.gov.uk/government/organisations/environment-agency>
- To read more about what licences you need for temporary events click here: <https://www.gov.uk/temporary-events-notice>

Planning your event

If you need information about how to plan your event, please see our 'Essential information for groups holding events – Planning' document.

Support

Voluntary Action Rotherham are able to support you in moving forward. Please contact email triage@varotherham.org.uk , telephone 01709 829821, or visit web <http://www.varotherham.org.uk/> for further information.

