

INSTRUCTION 32

EVENT SAFETY

References:

- A. Health and Safety at Work Act 1974.
- B. The Event Safety Guide HSG 195 (as amended).
- C. Managing Crowds Safely HSG 154 (as amended).
- D. West Suffolk Council's Health and Safety Policy (as amended).
- E. A guide to organising a safe event - Annex R to this policy.

Introduction

32.1 The Council recognises its responsibility to ensure so far as is reasonably practicable the health, safety and welfare of all its employees and to conduct its undertakings in such a way as to prevent the public and others not employed by the Council from being exposed to risks to their health and safety this extends to all events.

32.2 Events covered include large outdoor fêtes, fairs, country and craft shows, car boot fairs, etc, which are often held at schools or on public or private parkland, in an open field or hard standing with little or no facilities.

32.3 The responsibilities of the organisers, for the safety of those attending are just as relevant to smaller indoor events such as jumble sales, presentations or exhibitions, etc, held in church, school or village halls.

32.4 Typically, these events are put on by organisations such as school parent/teacher associations, church, community and voluntary groups and charitable societies, etc, for fund-raising.

As there are so many different types of event, the advice given is in this instruction and referenced annexes are general.

Event Health and Safety Policy

32.5 The health and safety policy used for any Council organised events will be the Council's Health and Safety Policy (reference D). As good practise and guidance referral to this policy and subsequent parts of should be applied to third parties who hold events on our property.

Responsibility

32.6 You and your fellow organisers will be responsible under the law for the safety of everyone at the event, the public, volunteers your members and/or any employees. The most relevant safety law is likely to be the Health and Safety at Work etc. Act 1974 and its accompanying guidance as laid down in reference B and C.

32.7 To meet the legal requirements you must carry out a 'risk assessment' to;

- Identify all possible hazards (*anything that could cause harm to anyone*) and decide who might be harmed and how
- Check the risks (*the likelihood and effects of a hazard happening*) and decide on the action you will take to minimise the risks
- Work out how you will put your planned action into practice and keep a written record of your plans (*Event Safety Plan*)

32.8 If you are required to organise or help with the organisation of an event you should follow the guide to organising safe events at Annex R to this policy.

32.9 If you have been designated as the event manager, you carry overall responsibility for the event therefore you will need to produce the "Event Safety Plan", an example of which can be found at Annex S to this policy.

Events being organised by third parties

32.10 The Council does hire out its parks and open spaces to third parties therefore we have a duty to ensure that any third party is qualified and competent to undertake such events.

32.11 To enable us to achieve our statutory duties an application must be submitted to the Council along with a safety plan for the event.

Safety Advisory Group (SAG)

32.12 SAG was formed in April 2011, the groups objectives are:

- To ensure that there is a consistent approach throughout Suffolk in respect of event safety planning.
- That safety is built into the event planning stage.
- To ensure that all agencies have sufficient notification of events due to take place.
- To identify good practice in respect of event safety.

32.13 All major events (over 5000 attendees or of high risk) must be notified to SAG via the form on their website. Therefore if you are an organiser or receive notification of an event from a third party then this form must be completed and forwarded to SAG.