**Event Safety Management Plan**

**(for small events)**

**\*\*\*\*\* Event Name \*\*\*\*\***

**\*\*\*\*\* Date \*\*\*\*\***

**\*\*\*\*\* Time \*\*\*\*\***

**\*\*\*\*\* Full event address / location \*\*\*\*\***

**Including postal code**

Date latest event plan issued: \*\*\*\*\*\*\*\*\*\*

Version: \*\*\*\*\*\*\*\*\*\*

Issued by \*\*\*\*\*\*

Written by \*\*\*\*\*\*\*

Tel: \*\*\*\*\*\*\*\*

**Contents**

1. **Overview of the event**
2. **Roles and responsibilities**
3. **Health and hygiene considerations**
4. **Site plan**
5. **Sanitary facilities**
6. **Electrical installations and lighting**
7. **Food**
8. **Communication**
9. **Security and stewards**
10. **Emergency procedures**
11. **First Aid**
12. **Adverse weather**
13. **Risk Assessment**
14. **Public liability insurance**
15. **Traffic Management**

**1. Overview of the event**

An overview of what the event will involve, where and when it will be and what its objectives are – How many people are you expecting, what is the audience make up (Consider the number of members of the public, guests, staff, volunteers, contractors, council workers, food providers, entertainers). Are the event numbers controlled e.g. by ticket only etc.

If someone had never been to the event, would they get an idea of what it was about by reading the short overview.

**2. Roles and responsibilities**

Named people responsible for event planning and management with a clear description of their role. You must have an Event Manager with overall responsibility. Include your medical lead contact details. Consider inserting a hierarchical diagram to show whom/which role reports to whom. Dual roles are not recommended.

Do you have cover for key roles in your event management structure, if staff/volunteers are unable to work the event due to various reasons including health issues.

**3. Health and Hygiene considerations**

What will you do to make it a healthy safe event to prevent any infectious diseases being spread? If indoors, consideration should be given to hand washing and sanitising points including areas where people congregate.

Physical Hazards. Check any objects and items that could cause injury indoors. Outdoors also check and the event areas for hypodermic needles, dog faeces and include these procedures and safe methods in your risk assessment.

**4. Site plan**

Map of the site (possibly attached as an appendix) showing the location of structures, facilities and access and egress points – also RVP identified for emergency services should they be called.

**5. Sanitary facilities**

Details of toilet, disabled toilet and baby change provision in the area or if you’re hiring in portaloos, how many.

**6. Electrical installations and lighting**

What electrical equipment will be used? Include what you’re using for power i.e. generator / local shops with their permission. If using a generator detail in your risk assessment how it will be kept safe i.e. surround it with barriers so people can’t touch it and risk getting burnt.

**7. Food**

Details of food vendors on site. Check that they’re a registered business and request their star hygiene rating and hygiene certificates. Include details in this plan.

**8. Communication**

Include a list of the names/ numbers of people involved and their position- this is so emergency services etc can contact you on the day in the event of an emergency

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Phone** |
| Event Manager | Fred Smith | 07123 456789 |
| Deputy event manager |  |  |
| Security manager |  |  |
| First Aid lead |  |  |
| Lost child lead |  |  |

**9. Security and stewards**

Who they are and what are they responsible for. This is so everyone is clear what their role is on the day to avoid confusion. If there is overcrowding, how will they deal with that? How will they identify if an area is overcrowded?

**10. Emergency procedures**

What will you do if there’s an emergency and who will lead on what:

* Fire (do you have fire extinguishers and someone trained to use it? If so include that here)
* Antisocial behaviour
* Medical emergency
* Overcrowding
* Suspect package

You’ll want to clear the area and familiarise yourself with the info via the link <https://www.gov.uk/government/publications/crowded-places-guidance/unattended-and-suspicious-items> and <https://www.gov.uk/government/publications/crowded-places-guidance/marauding-terrorist-attack-mta-run-hide-tell> to make yourself aware of what to do in an unlikely terrorist firearms and weapons attack.

* Lost child

Add a paragraph here to show you have thought about what you would do if a child goes missing/ or is found without their parent/ carer.

Lost Child/VA – Consider a site ‘lock-down’ if a child is reported as missing and the amount of time (10-30 minutes depending on area) for you to search the site before calling the Police.

Found Child/VA – Ensure you only use ‘sanitised’ PA announcements if a child is ‘found’ and get full description from anyone purporting to be the child/VA’s parent/guardian before reuniting them. Consider taking a photo of child/VA with parent/guardian once reunited (on smart mobile phone?) and that any image will be deleted after 24 hours. The parent/guardian should be offered the chance to attend and see this deleted if they wish. It’s unlikely any genuine parent/guardian will object if you explain this is being done as part of your safeguarding policy for children and vulnerable adults at your event.

|  |  |
| --- | --- |
| Suggested Form to be used when reuniting children/vulnerable adults | |
| For the purposes of safeguarding and protection of lost children / vulnerable adults, the collecting adult will be asked to provide their name, address and connection to the lost person before the person is released into their care. The name and age of the lost child / vulnerable adult will also be recorded on being found. If the DBS member of staff has any concerns, police may be contacted.  On reuniting, a picture of the adult together with the child/vulnerable adult will be taken by the DBS member of staff. This picture may be shared with police / appropriate authorities in the event of a safeguarding concern. This photograph will be retained for 24hrs and then deleted in the presence of the event manager / deputy manager. All copies including cloud backups will be deleted. As the collecting adult, you may request to be present to confirm deletion has taken place, or to receive written confirmation.  The data controller for this information is [name of organisation]. We are processing this information under the lawful basis of legitimate interest.  For more information, please see [*link to privacy notice*] or contact [*appropriate email*]. | |
| Date and name of event | |
|  | |
| Child /vulnerable adult details | |
| Name of child/vulnerable person |  |
| Age |  |
| Name of collecting adult |  |
| Connection to child/vulnerable |  |
| Address | |
| Time of reuniting |  |
| DBS staff member present |  |
| **Official use** |  |
| **Actions taken** | |
| Picture taken?  If no detail, why |  |
| Name of DBS staff member taking picture |  |
| Device used for photo |  |
| Any safeguarding concerns? |  |
| Any requirement to contact the police? no | |
|
| **Picture deletion** |  |
| Date and time picture deleted |  |
| Deletion witnessed by |  |
| Collecting adult present |  |
| Written confirmation of deletion requested. Yes/no sent |  |

**11. Medical Cover**

Event organisers are required to provide equipment and personnel to enable medical assistance to be given to anyone who becomes ill or is injured during an event. Consideration must be given what their minimum level of resources would be at the peak time of their event

Detail here what cover will be in place, who the first aid providers are, the cover they are providing and how many there are.

For an event with less than 500 people attending the following requirements apply -

|  |  |  |
| --- | --- | --- |
| Tier | Essential | Cover Level |
| Tier 1. <500 | **At some extremely low-risk events only**, a first aid kit and 1/2 people competent in its use are required. However, 1/2 first responders are required at events with <500 depending on the type, location and activities at the event. | Tier 1 events are normally suitable for a first aid service and do not need a healthcare professional or an ambulance to attend. In some cases, organisers might not need a dedicated first aid resource, but should still consider how to provide first aid if the need arises and should particularly consider: Provision of a suitable first aid kit. Access to a defibrillator. Ensuring, that appropriate people know how to access emergency assistance and how to record of accidents. |

**12. Adverse weather**

What provision will be made for extremes of weather, cancellation of inflatable play equipment, gazebos etc in high winds etc). I.e. take down gazebos if wind is strong. Cancel the event using social media/ radio etc to inform people that it isn’t safe to carry on with the event.

When would an assessment be made to cancel the event in adverse weather and how would this be communicated to the public.

Check weather forecast and include and higher risks e.g. snow (slips and falls), in your risk assessment.

**13. Risk Assessment**

A full risk assessment for the event should be completed and attached as an appendix. Practical help with risk assessments can be found online at [**www.hse.gov.uk/risk/fivesteps.htm**](http://www.hse.gov.uk/risk/fivesteps.htm)

**14. Public liability insurance**

Ensure this is in place to cover all aspects of your event. Any external suppliers should have their own PLI e.g. for play bus, bouncy castles, food vendors contractors. Event Organisers should check they are insured, or they may be liable for anything that goes wrong on these attractions.

**15.Traffic management.**

If you are planning any kind of event which may have an effect on the public roads or pavements, Nottinghamshire County Council need to know about it**.** This includes causing an impact on traffic or parking arrangements or involve a closure or restriction of the use of a road or pavement. For more information go to Nottinghamshire County Council Website. <https://www.nottinghamshire.gov.uk/transport/licences-permits/events-public-roads>