



Guidance on The Safe Management of Public Events

Introduction

This guidance has been produced to assist with the safe management of public events. It is applicable to anyone who has either the overall responsibility for the planning, organising and/or management of a public event or for any part of it.

The principles of this guidance apply to all types of events, however the extent of time required and detail of the planning and arrangements will depend upon the scale, type and duration of the event and the complexity and nature of the risks involved. For example; a one day outdoor school summer fete or Heritage week crafts and activities.

1. Legislation

Organisers and their contractors have a legal responsibility and duty of care to plan, manage and monitor the event to ensure the health, safety and welfare of anyone involved in the event, either employed or working as a volunteer.

They also have a responsibility to ensure the health, safety and welfare of anyone attending or who may be affected by the event activities, as far as is reasonably practicable, at all stages of the event.

2. Planning

The key to managing a public event safely and effectively is to allow enough time to plan the event to identify the significant risks and ensure that measures and arrangements are in place to either reduce them or manage them sufficiently.

The first step to planning is to know the vision and aim of the event and identify the scale, type and scope. The organiser will already know many of the factors required and will have a vision of the final size, feel and look of the event to achieve its aim.

What to consider?

Some of the **key factors** to consider in the early stages of planning are shown in the table below, as a guide. This is not an exhaustive list. Identifying the key factors will help determine how much time and resource is required.

Key Factors	Considerations
1. Location/venue	<ul style="list-style-type: none"> • Specific hazards • Space required • Security • Public space
2. Event activities	<ul style="list-style-type: none"> • External contractors • External providers • External entertainers • Equipment/machinery • Food provision
3. Audience profile	<ul style="list-style-type: none"> • Type of audience, age etc. • Audience expectations of event • Potential behaviour issues • Audience participation
4. Crowd numbers	<ul style="list-style-type: none"> • Toilets/wash facilities • Barriers • Overcrowding • Maximum numbers/restrictions – fire risk (internal)
5. Length and timing	<ul style="list-style-type: none"> • Time of day • Time of year • Potential weather • Start and end days/time
6. Access/Exit	<ul style="list-style-type: none"> • Vehicle routes (contractors, performers, public) • Pedestrian routes • Parking (contractors, performers, public) • Traffic management/use of public highway
7. Structures	<ul style="list-style-type: none"> • Utility supplies (electric/water provision) • Stall construction • Staging • Inflatables • Erecting/dismantling • Waste
8. Roles and responsibilities	<ul style="list-style-type: none"> • Marshalls/volunteers • Specific responsibilities • Briefings/instruction • Monitoring event site operations
9. Interested parties	<ul style="list-style-type: none"> • Planning permission required • Licence required (e.g. music) • Road closures • Local authority notification
10. Emergencies	<ul style="list-style-type: none"> • First aid provision • Emergency services • Communication/mobile phones • Incident plan

Depending on the size and complexity of the event, you may want to consider producing an event plan, listing the key factors and specific considerations. This will then help to determine and identify the risks for the risk assessment.

Within the plan you may also want to include the considerations, arrangements and control measures applicable to each stage of the event, depending on what's applicable.

For example;

- The planning phase
- The build-up and load-in phase (setting up/structures/equipment etc.)
- The live event or "public phase"
- The breakdown and "load-out" phase (dismantling/cleaning up etc.)
- The review/debrief phase

3. Risk Assessment

In addition and in conjunction with the event plan, if one is required, identification and an assessment of all of the significant risks will need to be undertaken.

The most effective way to identify risks is by working through all of the factors and related considerations in the plan, this could also include, where applicable and early in the assessment stage:

- Undertaking a visit/assessment and inspection of the area/site to be used for the event
- Meeting and liaising with other interested parties, including local authorities, police, emergency services (whichever are applicable)

For any size event, the normal risk assessment process should be followed, assessing the risks to employees, volunteers, public at all stages and for all elements of the event.

Suitable control measures must be identified and implemented prior to the start of the event. This must be recorded on the usual WCC risk assessment template document.

The risk assessment and arrangements for the event must be shared, discussed and communicated with anyone involved in the event, as relevant and applicable. This may also include; separate and specific arrangement documents, for example, role and responsibilities sheet/site safety rules/event map etc.

The extent of the written risk assessment and other documentation required will depend on upon the scale, type and complexity of the event.

There is a lot of really useful information in the gov.uk "organising a voluntary event a 'can do' guide, which could be applicable to many events not just those using volunteers. (see link below in "Further Information").

4. Contractor selection

The event organiser is responsible for checking the competency and suitability of contractors used for the event, as far as is reasonably practicable.

This should include ensuring that the contractor can confirm the following:

- All significant risks will be controlled and managed sufficiently (you do not need to obtain a copy of their risk assessment, just confirmation that they have done this)
- The event organiser has been made aware of any particular specific risks, as applicable
- The name of the person responsible during the event
- Adequate insurance cover, where required
- Evidence of accreditation of an appropriate scheme or trade association (e.g. inflatable equipment, PIPA) where required. See [HSE guidance](#) on bouncy castles and other inflatables: safety advice.
- Evidence of relevant staff/assistance competency, where required
- Evidence that they have sufficient resource for their provision at the event, as necessary
- Copy of valid test certificates for equipment being used, where required (e.g. PIPA certification or equipment tag)
- Previous experience of provision at a similar event
- Emergency plan and/or contingency plan for mechanical/power failure

The list above is not exhaustive and will depend on the specific contractor provision, for example; a food provider will be required to have the appropriate food hygiene certificate and food safety management system including information to customers on any specified allergen ingredients.

The event organiser must be aware of any contractor provision/activities that may pose a high risk, e.g. bouncy castle (inflatable) providers and be aware of the industry guidance requirements for the operation of this equipment.

For example; inflatable devices should be constructed and operated in accordance with BS EN14960 and all devices will have a label attached confirming this and the maximum number of and sizes of users.

A simple “Contractor Confirmation” sheet could be produced for completion, which should be signed and dated.

Any event plans, documents, risks etc. must be communicated to the contractor/s as relevant.

5. Managing the Event

When the plan/risk assessment/documents have been produced and agreed and any contractors have been suitably selected, the organiser must ensure that all appropriate measures have been implemented, prior to the start of the event.

During the event, the organiser is responsible for ensuring that there is continued

management, monitoring, communication and co-ordination, as relevant. They must also ensure that any necessary action is taken in the event of an incident/emergency as stated in the plan.

6. Post Event and Future Events

Post event

A process should be planned in following the event to review the effectiveness of the measures, any incidents, lessons learnt and improvements for future events, if necessary. Depending on the event, this could be a quick review meeting, review of the risk assessment or full de-brief meeting.

Future events

Where the same type of event is to be held again, plans, risk assessments and other documents can be used, for example an annual school summer fete. However, these must be adapted/added to where any aspect of the event differs from the previous one and where different risks are identified to ensure that it is specific to the next event planned.

7. Further information and advice

All health, safety and wellbeing information is available on the school's health and safety document library on www.warwickshire.gov.uk/schoolshsdocs or on the Health and Safety Section of the Intranet.

Alternatively, contact the Health, Safety and Wellbeing Service on 01926 476803
healthandsafety@warwickshire.gov.uk

- [WCC Risk assessment Policy and Guidance](#)
- [WCC Managing Contractor Work Guidance](#)
- [Organising a voluntary event: a 'Can do Guide'](#)
- <http://www.hse.gov.uk/event-safety/faqs.htm>
- www.hse.gov.uk/event-safety/handling-waste.htm
- <http://www.soundadvice.info/>
- www.pipa.org.uk (Inflatable Play Inspection Scheme)
- www.naih.org.uk (National Association of Inflatable Hirers)
- <http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm> - (HSE - Bouncy castles and other play inflatables: safety advice)