



EVENT SAFETY PLANNING ESSENTIALS:

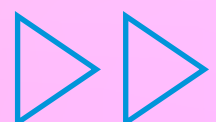
Key considerations for
planning a safe event.





“ Organising a safe and successful event in the UK requires meticulous planning, and at the heart of that planning lies health and safety. Ensuring the well-being of attendees, staff, and contractors is not just a legal obligation, but a moral imperative.

Read on for a breakdown of some of the key health and safety essentials for a safe and compliant event.





1. Comprehensive Risk Assessments:

- **Identification of Hazards:**

- Begin with a thorough risk assessment to identify potential hazards, from slips and trips to fire risks and crowd surges.
- Consider all aspects of the event, including venue layout, activities, and attendee demographics.

- **Risk Mitigation:**

- Develop control measures to minimise or eliminate identified risks.
- Document all findings and actions taken. This documentation is vital for legal compliance and demonstrates due diligence.

- **Dynamic Risk Assessments:**

- Recognise that risks can evolve during an event.
- Implement a system for ongoing monitoring and reassessment.

2. Robust Emergency Planning:

- **Emergency Procedures:**

- Establish clear emergency procedures for various scenarios, including fire, medical emergencies, and security threats.
- Ensure that all staff are trained on these procedures.

- **Evacuation Plans:**

- Develop detailed evacuation plans, including clearly marked escape routes and assembly points.
- Conduct fire drills to familiarise staff with evacuation procedures.

- **First Aid Provision:**

- Provide adequate first aid facilities and trained personnel.
- Consider the specific needs of attendees, such as those with disabilities or medical conditions.





3. Crowd Management:

- **Capacity Control:**

- Determine the venue's safe capacity and implement measures to prevent overcrowding.
- Use crowd management techniques, such as barriers and signage, to direct flow.

- **Monitoring and Control:**

- Employ trained crowd management personnel to monitor crowd behaviour and respond to potential issues.
- Utilise technology, such as CCTV and crowd density monitoring systems, where appropriate.

- **Communication:**

- Maintain clear communication channels between staff and attendees to provide timely updates and instructions.

4. Fire Safety:

- **Fire Risk Assessment:**

- Conduct a thorough fire risk assessment to identify potential fire hazards.
- Ensure that fire extinguishers, smoke detectors, and fire alarms are in working order.

- **Emergency Exits:**

- Ensure that emergency exits are clearly marked and unobstructed.
- Conduct fire drills to familiarise staff with evacuation procedures.

- **Flammable Materials:**

- Control the use and storage of flammable materials.





5. Contractor Management:

- **Verification of Credentials:**

- Verify the qualifications and insurance of all contractors.
- Reviewing of chosen contractors risk assessments and method statement (RAMS)
- Ensure that contractors are aware of and comply with event health and safety requirements.

- **Clear Communication:**

- Establish clear communication channels with contractors to ensure that they are aware of their responsibilities.
- Provide site inductions.

6. Legal Compliance:

- **Health and Safety at Work etc. Act 1974:**

- Comply with all relevant UK health and safety legislation, including the Health and Safety at Work etc. Act 1974.

- **Management of Health and Safety at Work Regulations 1999:**

- Comply with the Management of Health and Safety at Work Regulations 1999, which requires risk assessments.

- **Specific Event Regulations:**

- Be aware of and comply with any specific regulations that apply to the type of event being organised.

7. Food Safety:

- **Hygiene Standards:**

- Ensure that all food vendors comply with food hygiene standards.
- Provide adequate handwashing facilities.

- **Allergen Information:**

- Provide clear allergen information to attendees.





Final Thoughts:

A well-executed safety plan fosters an environment where attendees can fully immerse themselves in the experience, free from unnecessary worry. It safeguards staff, protects your reputation, and ultimately, ensures the event's smooth and responsible execution. Beyond mere compliance, it reflects a commitment to care, demonstrating that the well-being of everyone involved is paramount.

Knowing when to engage an event safety specialist is crucial. Don't wait until the week before; **early engagement is key**. Approach a specialist:

- **During the initial planning stages:** When conceptualising the event, before contracts are signed and venue selections are finalised. This allows for proactive risk assessment and integration of safety measures from the ground up.
- **For complex or high-risk events:** Events involving large crowds, hazardous activities, or intricate logistical challenges demand expert guidance.
- **When dealing with unfamiliar venues or locations:** Specialists can assess unique site-specific risks and ensure compliance with local regulations.
- **Whenever you lack in-house expertise:** If your team doesn't possess the necessary qualifications or experience, professional assistance is essential.
- **When legal compliance is paramount:** To ensure you are meeting all legal requirements and have the appropriate documentation.

By proactively involving a specialist, you can mitigate risks, ensure compliance, and create a safe and memorable event for everyone involved. Investing in professional event safety planning is an investment in the event's success and, more importantly, in the safety of people.

Contact us at HornerSalus if you need help with planning your next event or experience on info@hornersalus.com

