**EVENT SAFETY**

**MANAGEMENT PLAN**

**<*INSERT TITLE*>**

**version X**

DOCUMENT CONTROL

THIS DOCUMENT IS LIVE AND SUBJECT TO REVISION.

PLEASE ENTER REFERENCES IN THE TABLES BELOW.

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**Section 1 - Overview**

**1.0 Event Overview**

<*INSERT PROJECT DESCRIPTION*>

**1.1 Contacts & Project Team**

<*INSERT DETAILS OF PROJECT TEAM AND KEY CONTACTS*>

**1.2 Licensing & Permissions**

<*INSERT DETAILS OF ANY LICENCES OR PERMISSIONS REQUIRED AND ACTIONS*>

**1.3 Road Closures & Traffic Management**

<*INSERT DETAILS OF ANY ROAD CLOSURES REQUIRED & TRAFFIC MANAGEMENT PLAN*>

**2.0 Safety Policy Statement**

This document is provided as a supplement to the requirements placed in individuals and organisations by current Health and Safety legislation and contractual agreements. Compliance with this document should therefore not be regarded as fulfilling all the relevant statutory obligations pertinent to a particular individual or organisation, which remains their own responsibility.

In keeping with its overall objectives and in accordance with the requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, the Organisers will take all reasonably practicable steps to ensure the health, safety and welfare of its employees, sub-contractors and public.

**2.1 Appointed Persons**

The following persons have been appointed as responsible for public Health and Safety:

**<***INSERT NAME OF RESPONSIBLE PERSON***>**

**Section 2 – Contractors and Personnel**

**3.0 Legislative Duties**

All personnel and contractors undertake that during any works, they will comply with and will ensure that its employees and sub-contractors comply with all relevant safety, health and environmental legislation. At all times all personnel and contractors must take into consideration:

**The Health and Safety at Work Act 1974**

2(1) “It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees”

3(1) “It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety.”

3(2) “It shall be the duty of every self-employed person to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that he and other persons (not being his employees) who may be affected thereby are not thereby exposed to risks to their health or safety.”

7 “It shall be the duty of every employee while at work—

(a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

(b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.”

**The Management of Health and Safety at Work Regulations 1999**

**3.**—(1) “Every employer shall make a suitable and sufficient assessment of—

(a) the risks to the health and safety of his employees to which they are exposed whilst they are at work; and

(b) the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking, for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions and by Part II of the Fire Precautions (Workplace) Regulations 1997.

(2) Every self-employed person shall make a suitable and sufficient assessment of—

(a) the risks to his own health and safety to which he is exposed whilst he is at work; and

(b) the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking, for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions.”

**4.0 Responsibilities of Contractors**

All work activities must be undertaken as per contractors’ risk assessment and carried out as per method statements, any work carried out that is deemed to be unsafe or unsatisfactory by a person responsible will be terminated immediately.

Contractors must:

* Provide a safe place of work and safe methods of carrying out the work
* Ensure that employees are competent and have the required knowledge and experience to carry out the work
* Ensure that adequate training and supervision for all staff is provided, where this is found necessary
* Ensure that all plant, equipment and tools are of the correct standard and type and are in good working order

**4.1 Accident and Near Miss Reporting and Investigation**

All accidents, incidents and near misses must be reported without delay to a person responsible. An accident book will be available at all times. The person responsible will report incidents to the enforcing authority as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

**4.2 Materials**

All floor coverings, furniture, furnishings, scenery, props and drapes brought onto site must comply with the relevant standards.

**4.3 Personal Protective Equipment**

The contractor shall provide, maintain and ensure the correct use of personal protective equipment (PPE) relevant to their task(s) where its use is required by legislation or identified in a risk assessment and/or method statement.

**4.4 Segregation**

Contractors shall ensure that their equipment and material is segregated from others, is not left unattended and that clear access is maintained at all times.

**4.5 Risk Assessment**

Contractors must provide written risk assessments of all potentially hazardous operations carried out by them. The risk assessments shall not be just generic but must contain elements specifically relating to this event.

**4.6 Compliance**

Contractors shall comply with any health and safety and other accompanying documentation or instruction issued by a person responsible, together with their own written procedures. Failure to do so may result in a person responsible requiring the immediate removal of the company or individual involved from site, at no cost to the client or organisers.

**5.0 Accesses and Egress**

<*INSERT DETAILS OF VENUE / SITE ACCESS AND EGRESS*>

**6.0 Fire safety**

<*INSERT DETAILS OF VENUE / SITE FIRE SAFETY PROCEDURES*>

**7.0 Medical Plan**

<*INSERT DETAILS OF CONTRACTORS MEDICAL PLAN*>

**8.0 General Site Conditions**

**8.1 Venue – Special Considerations**

<*INSERT DETAILS OF ANY SPECIAL CONSIDERATIONS*>

**8.2 Smoking**

Smoking is only permitted in designated areas.

<*INSERT DETAIL OF LOCATIONS*>

**8.3 Alcohol and drugs**

All personnel and contractors are not permitted to consume alcohol prior to or during work sessions. Any person who is believed by a person responsible to be intoxicated through the consumption of alcohol or use of recreational drugs will be considered to be unable to carry out their duties safely and will be required to leave site.

**8.4 Venue Facilities**

<*INSERT DETAILS OF VENUE / SITE WELFARE FACILITIES*>

**8.5 Working at Height**

When it is necessary to work at height precautions must be taken to prevent a fall.

* Where scaffolding is used, it must be provided and erected by competent, trained person(s) and must comply with all current regulations.
* Where working platforms are used handrails and toe boards must be used.
* When working at height, care must be taken to ensure that nothing can fall onto persons below.
* Where a risk assessment of method statement has identified the need for the use of a harness, it should be a full body harness attached to the correct fall arresters and/or work positioning lanyards. Body harnesses must be manufactured in accordance with BS5750, comply with EN361 and carry a CE mark.
* Before any work at height is undertaken a full and sufficient rescue plan must be in place.
* When working at height, all tools must be attached to a person or structure by a suitable lanyard.

**8.6 Manual Handling**

Like all other legislation enacted in 1992 the Manual Handling Regulations are risk assessment based. To that end contractors and personnel shall:

* Identify any manual handling operations where there is a risk of injury to staff.
* Identify and implement any reasonably practicable means of avoiding the operation.
* Where the operation cannot be avoided the contractor will identify any measure that can be taken to control the risks.
* Carry out a task specific risk assessment, which will be recorded and be kept under review and revised as necessary.

**8.7 Lifting Operations**

* Lifting operations shall be planned and supervised by a competent person and carried out in a safe manner.
* Lifting equipment should be inspected and maintained in accordance with the relevant guidelines and legislation (Lifting Operations and Lifting Equipment regulations 1998) and the required documentation should be available onsite to support such maintenance and inspection.
* All lifting equipment, including, but not limited to, wire ropes, winches, chain hoists, shackles, spansets, ropes, slings etc. shall be suitable for their purpose.

**8.8 Ladders**

Should the work to be carried out identify ladders as the most suitable means of access, the following will apply:

* Where ladders are used, they must be selected and used with due consideration to the HSE publication INDG402 (Safe Use of Ladders and Stepladders).
* The ladder(s) should be in good condition and fit for purpose.
* The ladder(s) should be correctly positioned to prevent over stretching and be secure to prevent slipping.

**8.9 Fatigue**

An increased risk of accidents occurs if personnel are allowed to work for long periods of time with insufficient rest periods so that mental or physical fatigue becomes an issue. Mental fatigue can result in errors of judgment leading to accidents. Risk assessments are required to take into account the possibility of fatigue, especially when employees are operating machinery.

**8.10 Electricity**

* All electrical installations shall comply with the requirements of the Electricity at Work regulations 1989.
* Each contractor shall ensure, as part of their own ongoing inspection and maintenance procedures, that they regularly inspect all portable electrical equipment to be used onsite. Visual inspections should be carried out prior to use and any defects should remedied prior to use or the equipment withdrawn from use.
* All portable electrical equipment brought onto site shall suitable and sufficient test certification (PAT or similar).

**8.11 Equipment Suspended at Height**

All equipment suspended at height shall be fitted with a suitable and sufficient secondary means of suspension.

**8.12 PPE**

When identified as necessary by a Risk Assessment or Method Statement appropriate Personal Protective Equipment shall be worn.

**8.13 Waste Management**

All contractors will be required to remove any waste that their activities generate from the site and make appropriate arrangements to dispose of or recycle the waste

**9.0 Contractors Risk Assessments and Method Statements**

**<***INSERT CONTRACATORS RAMS HERE****>***

**10.0 Schedule**

<*INSERT SCHEDULE HERE>*

**11.0 Risk Assessments**

***<****INSERT PROJECT RISK ASSESSMENT HERE*>

**Section 3 – Public and Audience**

**12.0 Crowd Management and Welfare**

<*INSERT CROWD MANAGEMENT & WELFARE OVERVIEW*>

**12.1 Stewarding Plan**

*<INSERT CROWD MANGEMENT PLAN>*

**12.2 Evacuation Plan**

<*INSERT EVACUATION PLAN>*

**12.3 Medical Plan**

<*INSERT MEDICAL PLAN>*

**12.4 Lost Children**

<*INSERT LOST CHILDREN PROCEDURES>*

**12.5 Lost Property**

<*INSERT LOST PROPERTY PLAN>*

**12.6 Sanitary Facilities**

<*INSERT SANITARY FACILITIES PLAN>*

**12.7 Noise Management**

<*INSERT NOISE MANAGEMENT PLAN>*

**Section 4 – Site Plans**

*<INSERT SITE PLANS>*

**Section 5 - References**

**13.0 References**

1. The Event Safety Guide, HSG195, ISBN 9780717624539

2. Managing Crowds Safely, HSG154, ISBN 9780717618347

3. The Health and Safety at Work Act 1974

4. The Management of Health and Safety at Work Regulations 1999

5. A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

 HSE L73, ISBN 9780717664597

6. Five Steps to Risk Assessment, ISBN 9780717664405

7. The Work at Height Regulations 2005 (as amended) HSE INDG401(rev1)

 ISBN 9780717662319

8. Manual Handling Operations Regulations 1992 (as amended)

 ISBN 9780717628230

9. Lifting Operations and Lifting Equipment Regulations 1998. Approved Code of Practice and Guidance. ISBN 9780717616282

10. Provision and Use of Work Equipment Regulations 1998. Approved Code of Practice and Guidance. ISBN 9780717662951

11. Memorandum of Guidance on the Electricity at Work Regulations 1989.

 ISBN 9780817662289

12. Maintaining Portable and Transportable Electrical Equipment. HSG107

 ISBN 9780717628056

13. Safe Use of Ladders and Stepladders. INDG402, ISBN 9780717661053