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Event safety plan

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For larger or more complex events, as well as risk assessments, you will also need to develop an event safety plan.

This will help ensure you have considered and controlled all health and safety issues associated with the event. It will also serve as documentary evidence that health, safety and welfare at the event, has been adequately managed and will help ensure that those with roles and responsibilities are fully aware of them.

Your safety plan

Your event safety plan should include the following:

- **Event details** – what is the event, when is the event, and where is the event? Plus key timings get in, build, event times, de-rig, clear up, site clear – include any plans, drawings etc
- **Roles and responsibilities** – who does what
- **Contacts** – who to contact and how to contact them
- **Permissions** – details of what permissions have been granted and by whom
- **Licences** – copies or details of licences granted
- **Insurance** – cover notes, policies, details etc
- **Emergency procedures** – major incidents, fire, bomb, floods, accidents, emergency evacuation procedures etc. Ambulance service, fire service and police - emergency access and support
- **Communication** – means of, method of, responsibilities.
- **Crowd control** – expected numbers, methods of control, access and egress, barriers, bottlenecks, crowd flow, lost children etc
- **Traffic control** – car parking, pedestrian segregation from traffic, signage, road closures, traffic flow systems etc
- **Welfare facilities** – toilets how many, where located, method for delivery, maintenance and removal. Hand washing facilities, baby change area, drinking water, etc
- **Facilities for the disabled** – ramps, hearing loops, signers, toilets, hygiene facilities, evacuation procedures etc.
- Risk assessments – for the hazards associated with the event
- **Temporary structures** – risk assessment / method statements, approval etc for all temporary structures.
- **Catering** – who, where, what, licensing, hygiene certificates etc
- **Electricity** – how supplied, how controlled
- **Noise** – Noise controls in place
- **Stewards** – numbers, locations, roles
- **Waste removal and clean up** – schedules and methods

The above list is an indication of topics to be addressed in your plan and is not necessarily a comprehensive list and may require additions or subtractions as relevant to your specific event.

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