

Guidance Note	Date of Issue: April 19
Title: Guidelines for Developing an Event Safety Plan	Rev: 1
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### **Guidelines for Developing an Event Safety Plan**

Guidance developed from the HSE publication "HSG 195 – The Event Safety Guide"

An Event Safety Plan (ESP) should contain all the information that will be required to ensure that the health, safety and welfare of all those attending an event, including employees and contractors (if applicable) is managed.

The ESP will include the following information:

- Details of the organisation for the event. This will include the roles and responsibilities of those people given safety duties for the event. This will include the person ultimately responsible through to those who will have responsibilities for traffic management and waste management.
- A description of the event, likely numbers of people attending, description of those areas which have public access and those closed to the public. It is strongly advised that consideration be given to determining the occupancy level of the building used and not exceeding this during public shows/exhibitions; this may inform the other management plans below. It may be necessary to consider a system for limiting the numbers of people attending.
- An event risk assessment and the risk assessments for those individual exhibits which require them, if applicable. The event risk assessment will help determine what systems or precautions are required to manage the event safely.
- A description of the timeline of the event, from clearing of rooms, construction of installations, duration of the show, dismantling of installations and reinstatement of the rooms.
- A site safety plan detailing muster points, first aid facilities, etc

- Level of support expected/required from both the Schools/Department members of staff and from the Estates Department and other support departments.
- Fire arrangements with regards to roles & responsibilities in the event of a fire (marshals/wardens/evacuation assistants), incident controller, etc. It is expected that this will be closely coordinated with the Estates Department.
- First aid arrangements for the event. This will include provision of suitable numbers of trained first aiders (best not to rely solely on janitorial support), provision of the first aid room, etc.
- Arrangements, including emergency egress, for disabled persons or those with additional needs.
- Reliable communication must be in place between event organisers and those involved in the safe running of the event. Equality vital is communication with the public, especially if the building has to be evacuated.
- Transport management plans with respect to segregation of pedestrians and vehicles.
- Emergency plans and contingencies for dealing with serious incidents e.g. fire, installation/exhibition collapse, etc
- If necessary, crowd management plans.

**Remember that no-one has time to read a plan when an incident occurs! Everyone involved must be fully versed in their roles and responsibilities and their actions in the event of an emergency.**