



Health & Safety Planning for Outdoor Community Events

for small to medium community events

An Overview

Republic of Ireland Edition

Adapted from an original
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Revised 2009

Sponsored by

PJT Insurance Services Ltd.

Voluntary Arts Ireland seeks to promote participation in the arts and crafts by supporting the development of the voluntary arts sector.

We do this primarily by facilitating the development of a strong infrastructure, strategic thinking and good practice across the sector. We are an initiative of the Voluntary Arts Network (VAN) which links us to similar bodies in England, Scotland and Wales. Voluntary Arts Ireland seeks to:

- draw together voluntary arts and crafts groups and their representative bodies
- provide these organisations with information, advice and training
- ensure that their interests are represented to policy makers, funders and politicians
- improve the environment for everyone participating in arts and crafts

Voluntary Arts Ireland celebrates the contribution of participatory arts to the well-being of communities, social inclusion, lifelong learning, active citizenship and volunteering.

Tá Ealaíona Deonacha Éireann ag iarraidh páirtíocht sna healaíona agus ceardaíocht a chur chun cinn trí thacú le forbairt earnáil dheonach ealaíon.

Déanaimid é seo go príomhá trí forbairt infreastruchtúir láidre, smaointe stráitéisí agus dea-ghnáis a éascú. Is tionscáíocht de chuid an Voluntary Arts Network - VAN (Ghréasán Deonach Ealaíon) muid, a cheanglaíonn muid le chéile le comhlachtaí den sórt céanna i Sasana, Albain agus an Bhreatain Bheag. Tá Voluntary Arts Ireland (Ealaíona Deonacha Éireann) ag iarraidh:

- grúpaí deonacha ealaíon agus ceardaíochta agus a gcomhlachtaí ionadaíochta a tharraingt le chéile.
 - eolas, comhairle agus oiliúint a sholáthar do na heagraíochtaí seo.
 - cinntiú go bhfuil a sainleas á chur faoi bhráid na bpolaiteoirí, an lucht airgeadais agus na ndaoine a dhéanann polasaí.
 - feabhas a thabhairt ar comhshaol le gach duine a bheith páirteach iontu.
-

Ceiliúrann Ealaíona Deonacha Éireann ról na n-ealaíon rannpháirtíochta i leas an phobail, cuimsitheachta sóisialta, fhoghlaim saoil, saoránachta gníomhaí agus oibre deonaí.

Voluntar Airts Airlann leuks tae forder pairttakin in the airts an crafts wi giein uphauhd tae the oncum o the voluntar airts sector.

We daes this foremaist wi facilitatin the oncum o a strang infrastructur, strategic thinkin an guid practice athort the sector. We ar an initiative o the Voluntar Airts Network (VAN), at gies us a cleek tae lyke curns in Inglann, Scotlann an Wales. Voluntar Airts Airlann leuks tae:

- draw thegither voluntar airts an crafts groups an thair representative curns
- gie thir organisations wittins, rede an lear
- mak sicar thair interests is representit tae policie makars, fundars an politicians
- impruive the environment for aabodie takin pairt in the airts an crafts

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DISCLAIMER



This document is provided as an aid to understanding. It is not intended to be comprehensive nor should it be regarded as having any legal status or authority. Although every care has been taken in the drawing up of the content contained in this document, neither the author nor VAN can accept responsibility, nor will be liable, for any loss or damage arising from, the use or content contained herein.

PJT - Putting Safety First

Advertorial

PJT Insurance Services is delighted to partner with Voluntary Arts Ireland in the “Guide to Health & Safety Planning at Outdoor Community Events”. The online version and full guide provide a great overview of the Health and Safety processes and in depth guidance on preparing a Health & Safety Plan. We know it will be beneficial for everyone in the Outdoor Community Events Sector.

The Outdoor Community Events sector is one of the largest and most varied in Ireland. It forms the grass roots of Irish Society, and yet for all its benefits, the sector presents many challenges for those delivering the services. One of those is Insurance, and as an operator in this sector, you need the right cover to protect your company from potential claims. That is why it is paramount to have a Health and Safety Guide with easy to follow steps to guide you towards fulfilling your legal obligations.

It is important that business owners ensure a safe working environment for all their staff and customers. In relation to your Insurance, possessing a Health and Safety Guide will affect your premiums and ability to successfully defend potential claims that may. Ensure you are compliant and start implementing the recommendations today - good practice in Health and Safety just makes good business sense!

Wishing you the best of luck with all your future events.

Yours sincerely,

Mary McSweeney
Compliance Officer
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One of the first steps when considering an outdoor event is to ensure that you have a good plan and the right team with experience and training. Here at PJT we have outlined a number of essential steps and systems that must be implemented to ensure a safe event.

Planning your Event: Start planning your Event well in advance. This will give you the time required to get your Risk Assessments and expert help if necessary.

Decide on one person to be in overall charge of the Event (Event Controller). You should also appoint a Safety Officer, who will ensure that all safety aspects are considered.

Risk Assessment: You are required to carry out a detailed Risk Assessment for all work activities. This can be achieved by taking a short written assessment of each of the activities / acts that will make up your event. Remember to take into account materials, structures, (temporary and fixed) and machinery on or in your area of control.

Assessing the risk:

- Identify the hazards.
- Decide who this will affect and how.
- Evaluate the risk and decide what is required to eliminate or minimize those risks.
- Work out your action plan and keep a written record of your plan and file it away safely, for ease of reference.
- The Event Safety Officer is responsible for a Health and Safety audit. A survey should be completed prior to the event.

Access & Exits: Entry and Exit areas should be clear, sign posted and easily accessible for staff and the expected attendance numbers.

Traffic Flow: Clearly define areas for traffic, which are separated from pedestrian areas. Provisions for safe passage of emergency and

other vehicles through pedestrian traffic must also be actioned where applicable.

Amenities: Provide adequate provision of toilets and hand washing facilities and availability of clean fresh water for both staff and attendees.

Signage: Provide adequate signage for entries, exits, toilet facilities. Clearly highlight and sign first aid and fire extinguisher locations.

Maintenance: Arrange for qualified and competent maintenance personnel should be available to undertake any repairs required.

Fire Prevention: Ensure that suitable fire extinguishers (e.g. CO2, water, etc) and blankets are in appropriate areas. Ensure such equipment is tested. Personnel should be trained in the use of extinguishers and blanket use.

Emergency Procedures:

- Emergency response plan in place.
- Emergency response team trained to carry out plan.
- Current site maps available to all staff, emergency services and other relevant parties.

First Aid: First aid points should be suitably located, clearly signed and easily accessible for everyone both event staff and the public. First aid facilities should be adequate for the type of event being held and ensure there is a good means of communication provided between event personnel and first aid staff.

Staff Volunteer & Contractor Training

Staff and volunteers must be adequately inducted and trained about the event (site specific).

- Copies of applications, memos and any training records should be kept.
- Contractors should be given a relevant site specific Induction regarding the specific event.
- Contractors provide detailed information on safe operating procedures and a current certificate

Electrical: Adequate protection of the public from electric shock and any trip hazards from cords to be minimized.

Lighting: Portable lighting must be tested and suitable emergency lighting available.

Staging & Platforms: All seating including corporate boxes, overpasses; fences and main stages should be signed off by a certified rigger or scaffolder. An Engineer should provide a signed certificate to the event organiser prior to any usage to ensure approved Engineering and design standards are satisfied.

Work at Heights

- Ensure the right type of equipment is used for the task (e.g. ladder, cherry picker, scissor lift).
- Only certified operators are used if cranes or elevated work platforms (EWPs) are required.
- Evidence of compliance can be provided upon request from an authorised person (e.g. log books and certificate of competency).

Personal Protective Equipment (PPE)

- Staff/Volunteers should be provided with the correct PPE for the task.
- PPE (e.g. gloves, aprons, earplugs etc.) must be in good condition and working order.
- Personnel should be trained in use, maintenance and storage of PPE.

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INDEX	
PURPOSE	2
PRINCIPLES OF SAFETY MANAGEMENT	3
PERMISSIONS & PROTECTION	3
Legislation	3
Codes of Practice (CoPs).....	3
Guidance.....	3
Common Law.....	3
Licenses	4
Duration of event.....	4
Fire requirements.....	4
Who is responsible?.....	5
Enforcing & Reporting.....	5
Insurance requirements.....	6
POLICY & PAPERS	7
Safety and Health Policy.....	7
Risk assessment.....	8
Safety Statement.....	10
Statement of Safety Procedures	10
The Health and Safety Plan	11
PEOPLE	12
Internal roles.....	12
External roles.....	13
PLANNING PROCESS	15
1.Preliminary Suitability Survey	15
2.Preliminary Planning Meeting.....	15
3.Event Planning Meetings.....	16
4.Organisation Specific Meetings.....	17
5.Integrated Emergency Planning Meet...	17
6.Pre-Production Meeting.....	17
7.Post-Event Meeting.....	17
8.Framework for delivery of Plan.....	17
RESOURCES	19

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The guide does not cover camping or events running into the night for these consult the ‘Code of Practice for Safety at Outdoor Pop Concerts’, and other experts for additional precautions required.



PURPOSE

This is a short overview to guide you in developing an event Health and Safety Plan.

Every size of event will require some kind of Health and Safety Plan.

The elements of a **Health and Safety Plan** set out here will cover the areas needed in

- a **Safety Statement** (as required of employers by law) and
- a **Statement of Safety Procedures** (as required for an outdoor Pop Concert attracting a crowd of 5,000 plus.)

Why bother?

The Law says you must.

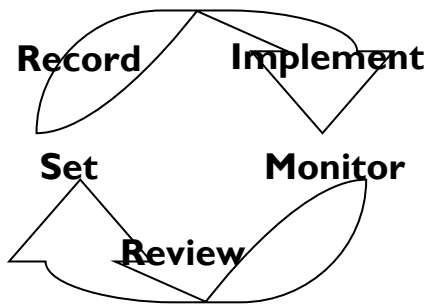
- You care about people – and really don’t want to set out on a venture that may harm them (or indeed you!)
- Your group is worth protecting - not only from prosecution and financial consequences, but also in terms of its reputation for organising safe events.
- It makes life easier in the end – the thinking and communications needed to create a Health & Safety Plan cover so many aspects of the event that it will help you plan and deliver it all round.

Health and Safety Planning has a purpose.

For more detailed information read CHAPTER/S in the Full Guide

“Health & Safety at Outdoor Community Events” Published by Voluntary Arts Ireland. Available at www.vaireland.

PRINCIPLES OF SAFETY MANAGEMENT



Set safety standards

Read, consult and identify standards from:

- The law.
- Codes of Practice.
- Local Councils and Emergency services.
- Risk assessments.

Record safety standards

Write safety standards into the H & S Plan. Make them defined and measurable. (eg. avoid 'often' - state frequency.)

Implement safety standards

- Specify actions and name the individual/s responsible in the H & S Plan.
- Set out duties in Personnel briefings.
- Share the Plan with everyone. Check it is understood and offer support if needed.
- Ensure participants/suppliers have copies and write observance of Safety Standards into their contracts.

Monitor safety standards

Use patrols, inspections and supervisory systems to ensure standards are met.

Provide inspectors with checklists of standards and the procedures for altering standards in response to actuality. Ensure inspectors are competent for the task and have sufficient authority to make changes or close areas, if required.

Set out in the Plan and Personnel briefing sheets, the supervision system whereby one person monitors work of another to ensure standards are implemented.

Review safety standards

Review safety standards and management procedures after the event.

For outdoor Pop Concerts, the [Code of Practice](#) states that a post-event meeting of all those involved in H & S Planning should be held. This is good practice for all events.

Make one person responsible for managing the review process, which should cover:

- Formal reports from key event personnel
- Feedback from:
 - All event personnel.
 - Statutory and Emergency services.
 - Contractors and participants.
- Complaints or comments from the public.
- Review of material from event log books, accident records etc.

Check with those on the ground as well as managers and external parties.

An effective review should ask:

- Did everything run smoothly?
- Did everything go according to plan?
- What went wrong and why?
- What nearly went wrong? (almost accidents)

When looking at actual or almost accidents identify all the causes including the less obvious underlying causes.

Overall a review asks:

- Were the safety standards sufficient?
Were they too lax, unobtainable, irrelevant?
- Was the organisation successful in maintaining these standards?
Were standards applied and maintained?

Feed the results of the review into the Health and Safety process to refine safety standards and implementation procedures for the next event - safety management is a cycle of continual assessment and improvement.

PERMISSIONS & PROTECTION

Legislation

Arranging and running an event counts as a work activity. The primary legislation (Acts) and secondary or subordinate legislation (Regulations) of prime relevance are:

Safety, Health and Welfare at Work Act 2005

Safety, Health and Welfare at Work (general application) Regulations 2007

It is good practice to treat volunteers with the same consideration as should be shown to employees in terms of Health & Safety.

Codes of Practice (CoPs)

CoPs provide guidance on how to meet legislation and good practice. Failure to comply with them is not an offence, but could be taken as evidence of failure to comply with legislation in a prosecution.

The main CoPs of relevance are:

Code of Practice for Safety at Outdoor Pop Concerts and other outdoor musical events, 1996, Department of Education

Code of Practice for Safety at Sports Grounds, Dept Arts Sports & Tourism

If part of the event is indoors with crowds over 2,00 also review Code of Practice for Safety at Indoor Concerts
Department of the Environment. 1998

Guidance

Following guidance is not compulsory, but following it is normally enough to comply with the law and demonstrate good practice.

Relevant guidance from The Health & Safety Authority (HSA) includes:

A Short Guide to the Safety, Health and Welfare at Work Act

Guide to the Safety, Health and Welfare at Work Act 2005

Guides on each aspect of the Safety, Health and Welfare 2005 (general application) Regulations

The Noise of Music: Sound advice for the Music and Entertainment Sector. 2009

Guidelines on Risk Assessments and Safety Statements

From the British HSE and useful:

HSE Guidance 151 (The Event Safety Guide).
Covers: All aspects of event safety.

HSE Guidance 154 (Managing Crowds Safely).

If using offices or premises other laws may also apply, but this guide looks at outdoor events only.

Common Law

Common Law is based on precedent, whereby judges' past decisions have authority in the legal system. Common Law can be used as a tool for prosecution.

The **duty of care** is Common Law, which says that individuals must take reasonable care to avoid doing something or omitting to do something, which, with reasonable foresight, could be expected to cause injury to neighbour/s.

The duty of care requires every employer to provide:

- A safe place of work.
- A safe system of work.
- Safe (safety conscious) employees.
- Safe equipment and plant.
- Appropriate supervision, information, instruction and training.

Licenses

You will need a licence under the Planning and Development Act 2000 for outdoor events including music, dancing, displays of public entertainment or similar activity where the audience is likely to be over 5,000 people.

Apply for these to the local County or City Council. Processes vary but all will consider health and safety and local opinion when assessing applications.

Other licences or permissions you will, or may, need are:

- An intoxicating liquor licence, or special exemption order to sell alcohol.
- A public dancing licence if the premises are 'ordinarily used for public music and singing'.
- A licence or Occasional Food Permit if selling food to the public. Contact the [Food Safety Agency](#)
- If part of your event is indoors, you may need a licence under the [Licensing of Indoor Events Act 2003](#).
- Casual Trading, Fireworks, Temporary Road Closures, Advertising banners or flag and use of a public space for an event all require approval in advance.

If contracting out any services, stipulate responsibilities for licensing in the contract.

A useful guide to some legal requirements is found under '[Regulations & Tourism](#)' on the Fáilte Ireland website. There is also a useful table in Appendix 4 of [An Event Management Handbook for events not exceeding 3000 spectators](#).

However, requirements vary so you should consult with the relevant agency. The Gardaí, Local Authority and Fire Officer have the power to object to licensing so engage them in discussion early in your planning.

Duration of event

The CoP for Safety at Outdoor Pop Concerts and other outdoor musical events, under section 5.3 states:

"The duration of the concert should not exceed 11 hours on site, with a maximum of 8 hours music in any day. The finishing time for sites where there is inadequate lighting in the vicinity should be half an hour before lighting-up time. On other sites, concerts should finish no later than 23,00 hours or, where appropriate, 30 minutes before the extended time specified by the Courts for the closure of licensed premises."

This applies to large outdoor musical events.

Check limitations for your event with the Gardaí, Local Authority and the Courts.

Liquor licences will stipulate the hours for sale of alcohol.

Fire requirements

You need to comply with the fire regulations in the [Safety, Health and Welfare at Work \(general application\) Regulations 2007](#) (Regulations 12 & 13 amongst others)

The Fire Services Act 1981 & 2003 enables a [Fire Authority](#) to prohibit use premises, so check with the local service early in your planning.

Appendix One gives the key legislation relevant to outdoor events. Please review it.

Who is responsible?

The 'CoP for Safety at Outdoor Pop Concerts and other outdoor musical events' states:

"It is the joint responsibility of the Ground Management and the Promoter to ensure that the standards and requirements for safety at pop concerts are strictly observed, before, during and after the event. The division of responsibilities between the Ground management and the Promoter of the Concert should be clearly defined, agreed and recorded before the event; this must include public liability and other relevant insurances."

With large events where a complex legal and contractual relationship exists, it may be difficult to determine who has overall responsibility for Health and Safety.

For most simpler community events legal responsibility will rest with the event organiser as 'the Promoter'.

If there is a special reason that this is not the case, then legal responsibilities should be clarified in advance and agreed in writing.

While overall responsibility may be with the event organiser, the following also may have areas of responsibility:

The site owner: has a general duty of care to ensure the site is safe

Under the Safety, Health and Welfare at Work Act 2005, persons with control of premises have a duty to persons 'at work' at those premises (other than their employees) to ensure they are safe and without risk. They will have further safety responsibilities if also supplying equipment or facilities.

Other employers and self employed persons (contractors & participants): will have their own duties under Health and Safety – however, the event organiser retains a duty to ensure that such persons are reasonably competent for the purposes for which they are involved with the event, (e.g. by inspecting relevant documentation such as risk assessments, test and insurance certificates).

The organiser needs to share information with contractors and participants so they are not put at risk and understand the Health and Safety procedures. This need to consult and for others to co-operate is made explicit in Health and Safety legislation.

Employees: have a duty under law to take reasonable care of themselves and of other people who may be impacted by their acts or omissions while at work. They must cooperate with their employers regarding Health and Safety, use items, equipment and systems of work etc. which are provided for their safety and not do anything to interfere with or otherwise misuse anything provided for the purposes of Health and Safety in the workplace. Employees must notify their employers of any shortcomings with relation to Health and Safety arrangements.

Enforcing & Reporting

The Health and Safety Authority (HSA) has overall responsibility for health and safety at work. It monitors compliance with legislation at the workplace and can take enforcement action. It is the national centre for information and advice on all aspects of workplace health and safety.

Local fire authorities are the enforcing body for fire Legislation.

Local Authorities should also be contacted to see if specific provisions apply, especially if you are using any part of a public space.

Part X and Schedule 12 of The Safety, Health and Welfare at Work (general application) Regulations 1993 remain in force and set out arrangements to report to the HSA on death, injury, condition, accident, or dangerous occurrence at work. Approved report forms are free from the HSA.

Insurance requirements

You need appropriate insurance cover for the event. Check your existing policies and assess what extra cover is needed.

Below [PJT Insurance Services Ltd](#) give guidance based on 12 year's experience working with Event Organisers.

Public Liability

This is designed to cover third party claims against you or your organisation for bodily injury and/or loss of or damage to property not including property in your care, custody and control which should be insured under a property policy. Someone making a claim against you has to prove that their loss/injury was caused by your negligence but even if you think you were not negligent you need this protection to cover the very expensive costs of defending such claims through the Courts. All Organisations, no matter how large or how small, need this protection. It is important to ensure that the policy has a sufficiently large limit of Indemnity to ensure full cover for Generals, Damages, Loss of Income and Future loss plus claimant and defence legal costs. The policy should have a minimum limit of indemnity of €2,600,000 The policy should include an Indemnity to Principals Clause (i.e. that the organisers are protected).

The operators of any high-risk activity - fireworks, fun-fair etc. - should provide you with a copy of their Public Liability policy, which should be specifically extended to indemnify you. In fact it is good practice to check that all suppliers are covered and to write proof of cover into their contracts.

Employers Liability

This covers you and your organisation against claims made against you by employees for accidents or illness occurring because of their employment by you. Like Public Liability you are only liable if you are negligent but the law does impose quite a strict duty of care on an employer, so such cover is vital. If you are paying anyone for their services, other than bona-fide contractors, then you need Employer's

Liability insurance. This would not apply to the reimbursement of expenses to volunteers, committee members etc. If engaging volunteers make sure to ensure they are covered by appropriate insurance

Equipment Insurance

If you have an Event office, or box office, then you will usually need to insure the contents of the office against **All Risks**.

If you hire equipment - PA, Lighting, Marquees etc, and then you may be responsible for any loss or damage to that equipment. In each case check the hiring agreement or contract to confirm same.

Money

If money is received at a box office or venue, then you should insure against its theft.

Motor Insurance

If you are using any motor vehicle(s) in a public place then you will be required to take out motor insurance as this will not be covered under a public liability policy. For example, a forklift truck operating in a car park, to erect a stage will require motor insurance. Where employees or volunteers use their own vehicle for work purposes it should be ensured that they are covered for this activity by their own motor insurance policy.

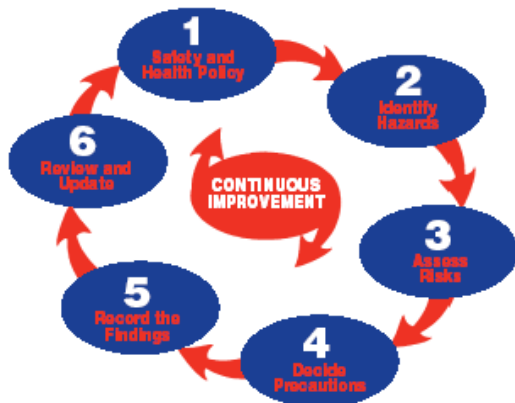
Abandonment/Cancellation

If your event is intended to generate the funds needed to run itself, then you are financially exposed should that event not take place for example in the case of illness of the contracted star performer. You can take out what is called abandonment /cancellation insurance to protect you in such circumstances against either the costs incurred by the cancellation or abandonment of the performance or against the costs incurred and the anticipated profit.

Additional insurance may be required or advisable so contact a reputable broker

POLICY & PAPERS

Read HSA '[Guidelines on Risk Assessments and Safety Statements](#)'



The

Safety and Health Policy

This is a signed declaration of what the employer intends to do. It should:

- Give a commitment to ensuring that the workplace is as safe and healthy as is reasonably practicable and that all relevant statutory requirements will be complied with.
- Spell out general policy in relation to safety and health and list relevant objectives.
- Indicate how the Safety Statement will be evaluated and revised.
- Indicate how the statement will be brought to the attention of employees and others.
- Commit to meet general employer duties set out in the 2005 Act and other legislation. This involves committing to:
 - *Manage and conduct work activities so as to ensure the safety & health of employees.*
 - *Prevent improper conduct likely to be a risk.*
 - *Provide a safe place of work.*
 - *Provide safe means of access & egress.*
 - *Provide safe plant, equipment & machinery.*
 - *Provide safe systems of work.*
 - *Prevent risks from articles or substances.*
 - *Provide appropriate information, instruction, training and supervision.*
 - *Provide protective clothing & equipment.*
 - *Prepare and revise emergency plans.*
 - *Designate staff to take on emergency duties.*
 - *Provide and maintain welfare facilities.*
 - *Provide, where necessary, a competent person to assist in safety, health & welfare.*

Safety, Health and Welfare at Work Act 2005 states that every employer **must**

- identify the hazards at the place of work, assess the risks from those hazards and have a written **risk assessment** of those risks.
- have a written **safety statement** based on the hazards identified and the risk assessment conducted.

Employers can be prosecuted if they do not have a safety statement.

The production of risk assessments and safety statements **must** involve consultation with employees, who are required by law to cooperate in safety-management.

Safety statements and risk assessments **must** be brought to the attention of all employees and others who may be exposed to any risks from the workplace. The statement **must** be in a form and language that can be easily understood.

The HSA gives six-points for producing risk assessments and Safety Statements:

1. Develop a safety and health policy.
2. Identify hazards.
3. Produce risk assessment.
4. Decide precautions.
5. Record your findings.
6. Review and update risk assessments and safety statements.

For example Declaration of Policy see 'Guidelines on Risk Assessments and Safety Statements' in publications at the [HSA site](#)

Full Guide – CHAPTER 4

Risk assessment

Every employer **must** identify hazards in the workplace, assess the risks arising and write an assessment of risks as they apply to:

- All employees
- Any employee/group of employees who may be exposed to any unusual risks
- Particular consideration to be given to
 - Young or inexperienced workers
 - New and expectant mothers
 - Night time workers
 - Lone workers
 - Other vulnerable people

The assessment needs to cover **all** who might be affected, not just employees.

The risk assessment should:

- Address any significant hazards and risks
- Apply to all aspects of the work
- Cover routine & non-routine operations

1. Identify hazards.

A hazard is something with the potential to cause harm. Conduct a systematic examination of place, people, procedures, activities, materials, equipment etc. Check accident records, manuals and logs and consult employees and others who might have specialised knowledge. Enlist competent help if required in this process.

2. Assess risks presented by hazards.

Risk depends on the likelihood of harm occurring, the potential severity of harm and the number of people who might be exposed. (e.g. bleach is a hazard but the degree of risk depends on storage and use)

The aim is to assess the kind and severity of risks and identify measures to remove or reduce each to an acceptable level.

Options to reduce and control risks:

- Get rid of the hazard or its cause.
- Replace the hazard with a less hazardous substance / system etc.
- Change the way the job is done.
- Change the workplace.
- Contain the hazard at source.
- Provide information, training and supervision.

- Define the precautions necessary to control the risk.
- Ensure emergency procedures associated with the hazard are in place.
- Provide appropriate protective equipment, clothing or signs - as a last resort after all other ways of eliminating the hazard have been fully explored.

Kinds of Risk Assessments

There are two kinds of risk assessment:

1. Area and Event - Covering all areas e.g. stages, car park, tents etc. and all major groups of participants e.g. stalls, workshops, catering etc. or individual participants posing particular risk.

2. Strategic/operational - All aspects e.g.

- Vehicle movement / Traffic flow.
- Protection of sensitive risk groups.
- Safe use of electricity.
- Slips, trips and falls.
- Crowd management.
- Local terrain.
- Structures.
- Impact on local traffic management.
- Specific risk assessments – for example
 - Fire
 - Noise
 - Manual Handling of Loads
 - Working at Heights
 - Personal Protective Equipment
 - Hazardous substances, Vibration, Explosive Atmospheres, Shift Work and others issues may need assessed.

Assessments can all have the same format and need to set out how relevant Regulations will be satisfied.

The risk assessment **must** be reviewed and amended if it is no longer valid, or there is reason to believe it is not, or there has been significant change in relevant circumstances.

Employers are required to implement any improvements considered necessary by the risk assessment.

An example Risk Assessment is in the pack
Full Guide – CHAPTERS 4 & 5

Safety Statement

Every employer **must** have a written safety statement based on the hazards identified and the risk assessment conducted.

The statement sets out how the safety, health and welfare of employees will be secured and managed. As an event organiser you are the 'employer' of those you engage.

Safety statements must set out:

- Hazards identified and risks assessed
- Protective and preventive measures taken
- Resources allocated to safety, health and welfare
- Plans and procedures for dealing with emergencies
- Duties of employees
- Names of persons assigned to perform tasks covered by the safety statement
- Arrangements for the appointment of safety representatives and safety consultation
- Names of any safety representatives and/or safety committee members.

The safety statement can refer to specific procedures contained in other documents, for example company rules, manufacturers' instructions, the Health and Safety Plan etc.

When preparing a safety statement, you should take account of the general principles of prevention set out in Schedule 3 to the [Safety, Health and Welfare at Work Act 2005](#)

Safety statements must be:

- Implemented
- Monitored
- Kept up to date

Safety statements should be reviewed:

- Regularly
- After significant changes
- After any changes relating to risk assessments or their implementation

Employers should bring any changes made to the attention of anyone who might be

affected and ensure required modifications are implemented as soon as possible.

A copy of the statement or relevant extracts of it **must** be kept available for inspection at or near every workplace to which it relates and shown to all employees annually or after every change.

Implementing the safety statement should be an integral part of everyday operations.

The guide to writing a Health and Safety Plan in this pack covers all the key areas required.

For example Safety Statement see 'Guidelines on Risk Assessments and Safety Statements' on the [HSA website](#)

Full Guide – CHAPTER 4, 10, 18

Statement of Safety Procedures

If your event is a Pop Concert or similar attracting 5,000 or more people, Sections 5.14 to 5.17 of the [Code of Practice for Safety at Outdoor Pop Concerts](#) require that you should submit to the Local Authority, Gardaí and Health Board*, a Statement of Safety Procedures not less than a month before the event. (* Now the Health Service Executive)

The contents of this are set out in Appendix 2 and are covered by the Health and Safety Plan outlined in this Guide.

Please refer to the [Code](#) for full details.

Full Guide - APPENDIX 2

The Health and Safety Plan

The event Health and Safety Plan is a complete record of event safety standards.

The Plan outline here covers everything needed for a Safety Statement (required of employers) or a Statement of Safety Procedures (required for outdoor Pop Concerts attracting a crowd of 5,000 plus.)

A good Health and Safety Plan should enable a person with little or no knowledge of the event, or Health and Safety, to understand the nature of the event and its Health and Safety management procedures. It should be in clear language and gives a clear overview, without being so technical that lay readers cannot grasp it.

A good Plan is worth its weight in gold as a 'one-stop shop' of information all ready for dissemination to team members. It is also an excellent training tool.

Content

Make the Plan accessible by including:

- Basic information about the event.
- Background to the Health and Safety management process behind the plan.
- Overviews and explanations of jargon.
- Copies of relevant documentation.
- Detailed information on risks and plans to address them - the 'core' of the Plan.

The core content comprises descriptions of:

- The safety standards to be followed by all parties throughout the event.
- How these standards will be implemented and monitored.

The standards in the Plan will come from:

- Relevant Legislation.
- Relevant HSA publications.
- Other relevant publications.
- Consultation with Statutory and Emergency services.
- Consultation with other bodies.
- Measures identified by risk assessments.

The Health and Safety Plan should set out how standards will be implemented e.g.

- Risk assessments naming the individual(s) responsible for actions.
- Details on action to be taken (e.g. timescales, processes etc.).
- Personnel briefing sheets summarising the duties of each particular individual or group of individuals.
- Monitoring processes like inspections, patrols and supervision structures.

Learning from previous events and reviews should be incorporated into the Plan.

Consultation and Dissemination

List everyone who needs to be shown and/or asked about the Plan at each stage in its development. The final version **must** be disseminated in paper form.

Full final Plans should go to the entire event safety team and key delivery staff. Place a copy at the public information point during the event and let people know where it can be seen beforehand so interested parties can view it. The availability of the Plan for viewing should be advertised e.g. the event program or event contracts. Abridged copies can be disseminated as appropriate.

Updating

It is important that the event Health and Safety Plan is kept up to date. Agree a process whereby last minute decisions about Health and Safety are to be made and implemented. For example, a special 'updates folder' can be kept to contain any last minute alterations or additions. Decide how to disseminate information about updates and let people know the process.

PEOPLE

People implement plans, you need enough competent people with everyone knowing what they are meant to do.

Clarity Ensure Health and Safety responsibilities are specified in job/volunteer descriptions and supplier and performer contracts.

Authority Health and Safety personnel need sufficient authority to carry out their task effectively, make decisions and give orders in relation to Health and Safety. They should have the authority to close any area they believe to pose immediate danger.

Competency Competency does not necessarily depend on professional qualifications. Simple situations may require only understanding of best practice, awareness of one's own limitations and willingness to obtain help. For large or high-risk events it may be advisable to ensure there is at least one qualified person on board, even if this is only in on the day. Always assess what is needed and if in doubt, err in favour of expert assistance.

Assess what information, instruction and training needs to be provided to all event Health and Safety personnel.

Internal roles

How many people you need depends on the size and nature of the event. Only combine roles if assessment shows it is appropriate and safe to fulfil multiple roles, especially when busy or in an emergency.

Event Controller

- Overall responsibility for event management.
- Involved in planning meetings.
- Lead responsibility for liaison with all relevant parties.
- Lead responsibility for producing the Health and Safety Plan.

- Ensures there are adequate personnel including stewards, first aid and medical.
- Is at the Central Control Room before, during and immediately after the event.
- Conducts a post event meeting and prepares the review report.

The Event Controller should be of sufficient competence, status and authority to take full responsibility on the day for all matters relating to the event including safety on site.

An event organiser should only take on this role if they are competent, and have the necessary time and time management skills.

Event Safety Officer

- Conducts site inspections to monitor compliance with the Health and Safety Plan by all parties.
- Monitors compliance with any contract conditions or risk assessments that participants and contractors submitted.
- Deals with, or offers advice on, Health and Safety issues.

The Code of Practice for Safety at Outdoor Pop Concerts and outdoor musical events states that the Event Safety Officer **must**:

- Attend all planning meetings.
- Act as a co-ordinator for the Promoter.
- Act as co-ordinator of the technical aspects of the arrangements insofar as they impinge on safety matters.
- Attend the event itself to evaluate the efficiency of structural and safety arrangements.
- Pay particular attention to the pit area immediately in front of the stage.
- Monitor first-aid rescue tactics for distressed patrons.
- Take any necessary action to alleviate any perceived risks, and
- Recommend emergency procedures to be initiated.

The Event Safety Officer should have sufficient status, competence and authority to take sole responsibility for safety.

Assess how many safety officers are needed to ensure cover throughout. If more than one, the Event Safety Officer can be made responsible for competent assistants whilst retaining sole responsibility for safety.

For small events, the Event Controller may act as Event Safety Officer, provided they have the time and competence to do so effectively at all times. However, if the event organiser is acting as the Event Controller then a separate Event Safety Officer must be designated for the day(s) of the event.

Chief Steward

If stewarding is required, a Chief Steward who reports to the Event Controller should be appointed. In smaller events, this role may be held alongside other roles, provided you are satisfied that competency and time demands allow for this.

Site Coordinator

Not strictly a Health and Safety role, and should not interfere with the responsibilities of the Health and Safety personnel but, because they run the site on the day and deal with operational issues, they can help free up the H & S team for more specialist work.

External roles

Event stewards

All stewards, volunteers or employees, must work under the control of the Chief Steward or their designated Supervisory Steward who reports to the Chief Steward

If using an external provider, ensure they name a liaison person to report to Chief Steward and attend meetings. If engaging Door Supervisors for licensed premises or Static Security Guards check whether the contractor/individuals need to be and are licensed by the Private Security Authority.

Generally, stewards should be over 18, physically fit, wear distinctive bright dress and be trained and instructed in their duties.

As organiser, you must make sure that stewards are fully briefed and prepared for their role in delivering health and safety. Chapters 4 and 13 of the CoP for Safety at Outdoor Pop Concerts and Chapters 18 and Appendix D of the CoP for Safety at Sports Grounds, give details for stewarding and should be consulted, especially for larger events and/or those held in a stadium.

Fire Stewards

Fire stewards should be appointed to patrol throughout the event. They may be from an external company, the fire service or elsewhere but it is essential that you make arrangements with the fire service to ensure that they are satisfied and stewards are properly trained and know how to use any fire fighting equipment.

First Aid providers

Whether the Order of Malta, St. John Ambulance, The Red Cross or other provider, ensure they are competent to meet your requirements. Ask for a named event liaison person and an Operational Plan for medical and first aid provision for you to include in the event Health and Safety Plan.

Site Medical Officer

For music events with over 5,000 spectators, a doctor with experience in casualty work and resuscitation should be designated as Site Medical Officer.

The following have powers or duties relating to Health and Safety, seek a named liaison person from each and consult throughout.

The Gardaí - Controlling traffic, access of patrons and carrying of intoxicating liquor or items that may cause injury. (See Chapter 3 of the CoP for Safety in Sport Grounds.)

The Local Authority - Fire, temporary structures, roads, sanitary provision, water and sewerage, litter control, campsites and casual trading.

The Health Service Executive - Major accidents and emergency cover and plans.

PLANNING PROCESS

Framework and Timetable

The framework for the health and safety consultation process will usually be agreed at the Preliminary Planning Meeting.

Small, low risk events may require only a very simplified version while for larger events further meetings may be needed.

It is important to maintain contact with key external organisations throughout and to organise internal meetings as needed to ensure your own team keep apace.

Schedule dates of all meetings early on in the event planning process.

The following are integral parts of effective Health and Safety consultation:

1. Preliminary Site Suitability Survey.
2. Preliminary Planning Meeting.
3. Event Planning Meeting.
4. Organisation specific planning Meetings.
5. Integrated Emergency Planning Meeting.
6. Pre Production Meeting.
7. Post Event Meeting.
8. Framework for the delivery of the event Health and Safety Plan.

If organising a pop concert or similar, Chapter 5 of the [Code of Practice for Safety at Outdoor Pop Concerts](#) stipulates the following deadlines for holding meetings.

Meeting	New or untested site	Established venue/ site
Preliminary Planning	6 months ahead	3 months ahead
Event Planning	5 months ahead	2 months ahead
Pre-Production	1 month ahead	1 month ahead

The process described below for a series of Health and Safety meetings is more extensive than is suggested in the Code.

1. Preliminary Suitability Survey

First check the site/venue can absorb the crowd expected. Do this with the Local Authority, Gardaí and Health Service as appropriate. Even a small event needs the organiser and relevant others to visit the site to record observations and concerns to report to the Preliminary Planning meeting.

The survey should consider:

- Infrastructure (entrances, exits, slopes, drainage in wet weather),
- Suitability to being made secure from unauthorised entry, and
- Suitability of roadways and access routes for the people and vehicles expected.

A site survey will also help identify the likely extent of disruption to the local population and help anticipate concerns of residents - all of which need to be taken into account.

2. Preliminary Planning Meeting

This brings together the event planning team and relevant Statutory and Emergency services at an early stage.

Even a small event needs some kind of Preliminary Planning Meeting, whether or not other agencies attend. It is not up to the event to decide it is too small to involve Statutory and Emergency services, rather you should inform the Gardaí, Fire Service, Health Service Executive and Local Authority of the plans, invite them to take part and let **them** decide on their level of involvement.

Hold the Preliminary Planning Meeting early on, but first ensure you have a clear vision for the event, have visited the site and have thought the planning process through sufficiently to be able to answer questions.

Fix a date that suits all parties, give good notice and invite named individuals who will be the liaison point with the event team and who will attend relevant meetings.

The list of attendees will vary but larger events may require the attendance of:

- **Event safety team** - Event Organiser, Event Controller and Event Safety Officer.
- **Statutory and Emergency services** - Local Authority Fire Service, Gardai.
- **Other key organisations** - First aid, Stewards (Chief Steward).

Others may be invited but keep numbers fairly low to facilitate consultation. All attending should cascade information through their organisations.

Make clear the purpose of the meeting in advance and circulate an agenda and overview document.

An overview document should contain:

- A summary description of the event.
- Notes of the Preliminary Suitability Survey
- A rough site plan showing the draft placement of all major areas, access routes and facilities.
- A summary of the consultation process.

The Preliminary Planning Meeting agrees:

- Event nature and main features.
- Draft site plan.
- Health and Safety consultation process
- Resolution on any concerns or how it may be reached.
- What documentation is required in advance by Statutory or Emergency services.

Also, if relevant and if not already done:

- Licensing and registration issues.
- Duration and timing.
- Fire safety procedure.
- Other specific issues as appropriate.

For large concerts, see Chapter 5 of the CoP for Outdoor Pop Concerts, as you need to cover the safety of special effects, prevention of drug use, protection from nuisance of the local population and other matters.

Minutes should be sent out afterwards with action points alongside the name of the person responsible. The organiser should ensure that feedback from the Statutory and Emergency services is incorporated into the event Health and Safety Plan and processes.

3. Event Planning Meetings.

Event Planning Meetings allow those who attended Preliminary Planning Meeting to progress matters, monitor the event and Health and Safety Plan and input to matters arising. Such meetings should be held after the dissemination of each version of the Health and Safety Plan.

For outdoor Pop Concerts attracting 5,000 plus, the topics to be covered are set out in Section 5.13 the Code of Practice and are a useful check list for most events:

- i. Estimated attendance.
- ii. Public transport facilities.
- iii. Car parking & access for emergency vehicles.
- iv. Provision of refreshments.
- v. The collection & disposal of refuse.
- vi. Sanitary accommodation & water supply.
- vii. First-aid, ambulances & the need to maintain emergency health services in the area.
- viii. Fire precautions & fire safety measures, including means of escape & exit routes.
- ix. The possibility of a clash with any other major event attracting a crowd on the day.
- x. The duration of the concert.
- xi. Arrangements for appraising any special effects prior to or during the performance.
- xii. The use of appliances requiring cylinders or containers of flammable gas under pressure.
- xiii. Access & other facilities for disabled people.
- xiv. Proposed emergency evacuation procedures.
- xv. Procedure to prevent drug abuse.
- xvi. Protection of the local population from nuisance occasioned by the concert.
- xvii. Maximum sound levels & monitoring arrangements.
- xviii. The Promoter's arrangements for cleaning & clearing up of surrounding areas.
- xix. The provision of extra telephone lines, if required.
- xx. Provision of water rescue unit by Promoter, should venue be adjacent to open water.
- xxi. Contingency plans for adverse weather.
- xxii. Public Liability insurance.

4. Organisation Specific Meetings

A full consultation process will comprise at least one specific planning meeting with the following to discuss and ask for feedback on event health and safety.

- Local Authority.
- Local fire service.
- The Gardaí.
- Event first aid providers.
- Event stewarding providers.
- Other organisations as appropriate.

5. Integrated Emergency Planning Meeting & Site Emergency Plan.

At the Integrated Emergency Planning Meeting the Emergency procedures will be agreed in a Site Emergency Plan.

The following definitions may be useful:

- Contingencies – incidents that can be dealt with internally.
- Emergencies - incidents that require the intervention of the Emergency services.
- Major emergencies – major incidents to be dealt with by the Statutory and Emergency services.

After consulting relevant organisations, plans, legislation and guidelines, the event organiser, event controller or professional delegate should draft a Site Emergency Plan.

The aim of the Meeting is to discuss the draft and reach agreement on the final Site Emergency Plan as well as each agency's roles and responsibilities in the case of an Emergency occurring. The Site Emergency Plan and procedures will be incorporated into the event Health and Safety Plan.

The following plans should be considered:

- Partial or Full Evacuation of site.
- Fire.
- Bomb Threat.
- Serious Personal Injury.
- Treatment, Rescue and Transport of Large Numbers of Casualties.
- Collapse of a Structure.
- Serious Public Disorder.

6. Pre-Production Meeting

This brings together the Planning meeting team with the people who oversee delivery of potentially hazardous technical services e.g. sound, lighting, staging and electrical installation so as to address problems, specifications, check samples and set a schedule of pre-event inspections.

The Code of Practice for Safety at Outdoor Pop Concerts **requires** a formal meeting of such people at least 4 weeks before outdoor music events with a 5,000 plus crowd.

Even small events should hold meetings to check the safety of technical provision, be it a PA system, display, or electrical appliances.

All such meeting should be recorded and the minutes promptly distributed.

7. Post-Event Meeting

Good Health and Safety planning is a cyclical process, lessons from one event feeding into the next. In the case of outdoor Pop Concerts, the Code of Practice for Safety states that a post-event meeting of all those involved in Health and Safety planning should be held and minutes promptly distributed to all participants. It is the event organiser's responsibility to ensure that this happens.

8. Framework for the delivery of the Health and Safety Plan.

It is not expected that the Health and Safety Plan will be finalised until fairly late on but, early drafts should be disseminated for consultation and feedback. Dates for the dissemination of all versions should be set in advance and each should be followed by a Event health and safety Planning Meeting to discuss the development of the Plan and make changes as appropriate.

Example Consultative Framework in pack
Full Guide - CHAPTERS 8 and 9

RESOURCES

Code of Practice for Safety at Outdoor Pop Concerts and other musical events.
Department of Education 1996.

Code of Practice for Safety at Indoor Concerts
Department of the Environment. 1998

An Event Management Handbook for events not exceeding 3000 spectators. IRFU

Production for Arts Events: A Checklist. Voluntary Arts Ireland. 2009

The Noise of Music: Sound advice for the Music and Entertainment Sector. HSA. 2009

Guide to each element of the Safety, Health and Welfare at Work Regulations (general application) 2007 HSA

Guide to the Safety, Health and Welfare at Work Act 2005 HSA

Guidelines on Risk Assessments and Safety Statements HSA.

From GB but useful in any context:

The Event Safety Guide: A Guide to Health, Safety and Welfare at Music and Similar Events - Guidance Booklets.
HSE 1999

Managing Crowds Safely
HSE 2000 (Update due by Winter 2010)

Fire safety risk assessment: Open air events and venues.
HSE. 2007.

The Event Organiser's Booklist: An Aide Memoir
TAO Group. GB. Jan 09

Voluntary Arts 'Briefings' are a series of four page publications giving an overview of topics relevant to running an arts group (e.g. Funding, Volunteer Management, Child Protection, Constitutions, Committees and more).

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Health & Safety Planning for Outdoor Community Events
for small to medium community events

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