

Made possible



# EVENTS MANAGEMENT

## RISK MANAGEMENT STANDARD

Ensuring effective risk management controls is fundamental to delivering a successful event. Pre event planning well in advance of the event by way of a risk assessment approach is essential.

**From a large sporting event or music festival to a small indoor competition, they present a unique combination of hazards and risks, including performers, contractors, spectators, participants and vendors.**

The risk profile related to an event, coupled with the potential for insured and non-insured financial loss, is far reaching. Ensuring that overall safety at an event is maintained, so that as far as reasonably practicable, people setting up, breaking down and attending the event are not exposed to risks to their health and safety, can be challenging.

### **Minimum Standards:**

- Health and Safety arrangements in place to control risks
- the event location is appropriate for the activity and capacity adequate
- ensuring co-operation and co-ordination of work activities
- providing employees and others with relevant information on any risks to their health and safety
- ensuring the competence of staff, including agency and contractors
- monitoring health and safety compliance, liaising with local authority and emergency services
- reviewing your health and safety arrangement

Once at the event site, the priority is the effective management and monitoring of site operations which can vary from small intimate venues to large open spaces. Following a step by step approach will ensure that appropriate management systems are in place for each phase of the event.

While the numbers onsite during the public period will be significantly greater, the need for safety management during build up, event assembly and breakdown is just as important. There may be fewer people, but this is likely to be when the highest-risk work activities are undertaken.





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### Step 1 - Co-ordination

Ensure co-operation and effective co-ordination of all work activities on the site particularly if contractors are engaged. A planned programme of work by taking into account contractor risk assessments and method statements should be communicated to all relevant parties. Maintain communication throughout the event by most appropriate means, eg: radios, mobile phones etc

### Step 2 - Information

A detailed site induction of your employees and contractors, with relevant information on any risks to their health and safety will minimise the liability risks. Your contractors will need to do the same for their employees. These will include but will not be exhaustive:

- site hazards and control measures
- buried services and overhead services such as electric cables
- safe speed limits and separation of vehicles and pedestrians, access areas
- safe parking and loading/unloading area
- welfare arrangements such as first aid, toilets and wash facilities
- food safety and hygiene
- fire alarms, emergency arrangements including disorder and exit routes
- weather forecast with alternative plans for adverse/winter weather conditions
- procedures for using / booking plant and maintenance staff on hand for repairs

You may also want to provide relevant health and safety information to the public, eg in the form of signage on site and in writing on booking or buying tickets.

### Step 3 - Competence

Staff should be competent to undertake their role safely. All events staff need to be inducted. There should also be an appropriate level of competent supervision, proportionate to the risk, nature of the work and the personnel involved during and after the event.

### Step 4 - Monitoring and review

Pre determined checks and inspection for controlling risks will ensure they are working effectively. The frequency of checks and inspection will be determined by risk assessment. For small-scale events, a simple checklist should suffice.

For large scale events, adequate resource needs to be monitored and observed and staff should be familiar with the risk assessment findings and control measures, and be able to identify new hazards and assess risks as they arise.

### Legal Requirements

The main duties arise under the Management of Health and Safety at Work Regulations requiring the completion of suitable and sufficient risk assessment. The Occupiers Liability Act 1984 and the Regulatory Reform (Fire Safety) Order 2005.

### Further guidance and useful information

[www.hse.gov.uk/event-safety](http://www.hse.gov.uk/event-safety)

[www.safetyatsportsgrounds.org.uk](http://www.safetyatsportsgrounds.org.uk)

[www.aeo.org.uk](http://www.aeo.org.uk)

[www.firesafe.org.uk/regulatory-fire-safety-order-2005](http://www.firesafe.org.uk/regulatory-fire-safety-order-2005)