

## Events Management

### School Advice Note

1. The management of events is an important issue in terms of health and safety. The Headteacher and Governing Body are responsible for the day-to-day management of the school and its activities, including events such as shows, school fayres, car boot sales, firework displays and other fund-raising/ social events.
2. As with all health and safety management, the response should be proportionate to the risks concerned. The lower-risk activities will require less planning and control measures than a larger, more complex event.
3. The issues to be considered by the school and the identified event organiser are:

#### **Risk Assessment**

4. A formal risk assessment is vital for all events. The event should be analysed to identify all hazards involved, e.g. fairground equipment, stands/stalls, bouncy castles/children's rides, displays/parades, firework displays, etc.

#### **Planning**

5. Early planning is important to ensure that all relevant issues are considered with sufficient time to organize the event. This planning should include:
  - 5.1. The event itself – what is the content.
  - 5.2. Venue and size.
  - 5.3. Dates and times.
  - 5.4. Approximate number of people attending.
  - 5.5. Selection of suppliers, hire of equipment, key personnel involved (e.g. PTA), contractors, outside organisations (e.g. Caterers).

#### **Emergencies**

6. A contingency plan should be drawn up to cover emergencies during the event, including:
  - 6.1. What to do in case of emergency.
  - 6.2. Identify the people to take the action identified.
  - 6.3. Communications.

- 6.4. Identify, notify and seek guidance from the emergency services on the management of the event and on emergency response.

## **Insurance**

7. As organisers, the school could be held liable for any injuries or losses resultant of the event. The school should ensure that the activities planned are covered by the SCC Public Liability Insurance Schedule. If the activities are not covered, the school should provide cover themselves or review if the activity should take place. If external organisations are taking part in the event, the organisers should ensure that they have sufficient public liability insurance covering their activities at the event.

## **Prepare the Site**

8. Ensure that you consider the following:
  - 8.1. Crowd management.
  - 8.2. Staffing.
  - 8.3. Communications.
  - 8.4. Site condition/management.
  - 8.5. Traffic management – parking, access/egress, segregation of traffic and pedestrians
  - 8.6. Access for emergency vehicles.
  - 8.7. Security.
  - 8.8. Perimeter and external infrastructure.
  - 8.9. Barriers and fencing.
  - 8.10. Welfare – toilet facilities.
  - 8.11. Electrical services.
  - 8.12. Lighting.
  - 8.13. Sound systems and noise.
  - 8.14. Special attractions and effects.
  - 8.15. Temporary structures.
  - 8.16. Waste disposal and litter picking.
  - 8.17. Food and hygiene controls.
  - 8.18. Visitor information/public address.

## **Vulnerable People**

9. Ensure that you consider the following:
  - 9.1. The elderly.
  - 9.2. People with disabilities.
  - 9.3. Children – including unsupervised.
  - 9.4. People who do not have English as a first language.

## **First Aid**

10. Arrangements should be in place for first aid in case of injuries. This can be an internal arrangement using the school's own First Aiders and first aid equipment or can be through St Johns Ambulance or Red Cross. The provision needs to be

suitable for the numbers of people expected. The first aid station should be signposted with easy access. Ensure that the Ambulance Service is notified if it is a large event.

## **Fire Fighting**

11. Provision of suitable fire fighting equipment in strategic positions, with persons trained to operate them.

## **Staff Safety**

12. Ensure that arrangements are in-place to manage cash handling.
13. Further advice can be found in the following publications:
  - 13.1. [Southampton City Council – Safe Working Procedures.](#)
  - 13.2. [The Events Safety Guide](#) (this requires a pay-for subscription)
  - 13.3. <http://www.hse.gov.uk/pubns/indg142.htm> - Managing crowds safely
  - 13.4. [Event Safety - Noise \(hse.gov.uk\)](#)
  - 13.5. [HSE guidance – Organising Firework Displays.](#)