

Events – Safety Management

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- Code of Fundraising Practice www.institute-of-fundraising.co.uk

The logo for The Conservation Volunteers (TCV) is a large, light blue arrow pointing downwards. Inside the arrow, the letters 'TCV' are written in a large, bold, yellow font. Below the letters, the words 'The Conservation Volunteers' are written in a smaller, yellow font.

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1. Introduction

There are many events that can be organised to raise funds e.g. sponsored walks, open days, fetes etc.

Where you run an event you become the event organiser and have a duty to plan, manage and monitor the event to make sure that workers and the visiting public are not exposed to health and safety risks. To do this you must undertake a basic series of tasks that this procedure sets out; Planning the event, managing the event (which will include monitoring, clearing up and reviewing) and planning for incidents.

This guidance will focus mainly on the safety management of such events however the legalities and codes of practice relevant to setting up and running an event are far wider than health and safety. It is therefore recommended that when you are looking at setting up such events you should refer to the fundraising regulator and the Codes of Fundraising Practice.

Before planning use Annex A section 1, to ensure you have what's needed to deliver an event.

2. Planning the event

The level of detail of planning should be proportionate to the scale of the event and the degree of risk. So a small sponsored walk for 6 people will need far less planning than a full days fair with multiple stalls, events and activities that is open to the public.

Use Annex E section 1 to assess the requirements of the event, this should clarify the time needed for planning and act as an action plan. Once completed section 2 of Annex E can be used for the planning stage.

2.1 Health and safety management arrangements

First, decide who will support you in our duties as an event organiser and make sure there is a clear understanding within the organising team of who will be responsible for safety matters. Define roles at the start and ensure everyone understands what their responsibilities are and that they are competent to fulfil that role.

You must ensure that the appropriate applications are made for licenses from the local authority or other relevant bodies. The local authority can advise on this. It is essential that consent be obtained in writing and in advance. Local authorities often need applications well in advance of an event so try not to leave this until the last minute.

1.2 Communications

Communicating is vital for effective health and safety compliance during events so we must consider and plan for:

- communication with event assistants and marshals before the event to let them know what is expected of them on the day; see annex B and C
- communications with participants or guests during the event, e.g. briefings, PA system, signage, event itinerary, health and safety and site access information
- operational communications during the event, for example with contractors;

- communication at the event with staff and other personnel involved, for example short wave radio, mobile phone; and
- emergency communications, including drawing up a plan to be put into place in the event of an incident (see section 4.)
- it is also helpful to create a site map of the event space to ensure disability access information is available

2.3 Safety Plan

Having a safety plan is essential in running any fundraising event, this should include:

- scale, type and scope of the event
- location
- duration of the event
- time of day and year the event will be held
- the proposed size of audience and workforce
- knowledge of the audience type / profile
- knowledge of the planned activities and whether they are indoors or outdoors
- whether the audience will be standing, seated or a mixture of both
- site access and infrastructure required
- emergency plans
- telephone numbers and email addresses for key personnel

These factors will help to determine what resources and facilities will be required.

The above points should be translated into the safety plan through the process of risk assessment. It is important to carry out risk assessments on all *elements* of the event *activities* and *venue*. It is also important to ensure that appropriate insurance policies are in place. Specific cover may be required, for example, for third party, weather protection, venue, public liability, contact the insurance department for more information.

2.4 Liaising with others

Liaise with the venue owner, emergency services and, where appropriate, local authority for advice and information relevant to the planning. Discuss with them how to control risks.

2.5 Selecting contractors

When selecting and appointing contractors, consider their suitability and competence for providing a safe and reliable service.

2.6 Providing workplace facilities

Ensure workplace facilities, including welfare and first aid are in place before work starts.

Ask yourself:

- Have you decided who will help you with your duties?
- Is there a clear understanding within the organising team of who will be responsible for safety matters?
- Have you risk assessed your event and prepared a safety plan?
- Did you involve your workers during the planning of your event?
- Did you liaise with other agencies?
- Have you gathered and assessed relevant information to help you determine whether you have selected suitable and competent contractors?
- Have you provided the right workplace facilities?
- Have you planned for incidents and emergencies?

2.7 Using the right venue

As an organiser you must, as far as reasonably practicable, ensure the safety of visiting crowds. The venue should also be safe and without risk to the health of those working there.

The event organiser should ensure the event venue/site is designed so that it is safe for people working there and so that the audience can enjoy the event safely.

Remember that the control of a venue or site may be shared, eg with venue management or owner. If this is the case, the respective responsibilities should be clearly defined and assigned. There should be effective liaison arrangements in place on health and safety matters and sharing of safety-related information, eg the location of underground services.

Assessing venue/site suitability

Once the event concept is clear, visit the venue or site to carry out a preliminary assessment to determine its suitability. Study any appropriate mapping and seek advice and information from the landowner, local authority and/or venue management.

The factors to consider include the following:

- Venue capacity for the audience, staff and contractors
- The capacity of a venue depends on the available space for people often being limited by emergency exits and audience circulation capacity of the venue/site
- It is also important to consider access requirements of your event audience and ensure the venue has the facilities to ensure it is as accessible as possible for anyone who may need specific requirements such as wheelchair users

Ground conditions and site topography

This will help decide where to position any temporary demountable structures required like stages and seating, plus the size and position of any signage. Find out what the load-bearing capacity of the floor/ground is for any intended structure and what the ground conditions are likely to be at any structural anchoring points.

Find out how the site copes with extreme weather like flooding, as this may affect the site design and the time of year to hold the event.

Consider the flow of the event, how people will enter and move around the event, this will also help to maximise the experience along with the safety of the participants.

Don't create pinch points where channelling the public could lead to dangerous overcrowding during emergencies – extra space may be required around structures.

Find out what the prevailing wind direction is, what impact a windy spot may have on the ability to erect structures safely and whether the site can be designed using the topography to reduce wind loading on them.

Access for vehicles and pedestrians

Consider safe access for vehicles and pedestrians onto and around the site. This includes onsite parking, camping and caravanning facilities, plus holding areas for plant and equipment and trade vehicles.

Infrastructure and local amenities

Assess the site's proximity to a hospital, fire station, public transport links, parking, major roads, local services and facilities. This information will influence the type and scale of any additional provisions and services that may need to be provided.

If there is a need to drive stakes into the ground to support structures like marquees and tents consider the hazards from underground services.

Checklist – on venue suitability

Ask yourself if you have considered the following:

- Venue capacity for your audience and staff?
- Emergency exits and routes?
- Any hazards posed by existing features or structures on site?
- Ground conditions and site topography?
- How vehicles and pedestrians will safely access and move around the site?
- Proximity of local amenities?
- Any hazards posed by permanent or temporary underground services or temporary structures?
- Any relevant health risks arising from animals?

2.8 Venue/site design plans

Once the basic outline of the site has been determined, draft a site plan for the location of provisions and facilities, including temporary structures. Site plans should be regularly updated as new information is obtained. Once all requirements are finalised, draw up a final site plan. The aim should be to produce a referenced plan, clearly indicating where the structures, facilities, fencing lines, entrances and exits etc will be. This will assist you and any contractors during construction of the site. It will also be useful for services operating during the event, eg stewards.

3 Managing an event

You are responsible for ensuring that overall safety at the 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.

These duties will include:

- having health and safety arrangements in place to control risks
- ensuring co-operation and proper co-ordination of work activities
- providing staff and others with relevant information on risks to their health and safety
- ensuring the competence of staff to undertake their role safely

- monitoring health and safety compliance
- reviewing the health and safety arrangements
- ensure emergency procedures are in place and communicated so everyone know what do in case of an emergency

Annex E section 3 can be used to help ensure everything is in place on the day of the event. Once physical activity starts at the event site, attention should move away from planning and paperwork to the effective management and monitoring of site operations, as follows:

3.1 Management

Ensure appropriate management systems are in place for each phase of the event to make sure health and safety risks are controlled. While the numbers onsite during the public period will be significantly greater, the need for safety management during build up, load-in, breakdown and load-out is just as important. There may be fewer people, but this is likely to be when the highest-risk work activities are carried out.

It is also important to have team leader for each team relative to the size of the event for example; marshal leader, food and beverage leader, stage manager. It makes an event much more professional by sourcing volunteers who have key skills in the areas needed. The overall event manager should not be undertaking any given role on the day; they will float and troubleshoot in support of the team leaders.

Recruit more people than you think you will need as people are guaranteed to drop out on the day.

3.2 Co-ordination

Ensure co-operation and proper co-ordination of all work activities on the site. This does not mean you become responsible for all the individual technical work carried out by third parties. But there should be in place an overall phased programme of work by taking into account contractor risk assessments and communicating this to all relevant parties.

3.3 Information

Provide staff and others, including contractors, with relevant information on any risks to their health and safety identified by the risk assessments. Do this as part of a general site induction and briefings about individual work activities or tasks explaining, for example:

- site hazards and control measures
- underground services such as electric cables or overhead services
- generators and flammable liquids
- safe speed limits
- where they can safely park
- first aid, toilets and wash facilities
- emergency arrangements
- weather forecast news
- procedures for using / booking plant

Brief volunteers and staff verbally on the day of the event, including:

- a summary of key roles and areas of responsibility;
- identification of first aider and/or first aid box;
- any key issues arising from the risk assessment;
- logistical information about the event – for example timings;
- full information about venue and facilities: food, toilets, parking, telephones and fire exits;

- alarm systems;
- key personnel to alert if issues arise; and
- emergency communication plans.

It may also be necessary to provide relevant health and safety information to the public, eg in the form of signage.

Where it is appropriate to record participant details for their health and safety use Annex F.

3.4 Competence

Staff should be competent to undertake their role safely. There should also be an appropriate level of competent supervision, proportionate to the risk, nature of the work and the personnel involved.

3.5 Monitoring

Periodically check the agreed methods for controlling risks and test them to make sure they are working and being followed. Before the event starts use Annex E section 3 to do a final check section to do the onsite monitoring.

The risk assessment should set out the frequency of checks during the event, who is responsible for them, and the methods they use. For small-scale events, a simple checklist is probably enough. For larger events, such as a festival, a number of people may share the monitoring role. Whoever has the role should be familiar with the risk assessment findings and control measures, and be able to identify new hazards and assess risks as they arise. Others with managerial responsibilities can also assist in this monitoring role while undertaking their other duties.

3.6 After an event

It may not be possible to clear a site or venue completely on the day of the event itself. The group should be clear what the terms of hire of their venue are and what access they will have to clear the site immediately after the event has taken place. It's a good idea for any items or structures not cleared on the day to be secured to prevent vandalism or theft.

It is good practice to debrief after an event. Consider including other agencies like the police and local authority in the debrief process. Listen to problems and successes and make improvements for future events.

4 Planning for incidents

As event organisers the group must have plans in place to respond effectively to emergencies that might occur at an event. This emergency plan needs to be in proportion to the level of risk presented by event activities and the potential extent and severity of the incident.

They must include:

- Consider the key risks to the event and those people present.
- Using the resources available onsite, develop emergency procedures to be followed by staff and volunteers in an emergency, eg a fire or structural failure.
- Include contingencies to deal with incidents and situations as varied as an entertainment act cancelling at short notice, severe weather, or the unavailability of key staff.
- Consider the response to more serious emergencies, including major incidents that will require the help of the emergency services

- For all but the smallest events with low risks (or those in fixed venues with established procedures), draw up and discuss the plan with the police, fire and rescue service, ambulance service, emergency planning and, for fixed premises like stadiums and arenas, the venue management.

The detail and complexity of any discussions should be proportionate to the risks involved. Both organiser and emergency services should be clear about who will do what if there is an emergency or major incident.

4.1 Emergency plan

Most event emergency plans should address the same basic requirements, to:

- get people away from immediate danger
- summon and assist emergency services
- handle casualties
- deal with the displaced / non-injured (eg at a festival with camping)
- liaise with the emergency services and other authorities (and, where the situation is serious, hand over responsibility for the incident / emergency)
- protect property

Procedures for staff and volunteers to follow in an emergency should include:

- raising the alarm
- informing the public
- onsite emergency response, ie use of fire extinguishers
- summoning the emergency services
- crowd management, including evacuation, where necessary
- evacuation of people with disabilities
- traffic management, including emergency vehicles
- incident control
- liaison with emergency services
- providing first aid and medical assistance
- Safeguarding children and vulnerable adults (Annex D)

4.2 First aid and medical assistance

As well as workers, HSE strongly recommends including the visiting public when deciding upon the first aid, medical and ambulance needs of the event. Balance the onsite medical and ambulance provision against existing local NHS and ambulance service provision and capacity. Except for small, low-risk events where ambulances may not be required, and at events where they are not onsite, plans should be drawn up in conjunction with the local NHS ambulance service to clarify how patients will be taken to hospital.

4.3 Organisation

Appoint people to implement the emergency procedures if there is an emergency.

Make sure that all relevant staff members, no matter what their normal working role, understand what they should do in an emergency, eg the location of exits, emergency equipment, how to raise the alarm and from whom they should receive instructions.

4.4 Evacuation

Emergencies can develop very rapidly so ensure that everything is in place to move the audience to a total or relative place of safety without delay. The following will be helpful:

- plan escape routes and make sure they remain available and unobstructed.

- consider signs for people unfamiliar with escape routes.
- plan how to evacuate people to a place of relative safety from where they can proceed to a place of total safety.
- plan to provide additional assistance to people with a disability, those with limited mobility and children.
- where children are separated from their parents, as in crèches, play areas etc, make arrangements for their safe evacuation clear so that parents don't try to reach them against the normal direction of escape.
- all doors and gates leading to final exits, as well as site exits themselves, should be available for immediate use at all times. Check they are:
 - unlocked – if security is an issue they should be staffed not locked
 - free from obstructions
 - open outwards in the direction of escape

4.5 'Show stop'

Effective response to an emergency can sometimes mean a rapid and controlled halt to a performance or event to prevent further risk to the audience or to initiate an evacuation.

'Show stop' (a term used for this procedure) involves:

- identifying the key people involved, in particular who can initiate a show-stop procedure, who will communicate with the performer or participants, and who will communicate with the audience
- deciding how these key people will initiate a show-stop procedure
- having a pre-agreed text for public announcements (consider the lines of communication, eg radios, PA systems)
- briefing the management of performers or participants in advance about the show-stop procedure

This should be documented to ensure good communication between key agencies and adherence to the agreed plan.

It is important to be clear from the beginning who has the final say for changes to the plan at each event, 'too many chiefs and not enough Indians' causes accidents. Sudden changes to infrastructure and plans can also invalidate the event insurance. As an example there could be a bronze, silver and gold command, with a level of decision making attached to each.

4.6 After the incident:

Once the risk has been reduced to a tolerable level, consider restarting the event. Only restart the event after consultation with other key agencies on site, eg emergency services.

4.7 Testing and validation

In many cases, validation of the emergency plan may take the form of a tabletop exercise, that works through a range of scenarios and establish the effectiveness of the responses. Test the communication systems, eg radios and public announcement equipment, before the event.

On the day of the event, it is important to check that all safety measures are in place and document this monitoring (see Annex E section 3).

Annex A – Event delivery guide

The purpose of this checklist is to act as a tool to assess if you have the resources to effectively deliver a fundraising event. Once you have undertaken the initial assessment in section 1. Section 2 will provide you will a 19 step guide to ensure your event is a success

Section 1: Deciding if you should do a fundraising event?

1. Do you have the space and or venue to safely deliver the event within your city or locality that you can get permission to use very cheap or no cost? ☐
2. Can you create a project team of people competent to help plan and coordinate the event (paid or voluntary). ☐
3. Can you collectively use your contacts to promote the event far and wide across your locality and achieve your targeted amount of people and fundraising income? ☐
4. Can you recruit enough event volunteers to ensure you can safely Deliver the event? ☐

If you can tick all of the boxes above you have what you need in the first instance to be able to run a successful fundraising event. If you decide this is something you would like to do then please use section two as your own step by step guidance to the initial set up of the fundraising event.

Section 2: Your 19 step event delivery guide

The initial plan

1. Set up your project team for the event, you will need one project leader who can ensure timescales are met for all agreed actions. Agree in advance times and dates for the team to meet to review progress of the project. ☐
2. Arrange and book the date and green space/venue for your event, check if you need any specific licences from the council, such as temporary event notice or entertainment licence if you want music or announcements at the start. ☐
3. Create an action plan, start from the end of the event and work backwards. Try and factor in the evaluation period first and then everything you will need to do to meet your objectives, share the work between the team. ☐
4. Highlight any limitations to your plan, work with the relevant teams to find solutions or to think of new ways to plan your event. ☐
5. Highlight a list of corporate partners who the group could approach to sponsor and or participate in the event. Contact the business development team for support with approaching corporate partners. ☐

Recruitment and promotion

6. As a project team create a communications plan on how you can promote the event, share the actions from the plan, the fundraising team will help you put this together. ☐
7. Set up your very own online event page, you can then promote the page on your event posters, banners and flyers. ☐
8. Try and source media partnerships with local press and radio to agree in advance to promote and support the event, create press releases and radio scripts. ☐
9. Recruit as many volunteers as you can. You will need event assistants and marshals, volunteer role profiles will assist you with the recruitment of the volunteers you need. ☐

Health and safety

10. Create a running order for the day with time scales for set up, shut down and the actual activity of the event, you can then promote the elements.
11. Undertake a risk assessment for the entire event from set up to leaving site.
12. First aid is important at these kinds of events. After completing the risk assessment ensure the adequate first aid provision is available on site.
13. Create a safeguarding procedure for the event, Annex D can help with this.
14. Book any sound equipment you may need, and consider if you need a generator.
15. Create volunteer task lists and shifts for the day and ensure volunteers are briefed fully.
16. Create a registration point at the start for event for attendees to register when they Arrive. Give event attendees a running order of the day and any health, safety and access information.

Post event

17. Create a certificate to give to challenge event participants who have taken part, this is something they will be very proud to receive and keep them coming back!
18. Ask participants to fill out an evaluation form when the event has finished, the data in the form will ensure we can improve year on year.
19. Shout about the event, in the press via, social media. Keep in touch with attendees

☐☐☐☐☐☐☐☐☐☐

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Annex B Event Assistant profile

VOLUNTEER TASK PROFILE

Volunteer Position: Event Assistant

Volunteer Lead: TBC

Purpose of the Role

- To offer operational event support to the Event Fundraising Team
- Where necessary support event planning
- Ensure the smooth running of events and maximise fundraising opportunities

Tasks

- To assist with general event duties including stewarding, litter picking, customer services, bucket collecting, crowd management, registration, stall holding, and all other requested operational duties within the event.
- To ensure participants are safe and enjoying their event experience
- To ensure disabled event attendees can access the event as easily as possible and make reasonable adjustments in liaison with the Event Manager.
- To be an ambassador for the group at all times and to be friendly and approachable.

General

All volunteers are asked to:

- Assist in the promotion of fundraising activities
- Respect confidentiality applying to all areas
- Abide by the event safeguarding statement
- Work within policies and procedures

Annex C Event Marshal Profile

VOLUNTEER TASK PROFILE

Volunteer Position: Event Marshal

Volunteer Lead: TBC

Purpose of the Role

- To offer operational event support to the Event Fundraising Team
- Where necessary support event planning to ensure maximum safety at the event
- Ensure the smooth running of events and maximise fundraising opportunities

Tasks

- To assist with general event duties including stewarding, litter picking, customer services, setting up of event infrastructure, crowd management and all other requested operational duties within the event.
- To ensure participants are safe and enjoying their event experience
- To ensure disabled event attendees can access the event as easily as possible and make reasonable adjustments in liaison with the Event Manager.
- To be an ambassador for the group at all times and to be friendly and approachable.

General

All volunteers are asked to:

- Assist in the safe delivery of fundraising events
- Respect confidentiality applying to all areas
- Abide by the event safeguarding statement
- Wear a yellow high visibility vest at all times when volunteering
- Work within policies and procedures

Annex D Event safeguarding statement

Safeguarding Children, Young People and Vulnerable Adults Statement incorporating incident response

When responding to a concern about the welfare of a child or vulnerable adult at the event or an incident involving these groups please refer to this statement;

Staff, Voluntary Staff, Key Volunteers and Volunteers,

Please ensure you have read and signed this document.

- 1) All adult participants are to be given two emergency phone numbers for the event.
- 2) All children, young people and vulnerable adults will be offered wrist bands on which to record their parent/carers mobile phone numbers.
- 3) Please ensure that each steward sub team contains at least one other person who is DBS checked.
- 4) Make no unnecessary contact with children, young people or vulnerable adults unless it is in their best interests this includes holding children and young people's hands or picking them up.
- 5) Parents/carers/support workers must accompany their children/young people/vulnerable adults at all times when at the start and finish points.
- 6) If you are unsure of any element of the procedure please speak with your team leader or (Name)Event Coordinator who will act as the designated child protection officer (DCPO) on duty Tel:.....or Safeguarding Lead Tel:.....
- 7) Photography and the filming for the group will be undertaken by a designated person who will request permissions and ensure the necessary forms are signed. Please ensure that any pictures you may take for personal use do not include any children, young people or vulnerable people.
- 8) It is your responsibility to ensure you have the above phone numbers available for use if required.

In case of an Injury to ANYONE (reported to a check point or encountered directly)

- 1) Ensure the individual(s) is safe. Report the injury to one of the two designated event leaders and agree the response required. For serious injury call the emergency services first if others have not already done so.
- 2) Two stewards should remain at the scene, where the incident involves a child/young person/vulnerable adult one of whom should be DBS checked until resolved.
- 3) All significant accidents must be recorded using the incident reporting procedure.

Lost or separated Children/Young People/Vulnerable Adults

If a child/young person/vulnerable adult is lost or separated from their parent/guardian/carer the following procedures will be followed:

- 1) Anyone found will be supported by 2 stewards (minimum 1 DBS checked) who will contact one of the designated staff (see 6. above) with as much information as possible
- 2) Efforts will be made to contact the parents/carers using the registration forms (Annex F), who will be asked for some form of identification.
- 3) If no contact can be made then the incident will be referred to the Police, the Emergency System followed AND the missing individual and stewards will be collected and transported to the event base
- 4) If a parent/guardian/carer reports a child/ young person/vulnerable adult missing, stewards in the relevant areas will be alerted.
- 5) Staff/Volunteers will conduct a thorough search of these areas and other stewards will be informed.
- 6) If the child is found within 15 minutes, record the event as per the incident reporting procedure.
- 7) If the child is not found within 15 minutes, the event coordinator will escalate the incident.

All suspicions, allegations and disclosures should be discussed at the earliest possible opportunity, by mobile phone if required. The Event Coordinator will take appropriate action if deemed necessary.

Remember, safeguarding is everyone's business and the welfare of the child is paramount.

Please sign below to state that you have read and understand the above statement and will adhere to this while at any event of the group.

Full name: _____

Signature: _____

Date: _____

Annex E Event safety checklist and action plan

SECTION 1. Pre-Planning Assessment					
	Yes	No	N/A	Comments/actions	Residual Risk
Is the event part of the agreed annual event plan?					
If not does it have Leadership Team/lead Director approval?					
Has a site visit been made?					
Do you have permission from the land owner?					
Does the land owner have third party liability insurance?					
Is the site level?					
Is there good local transport?					
Are there sufficient and easily managed access and egress points suitable for all persons?					
Is the site free from any natural or existing hazards?					
Does the event require the supply of electricity, gas, water or other utility?					
Is there adequate car parking?					
Have local residents been consulted?					
Are there contingency plans for weather extremes?					
Do the target audience have specific needs e.g. very young, very old, disabled etc?					
Does the event involve specific hazards e.g. sporting activity, animals etc?					
Will the event involve any specialist equipment such as inflatable play devices?					
Are special permissions or licences required?					
Will the event involve contractors – including independent stall holders					
Are stages, tents, marquees, stalls or any other temporary structures required?					

Will the event involve catering?						
Is supplementary insurance cover or approval required?						
Is there a written event plan with key individuals, milestones and time targets identified?						

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SECTION 2. Organising the Event Assessment

	Yes	No	N/A	Comments/actions	Residual Risk
Has an event working group been established with representatives from relevant departments					
Have key roles for event management, chief marshal and health and safety been identified?					
Have the local emergency services been contacted and informed of the event?					
Has a first aid provider been identified and specific numbers of first-aiders been agreed?					
Is there a detailed site plan showing the position of various attractions?					
Is there an effective communication system with the audience / crowd					
Have emergency call signs and announcements been agreed?					
Is there an effective communication system between key individuals and the marshals?					
Has the number of marshals been decided, task plans agreed and training been identified?					
Will the event involve the sale of new or second hand goods?					
Has a 'safe maximum number' of persons attending the event been established?					
Have suitable arrangements been made for disabled persons?					
Have suitable arrangements been made for security at the event, including issues such as cash collection and control? (see annex G&H)					
Are arrangements in place to control traffic movements and separate them from people?					
Have arrangements been made for emergency services access?					
Are there suitable welfare arrangements in place such as toilets, first aid, lost children etc?					
Have local public transport providers been advised of the event?					
Are there arrangements for waste management, both during the event and at its conclusion?					
Are there arrangements for suitable, sufficient and appropriate signage?					
Are there suitable emergency plans?					
Are there suitable plans and arrangements for crowd control?					

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SECTION 3. Final Preparation Check					
	Yes	No	N/A	Comments/actions	Residual Risk
Are all access and exit routes clear, appropriately lit and unobstructed?					
Is there adequate circulation space within the site, particularly on emergency routes?					
Has a walk-through inspection of the site been carried out to identify any potential hazards and to check that communications are working?					
Are all facilities and attractions correctly sited as per your site plan?					
Are all first aid & Fire fighting equipment in place?					
All cash collection boxes in place & secure?					
Is the necessary signage properly displayed e.g. emergency exits, first aid points, lost children points and other welfare facilities such as toilets and drinking water?					
Are all barriers and other protection against hazards securely in place with no risk of falls from staging or other facilities?					
Have all contractors', performers' and exhibitors' vehicles been removed from the site or parked in the designated area before the public are permitted to enter?					
Have all staff and volunteers arrived and in their correct location?					
Have all marshals and staff been fully briefed and understand their responsibilities?					
Are all marshals wearing the correct clothing for easy identification?					
Have all relevant safety certification, declaration of safety documents and third party liability insurance documents been provided?					
Is all lighting working, including any emergency lighting?					
Is the public address system working and can it be heard in all areas?					
Are phone numbers of all key event contacts stored safely and securely and emergency contact numbers to hand?					

Is all necessary equipment present and working properly?

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Participant Welfare Information

The Group is committed to providing a safe, healthy and inclusive environment for all its fundraising participants. We expect you, the participant, to contribute positively to this environment by respecting our policies, procedures and working practices.

Please complete the information requested below so we can establish your health and welfare needs.

All information is treated in the strictest confidence.

Your name:	Your emergency contact details Full Name:
Your address:	Their address:
Your telephone/ mobile:	Telephone/ mobile:
<p>Your safety</p> <p>Before participating in any fundraising event, whether it be a sponsored walk or swimming the channel, it is advisable to ensure you are fit and healthy enough to take part in the event. We therefore recommend that you check with your GP before partaking in any fundraising event.</p> <p><input type="checkbox"/></p> <p>The group requires that you only participate in the parts of the event that are within your ability. <input type="checkbox"/></p> <p>The group and you</p> <p>In order to celebrate fundraising we often take photographs of our events. Are you happy for us to use photographs of you for publicity?</p> <p>YES: <input type="checkbox"/> NO: <input type="checkbox"/></p>	<p>Your Participant declaration</p> <p>Data Protection Act 1998. The information on this form will be kept confidential and only be used to help us manage your safety and welfare during the fundraising event.</p> <p>"I am involving myself of my own free will and declare that to the best of my knowledge the information given is correct and I know of no reason why I should not participate. I consent to the personal details given on this form being used by the group for the purposes outlined. I consent to follow policies and procedures and will adhere to the safety instructions given."</p>

Sign: _____

Date: _____

TCV

The Conservation Volunteers