

Basic Event Safety Plan (Template)

Event Name	
Event Organiser	
Date of Event	
Plan Version	
Plan date	

Please note that when you submit a draft Basic Event Safety Plan it will be shared with consultees including Police Scotland and Council Services.

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Distribution List

Organisation	Name

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1 Event Summary

INSERT:

- Date, time, location of event
- Who is organising the event
- Event description and overview of the activities which will be carried out
- Entry Cost
- Expected attendance, demographics, (eg families, young people, etc)
- Any limits placed on the event by licensing

Key Timings:

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2 Planning Assumptions

For example:

- Spectators are likely to be predominately adult, family groups or older unaccompanied children.
- Spectators will dress appropriately for the weather on the day.
- Spectators are unlikely to be under the influence of alcohol or drugs.
- Commercial facilities are available for the purchase of refreshments.
- Existing public and private toilet provision will be sufficient due to the short duration of the event.
- Car parking is available at a number of locations in near proximity to the event area.
- Barriers will be used to provide a “corridor” separating participants from the public.

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3 Site Plan

Depending on the size of the event there may be just one or several of these plans e.g.

- An overall site plan, showing the locations of
 - barriers,
 - fencing,
 - access / egress points,
 - Rendezvous Points
 - First Aid Points,
 - Command and Control locations,
 - Park & Ride bus stops,
 - Lost Children's Point,
 - Meeting Point,
 - Toilets; disabled facilities; baby changing, etc
 - glass / can exchange points etc, etc
- Plan showing the different Zones the event has been split into
- Plan showing the spectator area
- Plan showing stewarding positions
- Plan showing road closures, restrictions etc

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4 Health & Safety Policy

For example:

- The Event Organiser is responsible for ensuring, so far as is reasonably practicable, the health and safety of all employees, contractors and members of the public and for the creation and maintenance of a positive health and safety culture at the Event. The Event Organiser will ensure that risks are assessed and that an Event safety plan is created. In particular the Event Organiser will ensure that any contractors engaged to provide services or contribute to the Event will have a written health and safety policy, have carried out risk assessments relative to the Event and have completed a method statement.

Risk Assessments for the event can be found in Appendix 1.

5 Crowd Management

For example:

Routes which pedestrians/spectators will be encouraged to use and viewing areas.

6 Traffic Management

For example:

- Details of road closures and timings
(Trunk road closure requests may take 6-8 weeks to process)
- Revocations and timings
- One way systems
- Parking restrictions and timings
- Include relevant plans

7 Fire Arrangements

For example:

- No temporary structures will be put in place.
- The event will take place during daylight hours.

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8 Temporary Structures & Lighting

- Use only qualified technicians and electricians and provide details

9 Waste Management

For example:

- No specific waste management activities are foreseen.

10 Welfare Arrangements

For example:

- Toilet facilities (public and private) are available in the vicinity of the event.
- First aid /medical provision.

11 Security

For example:

- No specific security issues have been identified.
- No monies will be collected at the event.
-

12 Lost Children

For example:

- Identify where lost children will be held and how announcements will be made
- At least two staff present at all times with child
- Preferably at least one person disclosure vetted
- Detail procedure to identify and log child details and adult claiming child
- If in doubt seek Police assistance

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13 Suspect Packages

For example:

- Suspect packages reported to organisers will be cordoned off and Police advice sought.

14 Contingency Arrangements

For example:

- Should the event require to be cancelled or curtailed the organisers will communicate this to the public in attendance.
- Command and Control Arrangements
- Communication between organisers/with emergency services.
- Emergency arrangements (eg Road Traffic Accident, Flooding).

15 Insurance

For example:

- Detail insurance cover for event (copy of certificate).

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Appendix 1

Risk Assessment

RISK ASSESSMENT COVER SHEET

Event	
Date	
Venue	
Scope of Arena	
Organise	
RA Undertaken by	
Date RA Undertaken	

Overall Event Risk Assessment

Specific hazards have been identified by members of the organising group.

Where a situation arises which is not identified in this section the organising group will take the decisions and instigate actions as appropriate.

In the event of a situation arising which requires the instigation of Incident Management Procedures for any or all of the organisations involved they will follow their own agreed procedures.

NOTE: Steps have been taken throughout the planning stage of this event to mitigate the effects of these hazards and continuous monitoring up to and during the event will reduce or eliminate the potential for problems arising as a result of these hazards.

Scope of Risk Assessment:

For example:

- Traffic Management
- Crowd Management
- Event area hazards

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Key Activities / Visitor Profile

For example:

- Cycling in groups on public roads/cycle paths.
- Mixed family groups, adults and unaccompanied older children.
- Mixed family groups, adults and unaccompanied older children.

Risk Assessment matrix

Probability (P)	Severity (S)	Calculation of Risk (R)	Action Level																														
4 - Very likely 3 - Likely 2 - Unlikely 1 - Very Unlikely	4 – Multi death/injury 3 – Single death 2 – Specified Injury 1 – Minor/First Aid	<table border="1"> <thead> <tr> <th>Probability</th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>4</td> <td>4. L</td> <td>8. H</td> <td>12. H</td> <td>16. H</td> </tr> <tr> <td>3</td> <td>3. L</td> <td>6. M</td> <td>9. H</td> <td>12. H</td> </tr> <tr> <td>2</td> <td>2. L</td> <td>4. L</td> <td>6. M</td> <td>8. H</td> </tr> <tr> <td>1</td> <td>1. L</td> <td>2. L</td> <td>3. L</td> <td>4. L</td> </tr> <tr> <td>Severity</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> </tbody> </table>	Probability					4	4. L	8. H	12. H	16. H	3	3. L	6. M	9. H	12. H	2	2. L	4. L	6. M	8. H	1	1. L	2. L	3. L	4. L	Severity	1	2	3	4	LOW – no action required MED – justify/review for each event day HIGH – immediate action/further controls needed
		Probability																															
		4	4. L	8. H	12. H	16. H																											
		3	3. L	6. M	9. H	12. H																											
		2	2. L	4. L	6. M	8. H																											
1	1. L	2. L	3. L	4. L																													
Severity	1	2	3	4																													

Specified Injuries

- fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure.

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Hazard	Consequences	Who is at risk	P	S	R	Controls	P	S	R	Action Level
Slips and trips	• Injury	Public Employees Volunteers Participants	4	2	8 H	<ul style="list-style-type: none"> Event area is public space and roadway Marshalls 	3	1	3 L	Low
Collisions and impacts	• Injury, fatality	Public Employees Volunteers Participants	4	3	12 H	<ul style="list-style-type: none"> Crowd/vehicle segregation Marshalls 	2	2	4 L	Low
Fall from heights	• Injury, fatality	Public	2	3	6 M	<ul style="list-style-type: none"> No activity taking place at height Limited street furniture at height Marshalls 	1	2	2 L	Low
Ill health	• Illness	Public Employees Volunteers Participants	2	2	4 L	<ul style="list-style-type: none"> Local medical provision Marshalls Short event duration 	1	2	2 L	Low
Crowds/public	• Overcrowding	Public Employees Volunteers Participants	3	3	9 H	<ul style="list-style-type: none"> Marshalls Designated viewing areas 	2	3	6 M	Med
Manual Handling	• Injury	Employees	2	2	4 L	<ul style="list-style-type: none"> Manual handling restricted to laying out of barriers by trained staff 	1	2	2 L	Low
Adverse Weather	• Illness/Injury	Public Employees Volunteers Participants	3	2	6 M	<ul style="list-style-type: none"> Short event duration Adequate shelter in commercial premises 	3	1	3 L	Low
Violence/behavioural issues	• Injury, fatality	Public Employees Volunteers Participants	3	1	3 L	<ul style="list-style-type: none"> Police presence Marshalls 	1	1	1 L	Low

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Hazard	Consequences	Who is at risk	P	S	R	Controls	P	S	R	Action Level
Access/egress	<ul style="list-style-type: none"> Long Queues Overcrowding Emergency Vehicle Access constraints 	Public Employees Volunteers Participants	4	3	12 H	<ul style="list-style-type: none"> Slow crowd build up Large viewing area Barriers in place Numerous entrances/exits Marshals 	2	1	2 L	Low
Traffic Management	<ul style="list-style-type: none"> Injury, fatality 	Public Employees Volunteers Participants	4	4	16 H	<ul style="list-style-type: none"> Road closure Barriers in place to create large viewing area segregated from traffic Marshalls Urban area speed limits One Way System 	1	4	4 L	Low

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Appendix 2

Contact List

This will contain details of names and numbers of those to be contacted during an emergency

Name	Organisation	Contact Details

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