



DITCHAM PARK SCHOOL

Where every child is known and valued

Event Safety Policy

Compiled by	Bursar
Approved by	SLT
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Event Safety Policy

1. Background

Ditcham Park School may from time to time hold and/ or organise events eg Open Mornings, Awards Evenings and Ceremonies, Sporting Events, Summer Schools, Concerts, Theatre Productions, BBQs, Conferences etc.

We recognise that when organising, setting up, running, and breaking down events; we hold the prime responsibility for ensuring the safety of:

- Our employees;
- Our volunteers;
- Our pupils/students;
- Members of the public/visitors to the event;
- Contractors working for us and/or providing services at the event; and
- Any other person who may be affected by the event.

Some of the events are set up and planned by Ditcham Park School with involvement from third parties, including the Friends of Ditcham Park School, School Alumni, the DPS Past Staff Association and external organisations. In some circumstances Ditcham Park School acts as a venue host only to an event set up and planned by an external organisation. In these instances, it is very important that specific responsibilities are clearly defined, and that these are stated in the event risk assessment. Ultimately, all parties need to know and agree on who is responsible for what, including who holds the overall responsibility for planning and managing the event.

Event Notification

We have a dedicated Events Co-ordinator who, alongside the Headmaster's PA/Office Manager (who manages the School Diary) will:

- Receive notifications of planned events from a prospective event manager;
- Consult with the Headmaster and Bursar, **prior to any arrangements being made**, to gain necessary consent to host or run the event.
- Consult with the Bursar in respect of required Insurance, Health and Safety and Risk Assessments.
- Work with staff members to ensure there are no clashes with other events taking place on or near to the time of the proposed event;
- Co-ordinate with the Estate Bursar and other facilities/estates staff and others to manage event set ups/breakdowns;
- Work with staff to ensure that the event is adequately planned and managed; and



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- Ensure that there is a designated Event Manager in place.

Planning/Organising an Event

Good planning and management are fundamental to the success of any event. Effective planning and consultation will assist us ensuring that those involved in setting up, running, breaking down, and/or attending the event are not exposed to health and safety risks. The level of detail in our planning will be proportionate to the scale of the event and degree of risk.

We will ensure that each event has a designated Event Manager in place, who will hold overall responsibility for planning, running, monitoring and breaking down the event.

Specific responsibilities of the Event Manager will include:

- Completing a thorough investigation of the proposed site/venue to ensure suitability;
- Preparing an Event Safety Plan (where required - *a template Event Safety Plan form can be found at Appendix 2*);
- Having appropriate health and safety arrangements in place to protect employees and others;
- Completing and recording a systematic assessment of the risks (i.e. an event risk assessment);
- Implementing control measures identified by the risk assessment and identifying who will be responsible for carrying them out;
- Putting appropriate monitoring arrangements in place to ensure compliance through all stages of the event;
- Seeking competent health and safety advice where necessary;
- Liaising with emergency services and other interested parties;
- Reviewing the event risk assessment and health and safety arrangements as often as required;
- Ensuring co-operation and proper co-ordination of work activities;
- Providing employees and others with relevant information on any risks to their health and safety; and
- Ensuring that those involved (including staff, volunteers, pupils/students, third parties, and contractors) are competent to perform their duties safely.

To determine the resources and facilities required, the Event Manager should identify:

- Location(s) of the event;
- Scale, type, and scope of the event;



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- Event activities;
- Profile and number of attendees;
- Duration of the event;
- Time of day and year that the event will be held;
- Access and transportation; and
- Infrastructure.

The Event Manager will select staff and volunteers and allocate specific health and safety duties accordingly (e.g. facilities/estates staff, transport staff, cleaning staff, catering staff, venue staff, first aiders, fire marshals, event marshals, security staff etc.); and will involve staff and volunteers at all stages of the planning process where possible.

The Event Manager must ensure that the relevant permissions have been gained (for example, a Temporary Event Notice may be required) and that adequate insurance cover is in place prior to the event. It will be necessary for the Event Manager to liaise with the School Bursar in respect of insurance cover detail.

The Event Manager is responsible for ensuring that a risk assessment is carried out and recorded to cover all aspects of the event using the Event Risk Assessment form as a guide (*a template Event Risk Assessment form can be found at Appendix 1*), and ensure that it is communicated to all members of the event team (including all staff, volunteers, pupils/students, and third parties/contractors involved), together with the event safety plan where relevant. The aim of the risk assessment is to ensure that any hazards likely to be presented by the event are either eliminated, or where they cannot be eliminated, reduced so far as is reasonably practicable. All phases of the event including the site/ venue, preparation, running, and event breakdown should be considered.

Examples of the areas that should be considered as part of the planning and risk assessment process include:

- Insurance/licensing
- Access/egress to the event
- Parking
- Event traffic/vehicle movement around site
- Provision of/access to welfare facilities
- First aid/medical provision
- Fire and other emergencies
- Procedures for reporting and recording of accidents/incidents/near misses
- Manual handling



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- Electricity
- Work at height
- Hazardous substances
- Slips/trips/falls
- Sound and noise
- Machinery/equipment
- Food, drink and water (including food hygiene)
- Temporary structures (such as marquees or gazebos)
- Inclement weather
- Crowd management
- Waste management and cleaning
- Lone/remote working
- Security
- Provision for vulnerable groups – i.e. the elderly, children, young persons, disabled persons etc.
- Safeguarding
- Information/training for third parties/contractors, event staff, volunteers and attendees
- Third parties providing services (e.g. theatre set installers, stalls, food vans, bouncy castles, fairground rides etc.)
- Length and timing of the event; and
- Pyrotechnics.

Where relevant, the Event Manager must liaise with the venue owner/manager, emergency services, and/or local authority for advice and information relevant to the planning and risk assessment, including obtaining appropriate event licenses (e.g. Temporary Event Notice etc.) where required (information on licensing is available at: <http://www.hse.gov.uk/event-safety/faqs.htm#q1>).

The need for any license should be identified early in the planning process, as they can take time to process and therefore any delay may prevent the event from running. If you are in any doubt as to whether you require a license and/ or what type of licenses you require, you should contact the relevant licensing authority for advice.



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For services provided by third parties, the Event Manager must request, provide to the Bursar and retain copies of their:

- Public Liability insurance details (ensuring that the amount of cover is appropriate to the level of risk);
- Risk assessments/method statements; and
- Food business registration details and rating (for those carrying out food operations).

Considerations such as road closures, provision of temporary welfare facilities, infrastructure required, and waste facilities need to be made in a timely manner, to ensure that these are in place for the event.

Where necessary, the Event Manager should seek competent health and safety advice to assist with the event safety plan and/or risk assessment.

Planning for Incidents/ Emergencies

Ditcham Park School recognises that it needs to have plans in place to respond effectively to health and safety incidents and other emergencies that might occur at an event, and that such plans need to be in proportion to the level of risk presented by event activities and the potential extent and severity of the incident.

Where relevant, the Event Manager should ensure that emergency procedures are drawn up and agreed for:

- Fire;
- Accidents/injuries (i.e. first aid and medical assistance);
- Lost child;
- Other emergency evacuation;
- Security;
- Event cancellation; and/or
- Severe weather.

These procedures will form part of the event safety plan and risk assessment and staff and volunteers should be allocated with (and trained on) their specific roles where necessary.

The Event Manager should ensure that all staff, volunteers, pupils and contractors involved in setting up, running, and/or breaking down the event are briefed on the emergency procedures and that drills are completed where appropriate. The audience should also be briefed where relevant (i.e. briefing the audience on fire procedures prior to a theatre performance).



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For large scale events, the Event Manager should discuss the plans with the emergency services.

Emergency arrangements should also take into consideration persons with a disability, limited mobility and children in prams etc.

Inclusion for People with a Disability

Ditcham Park School will ensure that reasonable adjustments are made where possible to ensure that people with a disability are able to participate in the event.

The following aspects will be considered: [*N.B. this is not an exhaustive list, please add to this where necessary.*]

Mobility:

- Access to and egress from the event;
- Sufficient space for the movement of wheelchairs/walking aids;
- Surfaces around the event site suitable for wheelchairs/walking aids;
- Provision of accessible welfare facilities (i.e. disabled toilets);

Visual impairment:

- Pathways clear, no unnecessary obstacles; and
- Large print/audible displays available.

Hearing impairment:

- Loop system in place;
- Written notes available or a sign language interpreter; and
- Persons can be positioned close enough to be able to lip read or see the sign language interpreter easily.

Medical conditions:

- Seating provided for those who cannot stand for long periods of time;
- Notices/labelling regarding food allergies etc.; and
- Warning for any flashing/strobe lighting.



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Hidden disabilities:

- Areas for people to go who struggle with large crowds; and
- Clear signs and information given in advance to reduce undue stress.

During the Event

Once the physical activity starts at the event site, the focus of the Event Manager will need to move away from the planning and documentation to the effective management and monitoring of the event.

The Event Manager will need to ensure:

- That appropriate management systems are in place for each stage of the event (i.e. set up, running, and breakdown. For example, if a large number of contractors are expected on site then it may be necessary to plan a phased set up);
- Co-ordination and communication between all parties;
- Periodic monitoring throughout (for example, pre-event safety checklists could be devised and issued to event staff to ensure that all necessary safety measures are in place);
- Provision of information to staff, volunteers, pupils, third parties, and contractors etc. (e.g. an event safety induction/briefing); and
- That arrangements are in place for competent supervision.

In addition, the Event Manager will need to **dynamically risk assess** the event as it is taking place, and ensure that additional control measures are implemented where required and that emergency procedures are executed where necessary (e.g. following a sudden change in the weather etc.).

All staff, volunteers, pupils, third parties, and contractors will be given an event safety induction before the event (where this is identified as necessary – e.g. for large scale/complex events etc.) on the following matters:

- Event running order;
- Organisational chart and key contacts;
- Communications protocols;
- Reporting procedures for accidents/incidents/near misses;
- Site hazards and agreed control measures;
- Site specific instructions – speed limits, loading/unloading, parking areas etc.;
- Location of welfare and first aid facilities;



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- Emergency arrangements (including contingency plans); and
- Other specific training for certain groups such as traffic marshals, event marshals, etc.

After an Event

Where possible, the Event Manager should hold debrief the school after the event with all involved to determine:

- Lessons learned (i.e. is there anything that we could do better for the next event in terms of health and safety?);
- Whether the staff/volunteers had any accidents/incidents/near misses reported to them;
- Whether there were any complaints;
- Whether the event is likely to be repeated;
- Whether the event safety plan/risk assessment was adequate; and

Whether the staff and others followed their briefings/training and adhered to the risk control measures.

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