

Safety Planning for Events

Tadgh Dwyer Dip SHWW
B-Safe

**Good planning and
management are
fundamental to the
success of any event.**



Contents

- ▶ Plan your event ...,
- ▶ Evaluating any risks ...danger, danger,
- ▶ Preparing for Emergencies ...contingencies,
- ▶ Let's get organised
- ▶ Who to contact prior...
- ▶ Prepare the Site and facilities ...
- ▶ People are People too
- ▶ Stewards' duties
- ▶ Major Incident Planning

Effective organising contains these four elements:

- ▶ **competence**
- ▶ **control**
- ▶ **co-operation**
- ▶ **communication**
- ▶ **Competence**



Health and safety management

The key elements of successful health and safety management include:

- ▶ creating a health and safety policy
- ▶ planning to ensure the policy is put into practice
- ▶ organising an effective management structure and arrangements for delivery of the policy;
- ▶ monitoring health and safety performance;
- ▶ auditing and reviewing performance.





Health and safety policy

A safety policy is a document that demonstrates to others that the company or organisation to which it relates accepts that concern for health and safety is an integral part of its organisation at all levels and that the highest management within the company mean to ensure that this concern will be translated into effective action. In other words, it is a way of letting others know your commitment to health and safety. This information is conveyed in the policy statement.

- ▶ Safety policies should also contain details of the organisation, which show how the policy will be put into practice. This part will describe the roles and responsibilities of other people that have been given safety duties (not ultimate responsibility as this cannot be delegated). The organisation section of the safety policy should contain other matters, eg a diagram showing the delegation of safety duties, the nomination of people with the authority and competence to monitor safety and the resources (in time and money) that are available for health and safety.



No scapegoats!

- ▶ Let's not beat about the bush. Health and safety is your responsibility; **the buck stops with you** - not your safety consultants! Note that all events, even those in aid of charity, must follow recognised safety standards.
- ▶ So to be clear, you and your fellow organisers will be responsible under the law for the safety of everyone at the event, including the public, your members and or any employees.

Planning for safety

- ▶ Effective planning is concerned with prevention through identifying, eliminating and controlling hazards and risks. The amount of time that needs to be set aside for planning will be very much dependent upon the size, type and duration of the event. For large events, experience shows that 6-9 months beforehand is not too early to start.
- ▶ Lack of planning leads to.



Plan your event

You'll get many of the details you'll need as input into your safety planning when you do your general planning for the event. The main topics you'll cover in general planning include

- deciding on the venue and size
- the contents of the event
- the dates and times it will be open
- deciding whether admission will be free, by pre-sold tickets or by payment at the gate
- estimating the approximate number and age ranges of the people expected to attend
- choosing suppliers for things



The phases of an event

The planning issues for an event can be considered in separate parts:

- ▶ the **'build-up'**, which involves planning the venue design, selection of ,competent workers, selection of contractors and subcontractors, construction of the stages, marquees, fencing, etc;
- ▶ the **'load in'**, which involves planning for the safe delivery and installation of, equipment and services which will be used at the event, eg stage equipment used by the performers, lighting, public address (PA) systems, etc;
- ▶ **the 'show'**, which involves planning effective crowd management strategies, , transport management strategies and welfare arrangements. Planning strategies for dealing with fire, first aid, contingencies and major incidents are Important.
- ▶ the **'load out'**, requires planning for the safe removal of equipment and services;
- ▶ the **'breakdown'**, which includes planning to control risks once the event is over and the infrastructure being dismantled. Collection of rubbish and waste-water disposal present risks and these aspects need to be planned and managed.

Evaluating the Risks

Go through a list of the attractions and activities that make up the event. Identify all the possible hazards that could occur and make a short written assessment.

Remember that any materials, structures or machinery will add risk to the event. Look out for, for example, trailing cables, ladders, water features, gas and other fuel containers.

If the event is going to include any of the following attractions or activities then you should definitely have a written assessment:

- Karting and fairground equipment
- Stands or stalls (especially those involving weapons, guns, darts and so on)
- Bouncy castles and children's amusement rides
- Bungee jumping, hot-air ballooning and helicopter rides
- Displays and parades involving animals, vehicles, weapons, flames, special effects, parachuting

Each will have its own special hazards that you should identify so that comprehensive safety precautions can be prepared.

Entertainment such as laser or fireworks displays, concerts, performances and dancing, will present hazards that require specialised guidance.



Carry out a 'risk assessment'.

You must carry out a 'risk assessment'. This is part of the legal requirements you have to meet:

a risk is the likelihood and effects of a hazard happening

- identify all hazards that could cause harm to someone
- decide who might be harmed and how?
- assess the risks
- decide on the action you'll take to minimise the risks
- Work out how you will put your planned actions into practice and write it up.. this is your safety manual.



Risk Assessment 5 steps

Step 1: Identify the hazards associated with activities and how the activities are to be undertaken

Step 2: Identify those people who may be harmed and how

Step 3: Identify existing precautions, eg venue design, operational procedures or existing 'safe systems of work'

Step 4: Evaluate the risks

Step 5: Decide what further actions may be required, eg improvement in venue design, safe systems of work, etc



Risk Assessment



When you have listed the possible hazards of each activity:

decide how you will reduce the risks in each case and the precautions you intend to take.

- ask anyone supplying or operating attractions, activities or equipment to provide you with their own written assessments and include these with yours.

Make sure you consider the following when listing the hazards:

- older people
- people with disabilities
- children (who may be unsupervised)
- excitement generated by the activity
- approximate number of people expected

safety manual



The completed assessments will form the safety manual for the event. This is evidence that you and your fellow organisers have taken all reasonable precautions for a safe event. Your visitors and guests will enjoy a safe environment and you and your organisers will have protection in law should the unthinkable happen.

Preparing for Emergencies



Ok, you carried out your risk assessments on the attractions and activities but you haven't finished yet. You must also consider what could go wrong on the day and draw up a Contingency Plan to deal with each one.

- ▶ In this written plan, make sure you cover what you'll do in the event of emergencies such as a fire, accident, crowd disturbance, bomb scare, very bad weather, the need to evacuate the site and so on.



Make sure your Plan includes:



- what to do in the case of any of these emergencies occurring
- who'll take that action
- how you'll let the right people know about the emergency (consider personal radio, mobile phones, using coded messages)
- a clear statement of the stage during an incident when control is to be transferred from the Safety Officer to the emergency services.

Keep your Contingency Plan with and as a part of your Safety Manual.

Discuss and agree your Contingency Plan with the emergency services and give them a copy of the completed document. If anything changes, make sure you update them with the new version.



Planning

Start getting your organisation together several months before the event - you'll find the best time is at the early stages of planning. This will give you time to carry out your risk assessments and obtain specialist advice where necessary.

It also gives the authorities (police, fire and ambulance services and the local authority) and the voluntary organisations (such first aid and drug awareness societies and so on) time to make their arrangements, especially if they need to attend the event. This is very important during the summer months when there may be several events taking place on the same day.



Organising Committee



- ▶ Even if you have safety consultants, form a Committee with responsibility for the smooth and safe operation of the event - make sure your consultants are represented. But don't go overboard, less is definitely more when it comes to committees :-)

Event Manager

- ▶ One person should be in overall charge of the event.

Safety Officer

- ▶ A suitably competent person should be appointed to act as the Safety Officer for the event with overall responsibility for safety matters (though overall responsibility for the event remains with the organising committee).
- ▶ This person should be trained or have experience or knowledge of safety matters appropriate for the event. You must take into account the size and nature of the event and the possible level of risks when selecting someone.
- ▶ Someone with personal experience and knowledge may be adequate for a small indoor event. For large or complex events you may need professional help and advice. Some assistance may be available from your local authority



During the event the Safety Officer or a nominated deputy should:

- arrange for a check of the safety arrangements to be made before the event is opened, including that all fire-doors are unlocked and access is unobstructed
- be on site at all times
- be easily identifiable as the Safety Officer and in a known location such as the Control Room
- have the means to communicate with the people responsible for activating any part of the contingency arrangements
- not be engaged in any other duties that would detract from the role
- have the authority, if necessary, to close the event or part of it at any time
- monitor the continuing safety of the site throughout the event. Pay special attention to structures, barriers, electrical supplies, installations and other equipment provided.



Senior Steward

If your event is large enough you may need one or more senior stewards. They should bring relevant qualifications and experience and will be invaluable when planning detail on the ground.

Other Staff

- Everyone having a specific responsibility before, during and after the event should be named, have their responsibilities clearly identified and be appropriately trained.
- Everyone assisting during the course of the event should be properly instructed in their responsibilities and what action to take in the event of an emergency.

The above should be confirmed in writing and minutes of all meetings should be recorded.



Who to contact prior..

Gardaí

Fire Brigade

First Aid

Drug Awareness

AA

Local Authority

Public Liability Insurance

Contractors' Insurance



Who to contact prior..

Get in contact with the following people at an early stage of planning and keep them updated along the way. Their experience, advice and help will be invaluable.

Gardaí



- ▶ Contact the Garda Station local to the site, and arrange to let them have details of the event in writing. Make sure you include the layout with entrances and exits marked and also how many people you are expecting. They will give advice and may assist with crowd control, public order, emergency access and local traffic management and parking. You might also get advice and assistance for local traffic management from your local authority.

Fire Brigade



- ▶ Contact the Fire Safety Office local to the site. They will give you advice on fire safety matters, including how to call the emergency services and marshalling of spectators and traffic in emergency conditions.
- ▶ They'll also advise you on local access for emergency vehicles and provision of on-site fire-precautionary and fire-fighting arrangements. Expect a site visit by their safety officers.

Who to contact prior..

Local Authority

Your local council is a good source of advice. You can get help from your council's various departments on the following:

- your duties under health and safety legislation, including carrying out risk assessments and emergency planning
- assistance from Local Authority CCTV (where installed) for event security and monitoring
- food hygiene - essential if food is going to be sold or prepared
- assistance with local traffic management arrangements
- if goods are to be sold: trade descriptions, trade marks, counterfeiting, food quality, product safety
- if music is to be played: getting a public entertainment licence



Who to contact prior..

Public Liability Insurance

- ▶ As organisers you could be held legally liable for the costs or damages for any injuries and other mishaps that which may occur during the event.
- ▶ You can get insurance via a public liability insurance policy. It is generally accepted that this insurance should cover you for a minimum of £€3 million. For larger or riskier events you may need a greater level of cover. If you don't have this cover, any claim could be made against all the organisers and their private finances.

Contractors' Insurance

- ▶ If you are using specialist contractors, check that they've got their own public liability insurance and that they comply with any policy terms and conditions. If you're unsure, ask to see a copy of their policy.



Insurance Claims

If the worst happens and someone is injured or property damaged, you must record full details of the incident and report it to your insurers without delay. If something happens, difficult as it may be, don't say sorry or admit liability as it may invalidate your cover.

Photograph !



Prepare the site and facilities

You should find that the following examples will help you choose and prepare your site for the activities planned. They will help you identify some of the possible hazards and ways to eliminate them.

The Site



- ▶ The site should be prepared for the activities planned. Make sure that there's plenty of space for the public to move around any stalls, rides, performance, stage, arena, exhibition areas. It is especially important at indoor events to prevent stalls or goods obstructing exit routes and doors and to check that fire exits are operational.

Prepare the site and facilities

You should:

- prepare a scale sketch plan of the site showing the position of all the activities, attractions, circulation routes and exits
- keep this sketch plan updated as your plans are refined
- copies of the final version must be available at the event (a master copy will, of course, be included in your safety manual)
- have enough exits for a mass orderly evacuation of the site
- have entrances and exits clearly marked for emergency vehicles. Agree them with the emergency services, bearing in mind the size and weight of their appliances



Condition of Outdoor Site

Check that:

- the site will be suitable in all weathers and that any staging or structures will be safe in bad weather
- there are no trip, slip or other similar hazards to the public
- wet weather will not cause any other hazards
- there will be suitable lighting throughout the site, including emergency lighting, if the event will go on after dark



Preparing the Site or Venue

Make sure that any construction work and vehicle movements that take place during site preparation are supervised and protected by suitable barriers.



Signage

- ▶ The location and size of all signage is critical when designing a site. For indoor/permanent venues such signage is normally in place for emergency exits, extinguisher points, entrances, car parks, emergency vehicle points, etc. For supplementary facilities and all outdoor sites, this will not be the case.
- ▶ The effective use of signs provides a rapid way of conveying orientation, directions and emergency information. It therefore assists in audience flow. Signage should be clearly visible and easily understood. Signs should be lit in the dark.



Preparing the Site or Venue

- there are no obvious hazards on both the site and surrounding areas. Examples include:
 - overhead power lines
 - stored chemicals or machinery
 - unfenced holes
 - steep drops between different ground levels
 - ponds / water and unsafe or other structures that the public should be kept away from by means of barriers or fencing



Public Entry / Exit, Vehicles / Parking

- Arrange separate vehicle and pedestrian entrances/exits to the site
- Arrange entrance queues so they don't obstruct vehicle access or nearby road junctions
- When there is a limit on the number of people the event can hold, make sure the entrance is well stewarded and that they use an accurate form of head-counting to prevent overcrowding.



Public Entry / Exit, Vehicles / Parking

If you didn't know, in two and a half minutes you can get up to 250 people through a normal pair of exit doors 1.2m wide.

there should be enough exits to allow safe evacuation in minutes for indoor venues

- ▶ This is especially important for indoor events as the maximum number of people will be set either by the floor space or the size and number of fire exits. (by the Fire Dept)



Public Entry / Exit, Vehicles / Parking

- Outdoors, provide at least two pedestrian exits from the site. The number and size of the exits should be large enough to permit an orderly evacuation from the site in under 8 minutes.
- Exits should be not less than 1.2m in clear width, spaced well apart around the site. They must be clearly marked, kept free from obstructions and well lit where the event is likely to last beyond dusk



Public Entry / Exit, Vehicles / Parking

- Keep car parking well away from the pedestrian areas of the site. Clearly signpost the parking area and do not allow cars to be parked anywhere else.
- Design any steward car parking areas to eliminate hazards to pedestrians such as reversing vehicles.
- Except for emergency purposes, don't allow vehicle movements in the public areas of the site during the event or as the public are leaving.



Emergency Access

Keep the emergency service entrances, exits and routes within the site clear of obstruction at all times.

This could exercise the authority and patience of your stewards!



Safety Barriers



Decide if you need to provide barriers around attractions, displays and equipment to protect the public and to prevent unauthorised interference. Do take into account the presence of excited people, especially children.

- ▶ Examples where barriers may be required include:
 - barbecues
 - stages and platforms
 - radio-control demonstrations
 - displays involving moving machinery.

If you do use barrier or fencing it must be capable of withstanding any reasonably foreseeable loading. The design must be suitable to contain and protect people, including small children.



Staging or Structures



- If seating staging, lighting, sound towers and so on are to be erected this must be done by a competent person. Get written certification from them to say that the structures are safe.
- The Fire Safety Officer will advise you on the safety aspects of marquees and tents, including their siting, construction, and the provision of exits, normal and emergency lighting and so on.
- Make arrangements so that unauthorised people can't gain access to or interfere with equipment, etc, when the event is open to the public.

Staging or Structures



Make sure that all staging and other structures are positioned so they don't obstruct any entrances or exits from the site.

- Protect the open edges at the sides and rear of performance platforms to prevent people falling off. Secure, safe flights of steps should be provided to access the platform.
- All staging and structures should be free from trip hazards and other physical hazards such as sharp edges, points and protruding support members

Electrical Supplies, Installations and Equipment

The whole installation, including wiring, switchgear and any generators, should be installed in a safe manner by a suitably competent electrician. They should provide a written certificate to prove this.

- ▶ Your electrician will ensure a safe temporary electrical supply:
 - the supply will be protected by suitable earth leakage devices or residual current device (RCDs), having a maximum tripping current rating of 30 mA
 - cables of the correct rating will be used for the possible load. Insulation will be clear of defects and the correct type of connectors will be used for external use



Electrical Supplies, Installations and Equipment

- all supply cables will be positioned so they aren't liable to physical damage
- all cables, including connections to sound equipment, will be positioned so they don't cause a trip or other hazard
- any generator being supplied will have a certificate to show it is electrically safe
- any generator or other electrical equipment, including switchgear, will be satisfactorily barriered to prevent unauthorised access or interference
- All electrical equipment used at the event must be in a safe condition and suitable for that type of use, i.e., in the open air where it may get wet



Fire-fighting



- ▶ Provide equipment for putting out small fires such as fire extinguishers and fire blankets. Put them at strategic points throughout the site.
- ▶ Make sure that stewards know where the equipment is and how to use it. They should be told not to attempt to fight major fires.
- ▶ The Fire Brigade should be called at once to any fire, suspected or real, however slight.

Emergency Escape and Fire Fighting Checklist

Are the extinguishers suitable for the purpose and of sufficient capacity?

Are there sufficient extinguishers sited throughout the area?

- ▶ Are the right types of extinguishers located close to the fire hazards and can users gain access to them without exposing themselves to risk?
- ▶ Are the locations of the extinguishers obvious or does their position need indicating?
- ▶ Have the people likely to use the fire extinguishers been given adequate instruction and training?
- ▶ Is the use of fire-fighting equipment included in the emergency plan?
- ▶ Are all fire doors and escape routes and associated lighting and signs regularly checked?
- ▶ Is all fire-fighting equipment regularly checked?
- ▶ Is all other equipment provided to help means of escape arrangements in the building regularly checked?
- ▶ Are those who test and maintain the equipment properly trained to do so?

Outdoor venues escape routes

- ▶ Outdoor venues such as parks, and fields will normally have boundary fences at their perimeters. To provide means of escape which will allow for an orderly evacuation to take place, ensure that:
 - ▶ the number and size of exits in the fences, etc, are sufficient for the number of n people present and are distributed around the perimeter;
 - ▶ exits and gateways are unlocked and staffed by stewards throughout the n event; and
 - ▶ all exits and gateways are clearly indicated by suitable signs which are n illuminated if necessary.
- ▶ At the planning stage, consult the fire authority and local authority about the proposals for means of escape.

First Aid



The first aid provision needs to be suitable for the number of people expected to attend and for the type of event.

- ▶ Make sure that the basic services for first aid are always available. At smaller events such as indoor markets, jumble sales and so on, a qualified first aider should be present and you must provide an area suitable for first aid treatment, including a supply of water.
- ▶ A voluntary first aid society can be asked to provide a First Aid Post, staffed by qualified first-aiders.
- ▶ Check the following to see what the minimum for your event is:

First Aid.



Number of people attending	Number of first aiders	Number of first aid posts	Ambulances
500	2	1	-
3,000	6	1	1
5,000	8	1	1
10,000	13	2	2

First Aid



- Clearly signpost the first aid post and provide easy access for spectators and an ambulance at all times. Where an ambulance is required, provide a parking area close to the first aid post with a direct and clear exit from the site.
- Make sure that everyone helping at the event knows where the first aid post is and the identity of the first aider.
- Locate and provide access to a telephone or provide mobile phones. With mobile phones, make sure everyone pre-programs them with the required numbers and tests them. For a fixed phone, keep the list of contact numbers beside it and make sure it can't go wandering.

Stewards

The duties of the stewards are covered in detail in the appendix, here. Make sure you get an appropriate number of stewards for the security and control of the site and the expected number of attendees.

Work out the number of stewards you need by considering each of the separate tasks they need to cover:

- staffing entrances and exits
- controlling access to attractions and activities
- general crowd control
- patrolling public areas
- securing unauthorised areas
- monitoring and securing hazards
- car parking duties



- ▶ If the event is to last several hours, allow for extra stewards to cover for meal and comfort breaks.

Control Room



Consider setting up a control room on the site to:

- act as a base for any communications systems, not forgetting recharging points for mobile phones.
- monitor the event, giving an early indication of any problems
- control any incidents
- direct resources to deal with any problems, and

The control room should be constantly staffed during the event and provided with a telephone.

Communications

- ▶ Consider providing personal radio contact between the safety officer and senior stewards and any other people responsible for activating the contingency arrangements.



(C) B-Safe

Public Address



- ▶ Consider providing a public address system for announcements and instructions to staff and the public. Larger events may require a system with an emergency power backup.
- ▶ For smaller events a portable loud-hailer may be sufficient.



Cancellation of an event

If an event needs to be cancelled after the audience has arrived, or a performance has begun, stopped and not re-started, there will be a wide range of issues to be managed. This will be so even if there has not been an actual major incident. Property may have been lost or abandoned and people stranded. There may also be an expectation for compensation or the re-issuing of tickets. Think about preparing statements which can be given to the audience together with a press release to the public.



CANCELLED

Staff Safety

- **Late finish** - If the event is to finish late, make sure that all staff can get home safely and that they do not have to wait alone at bus stops, stations and/or travel alone. Consider arranging taxis for staff where public transport will be a problem.
- **Cash handling** - Make security arrangements for staff who are handling cash or valuables.



People are People too...

Toilets

Lost Children, Information Point and
Lost Property

Water

Barbecues and Food Outlets

Rubbish

Community Safety



People with disabilities

- Make it easy for people with disabilities to gain access, to see and to take part in the attractions and activities.
- Make sure that the ground conditions in public areas and access pathways are suitable for people with disabilities, as well as families with toddlers and pushchairs



Toilets



- Make sure there are enough toilets for the number of people expected, including provision for people with disabilities.
- It is best to use mains-connected toilets but you may need to consider temporary units for outdoor events. Bear in mind odour when considering where to site them.
- Arrange for all the toilets to be serviced regularly to keep them fully operational, clean and hygienic throughout the event.
- Provide ample direction signs to the toilets and provide adequate lighting especially if your event continues into the evening.



Lost Children, Information Point and Lost Property



Barbecues and Food Outlets

- Barbecue and hot food stall hazards include naked flames and hot components, the use and storage of fuel - usually gas bottles. Safety barriers may be required.
- Guidance notes and advice on all aspects of food hygiene at the event can be obtained from your appropriate local authority department.



water

- ▶ Consider making free drinking water available on site.



Rubbish



- You'll be surprised at how much rubbish your event will generate, so provide an adequate number of rubbish bins around the site where they will be most required.
- Make arrangements to regularly empty the bins, and to satisfactorily dispose of the rubbish at the end of the event.
- Consider making it easy for people to recycle, you can get guidance from the local authority.



Community Safety

- In flyers, promotional literature and event programmes, suggest directions and travel routes with advice on planning journeys, travelling in groups and avoiding short-cuts. This can be particularly helpful if your event is to finish late.



Stewards' Duties

When you're selecting people for the role of Steward, bear in mind they need to be:

- fit, active, aged 18 or over and preferably 55 or younger
- be suitably trained and competent to carry out their duties effectively



Give Stewards

- Hi-Vis jackets, armbands or tabards so they can be easily identifiable,
- a written statement of their duties, and where appropriate, a checklist and a layout plan showing the key features of the site
- a final briefing of their duties on the day of the event, particularly about communicating with supervisors and others in the event of an emergency
- torches if the event is likely to go on beyond dusk



Stewards should:

- know the layout of the site and be able to assist the public by giving information about the available facilities, remembering especially people with disabilities
- be aware of the location of the entrances and exits in use on the day, the fire-fighting equipment and the first aid posts
- know the ticketing arrangements and be aware of the routes in and out for any VIPs
- have tested torches and or any other equipment issued to them
- know, understand and have practised their specific duties in an emergency and the arrangements for evacuating the public from the site, including the use of **coded messages**



Stewards should

▶ Stewards should patrol their allotted areas, being on constant watch for emergencies and knowing what actions to take, paying particular attention to:

- any potential or developing hazards in or near their location
- ensuring that overcrowding does not occur in any part of the site
- preventing the public climbing fences, barriers, lighting or sound towers, equipment and so on
- ensuring that circulation areas and exits (including entrances and exits for emergency services) are kept clear at all times.

This can be particularly important at indoor events where visitors may well park their cars outside halls across exit doors and other routes from the building



major incident!



Defining a major incident

- ▶ A major incident is any emergency that requires the implementation of special arrangements by one or more of the emergency services, the HSE or the local authority for:
 - ▶ the initial treatment, rescue, and transport of a large number of casualties;
 - ▶ the involvement either directly or indirectly of large numbers of people;
 - ▶ the handling of a large number of enquiries likely to be generated both from the public and the news media, usually to the Gardaí;
 - ▶ the need for the large scale combined resources of two or more of the emergency services;
 - ▶ the mobilisation and organisation of the emergency services and supporting organisations, eg local authority, to cater for the threat of death, serious injury or homelessness to a large number of people.

Planning for a Major Incident

- ▶ The event risk assessment will be a good starting point for any major incident plan. This will help you focus on areas that will need to be considered. Areas include:
- ▶ the type of event, nature of performers, time of day and duration;
- ▶ audience profile including age, previous or expected behaviour, special needs, etc;
- ▶ existence or absence of seating;
- ▶ geography of the location and venue;
- ▶ topography;
- ▶ fire/explosion;
- ▶ terrorism;
- ▶ structural failure;
- ▶ crowd surge/collapse;
- ▶ disorder;
- ▶ lighting or power failure;
- ▶ weather, eg excessive heat/cold/rain;
- ▶ off-site hazards, eg industrial plant;
- ▶ safety equipment failure such as CCTV and PA system;
- ▶ delayed start, curtailment or abandonment of the event.

Preparation of major incident plans

Consider the following matters when preparing your major incident plan:

- ▶ identification of key decision-making workers;
- ▶ stopping the event;
- ▶ identification of emergency routes and access for the emergency services;
- ▶ people with special needs;
- ▶ identification of holding areas for performers, workers and the audience;
- ▶ details of the script of coded messages to alert and 'stand down' stewards;
- ▶ alerting procedures;
- ▶ public warning mechanisms;
- ▶ evacuation and containment measures and procedures;
- ▶ details of the script of PA announcements to the audience;
- ▶ identification of rendezvous points for emergency services;
- ▶ identification of ambulance loading points and triage areas;
- ▶ location of hospitals in the area prepared for major incidents and traffic routes secured to such hospitals;
- ▶ details of a temporary mortuary facility;
- ▶ an outline of the roles of those involved including, contact list and methods to alert them;
- ▶ details of emergency equipment location and availability; and documentation and message pads.



Any Questions





Tadgh Dwyer
086 1742050

Thank You