**Event Checklist**

The table below gives a non-exhaustive list of issues to consider when organising events, particularly of the larger size, e.g. Graduation, Open Days and Mayfest. The larger the event the more complex the arrangements are likely to be and it is recommended that all aspects are recorded. Further detailed guidance in relation to large events is to be found in the HSE’s Event Safety Guide - <http://www.hse.gov.uk/event-safety/index.htm>. Safety Office can also offer advice - [bb-safety-office@exmail.nottingham.ac.uk](mailto:bb-safety-office@exmail.nottingham.ac.uk) and examples of event risk assessments.

**Responsibilities**

The Event Organiser is responsible for ensuring the overall safety of their event. This includes ensuring that the locations used on University premises are suitable and safe for the intended activities and that a risk assessment has been carried out to identify the potential hazards of all aspects. To achieve this, it is likely they will need to liaise with Estates, Security, Safety and other professional services at the University.

Third parties providing entertainment or services are responsible for carrying out their activities safely whilst on University premises but the Event Organiser has a duty to ensure that the third party has all relevant safety information about the locations they will be using and that the way the third party operates, does not put others (university staff/students, visitors, members of the public, etc.) at undue risk.

**Safety Issues for consideration**

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| **Issue** | **Action/Consideration** |  |
| 1. Event Itinerary and Plan | This should document what is happening when, where and with whom. For more complex events with either lots of activities or different venues, produce a site plan showing where everything will be positioned. |  |
| 1. Event Management | This should document who is responsible for the overall event and what organisational structure is in place to cover the various aspects, including safety. |  |
| 1. Communications during event | Particularly for larger events involving either large locations or dispersed locations, consider how communications will be managed, e.g. radio, mobile, person-to-person. |  |
| 1. Crowd management | Consider the occupancy levels permitted in specific rooms, buildings, temporary structures. If likely to be exceeded, monitor numbers. Have an action plan if areas becoming overcrowded. |  |
| 1. Information for those attending event, exhibitors, entertainers | Provide relevant information to those attending, this might be using internet, hard copy, verbal announcements, info points. Information might include: event start and finish times, site plan, car parking locations, toilets, first aid points, information points, lost children/property, emergency evacuation procedure, hospitality. |  |
| 1. Liasion with University departments and external authorities | Consider who else should be aware that the event is taking place and possibly involved in the overall organisation, e.g. University sections such as Estates, Security, Marketing and Communications; External bodies such as the Council, Emergency Services (Fire Service) |  |
| 1. Fire safety, First Aid and Emergencies | Consider the types of emergency that might arise from any aspect of the event, e.g. fire, serious injury, loss of services.  Put in place a plan to take account of such emergencies, clearly identifying actions to be taken by event staff to manage the situation. Instruct event staff (security/stewards/helpers) on their role in emergency situations.  Assess the medical, ambulance and/or first aid requirements of the event considering numbers attending and the type of activity involved. Larger events will need an ambulance/paramedics on site in addition to first aiders. |  |
| 1. Risk Assessments | A risk assessment completed by the organiser on behalf of the University, approved by an appropriate manager. |  |
| 1. Third Party Supplier Documentation | Due diligence checks of all third party suppliers. As a minimum, request they provide safety documentation (usually risk assessment and standard operating procedures) plus evidence of valid public liability insurance (£10m advised) |  |
| 1. Event staffing, including Security | Identify the staffing needs of the event, their role and what information/instruction they require.  Liaise with Security on their input to the event. Inform Security of large event even if not using their staff.  Ensure all event staff (stewards, helper, volunteers) are briefed/instructed on their role, both in normal operation and in emergency procedures (provide verbal and written information and record who has received it) |  |
| 1. Transport Management and Car parking | Consider designating routes, monitoring public safety, signage, barriers, etc. For large events requiring significant car parking, involve Security who will draw up an Operational plan for the event. |  |
| 1. Temporary structures | Marquees, gazebos, stages, platforms, etc.  Consider ground scans if stakes being used, structure stability, adverse weather conditions (e.g. strong winds), fire safety, occupancy levels. |  |
| 1. Weather | Have contingency plans for extreme weather conditions such as very wet, cold or hot weather. |  |
| 1. Accessibility | Consider the needs of those attending the event who may have specific requirements related to their disability. Consider emergency evacuation of mobility impaired. |  |
| 1. Food and Drink | Use University catering as far as possible. Third party catering must be checked for food safety compliance. Consider allergies and dietary requirements of those attending. |  |
| 1. Safe Guarding of Children and Vulnerable Adults | Consider whether this is an issue and either decide whether any event staff require DBS checks or provide guidance on avoiding being alone with vulnerable individuals. Consider procedure for lost children. |  |
| 1. Event set up and Dismantling | Consider the risks associated with setting up / dismantling the event. The event organiser should ensure that such activities undertaken by event staff are risk assessed and appropriate control measures put in place. Third parties responsible for risk assessing their own activities. |  |
| 1. Welfare and Sanitary facilities | Consider both the welfare of those attending the event, those involved in event delivery, setting up/ dismantling and event staff. Issues – sufficient toilets and hand wash facilities, account taken of weather conditions, sustenance for prolonged periods of duty, noise. |  |
| 1. Building and site safety | Carry out and record inspections of premises prior and during event to identify and take action on any hazards that are likely to cause problems to those attending. |  |
| 1. Waste | Consider the type of waste that will be created and the requirements for its collection and disposal in order to maintain good housekeeping throughout the areas used by the event. Liasie with the Estate Office. |  |
| 1. Equipment | All equipment associated with the event must be fit for purpose and safe to use. Third parties must confirm that this is the case for any equipment they are providing. Minimum for electrical equipment is PAT certification. Temporary services such as electrical installations must be overseen the Estate Office. |  |
| 1. Special Effects, e.g. firework display, laser show | Likely to be provided by a third party, check safety documentation, procedures and PL insurance. Ensure they carry out a pre-event site. Formally agree on the service to be supplied. |  |
| 1. Off-site Effects | Consider the impact of the event on the surrounding area, e.g. traffic, noise, over- crowded facilities |  |
| 1. Entertainment Licensing | For advice on this area, contact the Estate Office. |  |