

To: Heads of Department/Section/Business Units,
Faculty Managers, HSLOs and DHSOs, Trade Union
Representatives

For Information

Updated website: *Organising events safely*

The health and safety website for organising events safely has been revised. The site has:

- updated guidance on inflatables and temporary structures
- updated event risk assessments and a new event safety plan template with guidance
- updated guidance on larger and complex events
- a link to the *Purple Guide to Health, Safety and Welfare at Music and Other Events* and information on how to access it
- a link to Event Essex who provide a professional event management service for the University
- guidance on event incident reporting when using first aid providers

This is the webpage: <http://www.essex.ac.uk/ohsas/Events/default.htm>

What's in the guidance?

Organising events safely introduces the subject and signposts you to a range of resources. It includes advice on event risk assessments, emergency procedures, advice on using contractors and what to do if you are planning a large or complex event. There are quick links to resources and industry advice.

Who needs to take action and what do they need to do?

If you are an **employee responsible for organising events** you will need to ensure appropriate health and safety precautions are in place. This includes risk assessing the event, ensuring health and safety arrangements are in place and implemented at the event, including emergency procedures.

If you wish to organise potentially dangerous activities you must consult with the Health and Safety Advisory Service and Estate Management Section well in advance to ensure your event is a success.

