Event title

Event Health and Safety Plan

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| --- | --- |
| **Event** | Full event title |
| **Date of Event** | dd/mm/yyyy start hh:mm and end hh:mm |
| **Venue** | Room, address |
| **Date created** | dd/mm/yyyy |
| **Version** |  |
| **Date last updated** | dd/mm/yyyy |
| **Person responsible for the plan** | Name, role |

(NB risk assessments for the event will be in addition to this document and included in the event file).

This template is a guide to help event organisers plan and deliver straight forward events in the University safely. You may wish to add or remove sections to suit your event profile. For more complex events, e.g. multiple day events or events that require overnight accommodation, the Events Team or Event Essex can help you. For general event health and safety advice contact your link H&S adviser.

It is recommend that the **Purple Guide**[[1]](#footnote-1) is referred to for more information and detail. The Purple guide includes guidance on the following:

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| --- | --- |
| * Planning, management and risk assessments
* Venue and site design
* Contingency planning, emergency planning and security
* Medical
* Communications
* Transport management
* Working at height
* Temporary demountable structures
* Fire safety
* Electrical and lighting
* Barriers and fencing
 | * Crowd management
* Special effects
* Amusements
* Waste management
* Noise
* Sanitation
* Information and welfare
* Food, drink and water provision
* Safeguarding children and young people
* Animal welfare
* fireworks
 |

**General Event Details**

Please delete guidance in italics and add details of your event

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| --- | --- |
| **Event** | ***Full description for the event. Why it is being held and what is expected.******Does it clash with other major events in the University or in the local community?*** |
| **Duration (inc. set up, event and set down)** |  |
| **Expected number and profile of participants:** | ***Think about who will be coming to your event. What are their expectations and anticipated behaviour?*** |
| **Expected number of speakers/exhibitors/stalls etc:** |  |
| **Department running the event** |  |

| **Event team** | **Contact Name** | **Contact No.** | **Email** |
| --- | --- | --- | --- |
| Event Organiser(s) (responsible for H&S at the event)Event Health and Safety Adviser (provide competent advice on event safety)Medical providers (first aid providers)*You can add others to reflect your event profile…** *Site (this covers who is responsible for the power, fencing, toilets, barriers etc)*
* *Operations (this covers who is responsible for the security, catering, stewards, car parking etc)*
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**Event Overview**

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| --- | --- |
| **VENUE and SITE DESIGN** |  |
| **Location(s)**  | ***Is it indoors or outdoors? What are your contingency plan if it rains?******You can insert photos, room plans and text here to get an overview of the location and how the event will work in the space. It is recommended that you visit the location before the event set up.******Think about maximum numbers and fire arrangements for the location. Do you know all the fire exit routes and assembly point?******Do you need to move furniture? Have you booked the porters?******How are you going to get all the event equipment to site and back?*** |
| **Is the venue suitable for people with disabilities *(Consider access, personal emergency evacuation plans (PEEPs), welfare facilities).*** | ***You can contact the Fire Safety Manager for advice on PEEP arrangements.*** |

| **WELFARE** |  |
| --- | --- |
| **Toilets** | *Are there enough to meet the number of expected participants? Do you need to hire in extra toilets?* |
| **Environment (eg lighting, heating)** | *Is there adequate lighting at the venue during your event? Consider the time of day and the season. Does the venue have adequate heating? Think about extremes of temperature – will it get too hot or too cold?* |
| **Catering**  | *Will there be food and drinks? Who will provide the catering?*  |
| **Housekeeping** | *What are the cleaning arrangements for the venue before, during and after the event?* |

| **MEDICAL** |  |
| --- | --- |
| **First aid** | *Who are your first aiders? What are their contact number and response procedure at your event? Have you ensured you will get full and accurate data from your providers?* |

| **EMERGENCY PLANNING and SECURITY** |  |
| --- | --- |
| **Fire arrangements and other emergencies** | *What are they for your site? Are you using candles and naked flames? Are you using bottle gas?* |
| **Security** | *Is event security needed? How do you contact security?**If the event is large scale (ie over 250 people attending) contact the Security Manager (**emsriskreview@essex.ac.uk**) two weeks before the event for a Security Risk Assessment and a couple of days beforehand. Depending on the outcome of the Security Risk Assessment, make reasonable adjustments to ensure the security of the event. Large events at the University of Essex are defined as:**• Specific one-off or scheduled events on campus expected to attract or be attended by more than 250 people.**• Specific, one off or scheduled events of reputational importance.**Large events are not considered to be activities that take place as part of “business as usual” at the University such as lectures and seminars. The usual, daily security plans will be followed for all of these types of activities.* |
| **Safeguarding children and adults at risk** | *Do you know whether there will be children or adults at risk attending this event?  If so, have you thought about how you will safeguard the safety, welfare and wellbeing of these vulnerable groups?  And do you know how to escalate a safeguarding concern if you are worried about a vulnerable person?**You’ll find the following information helpful:**Policy on safeguarding children and adults at risk policy and guidance* [*https://www.essex.ac.uk/staff/safeguarding*](https://www.essex.ac.uk/staff/safeguarding)*Safeguarding unaccompanied children spectating or watching an event on campus* [*https://www.essex.ac.uk/staff/safeguarding/safeguarding-unaccompanied-children*](https://www.essex.ac.uk/staff/safeguarding/safeguarding-unaccompanied-children) |

| **COMMUNICATION** |  |
| --- | --- |
| **Communication** | *Event communication leading up to and on the day. Direction signs on the day and registration.* |

| **TRANSPORT** |  |
| --- | --- |
| **Parking, traffic, coaches** | *How will people get to your event? Do you need to manage the traffic or parking? Will it clash with other road users or carpark activities e.g. coach pick up.* |

| **CONTRACTORS** |  |
| --- | --- |
| **Contractors (external)** | *Will your event have contractors providing services, entertainment, facilities etc? Have you got their public liability insurance, risk assessments, training and experience checks done?* |

| **UECS, Wivenhoe House Hotel & University SERVICE PROVIDERS** |  |
| --- | --- |
|  | *Who and what services are needed*.  |
|  |
| **EVENT ACTIVITIES (Record the different section for your event. How detailed you go reflects how complex your event is.)** | *Location (where)* | *Equipment/substacnes (what will be used)* | *Activites (what will be going on to make the event happened)* | *Who (who is affected by these)* |
| **Event preparation** |  |  |  |  |
| **Event get in and set up** |  |  |  |  |
| **Event set down and get out.** ***The Event Organiser ensures when the event is finished there are not post event hazards left.*** |  |  |  |  |
| **Main event parts** ***e.g. presentations, networking, key note speeches, entertainment, lunch/dinner/refreshments breaks, stalls, workshops etc*.** |  |  |  |  |

**Training / Briefing**

(Don’t forget to keep a record of when it was given, signatures of attendees, summary on what was given and by whom.)

| **Who** | **What they need to know (brief summary – add briefings note to event file)** | **When (date and time)** |
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Add rows

1. Available at <https://www.thepurpleguide.co.uk/> Please email safety@essex.ac.uk if you need access to the Purple Guide. [↑](#footnote-ref-1)