**Appendix 1- Event Safety Plan Template**

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| **Event name:** |  | | |
| **Location:** |  | | |
| **Event date/s:** |  | **Maximum number attending:** |  |
| **Organiser/s:** |  | | |
| **Description of event:** |  | | |

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| **List persons in key roles**  **(role, name, mobile number):** |  |
| **Marshals (numbers, roles, duty rota):** |  |
| **Arrangements for briefing marshals in:**   * Fire and emergency procedures * Use of fire extinguiers * First aid * Traffic management * Crowd control/authorised areas * Security arrangements * Facilities on site * Site rules including no smoking * *Other****………………………………*** |  |

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| **Activities/stalls/ marquees** | **Date/s and time/s when the activity will operate** | **Organisation/contractor responsible** | **Name of main contact and contact details** |
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|  | **Describe timing, persons responsible, communications made etc. (attach appendix if needed)** |
| **Setting up arrangements:** |  |
| **Security/access control arrangements:** |  |
| **Health, safety and insurance checks to be carried out on participants, stall holders, performers and suppliers:** |  |
| **Health and safety checks to be undertaken at the event:** |  |
| **Insurance policies applicable:** |  |
| **Dismantling arrangements:** |  |
| **Clean-up/litter picking arrangements:** |  |

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|  | **Provide details of notifications and licences as applicable to the event** |
| **Temporary event notice details:**  **(if < 500 people)** |  |
| **Premises licence details:**  **(if > 500 people)** |  |
| **Fireworks notification to CAA:** |  |
| **Liaison with police:** |  |
| **Notification to Fire and Rescue Service:** |  |
| **Insurance company notified:** |  |

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| **Emergency planning** | **Describe in detail, e.g. facilities to be provided, location, communications made** | **Person with overall responsibility** | |
| **Accident reporting arrangements:** |  |  | |
| **First aid arrangements:** |  |  | |
| **Lost/found child arrangements:** |  |  | |
| **Fire:** | *(attach risk assessment, fire risk assessment and fire procedure for whole site including any specific arrangements for individual marquees/ buildings)* |  | |
| **Spillage of flammable liquids, e.g. petrol:** |  |  | |
| **Emergency announcements:** |  |  | |
| **Contingency plans, e.g. bad weather, cancellation:** |  |  | |
| **Other foreseeable emergencies: (list)**  **………………………………………..**  **………………………………………..** |  |  | |
| **Confirm that an emergency plan is attached indicating assembly areas, control point, access for emergency vehicles etc.** | | |  |

**Action plan**

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| **Activity reference** | **Action to be carried out** | **By when** | **By whom** | **Date completed** |
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