37 Public Events

Contents

Introduction

1.   This chapter sets out the procedures and guidance for the health and safety issues to be considered when hosting an event that is open to the general public on Defence premises or on ships when afloat and when participating, displaying or performing at a public event hosted by a third-party organisation.

2.   Defence hosts and attends many public events each year both in the UK and overseas. Events are held at a wide variety of locations with a similarly wide variety of activities that, invariably, carry some degree of safety risks. In order to mitigate these risks effectively, suitable planning, organising, implementing, monitoring and review are essential.

Roles and Responsibilities

Commanding Officer and Head of Establishment (CO / HoE)

3.   The CO / HoE is responsible for the oversight of the organisation and arrangements for any event held on premises under their control or organised by Defence personnel acting under their direction, this will include, the safety of Defence personnel participating, contractors, exhibitors and members of the general public.

4.   The CO / HoE should ensure that a suitable safety management plan is developed for the event identifying the scope of activities, event / activity specific legislation and host nation regulations where more stringent inspection requirements may apply. e.g. TUV / DEKRA inspections in Germany.

5.   For any event held on premises under the control of the CO / HoE or organised by Defence personnel acting under their direction, the CO / HoE should appoint a suitably qualified and experienced person (competent person) as the Event Organiser. Suitable and sufficient support personnel and resources required to address all the safety issues and potential risks associated with the planned event should be allocated. Appointed personnel must be given the authority to impose conditions on event contributors (exhibitors, stand operators, food providers etc)

where safety is considered an issue, and the authority to close them if deemed necessary. Depending on the nature and size of the event, the Local Authority Emergency Planning Officer should be consulted at the earliest opportunity. A construction phase plan can assist with arranging any events and the setup of areas.

Event Organiser

6.   The Event Organiser should have overall control for the entirety of the event (planning the event, assessing the risks, putting precautions in place, emergency planning and procedures, communication, monitoring the event and review post event) having completed any such training required for them to have an adequate understanding of the principles of risk management; the roles of the various contributors to the event and the associated hazards, risk assessment and implementation of control measures identified in planning. For any event hosted by Defence it is recommended that the Event Organiser forms an event planning committee staffed by key stakeholders (residents association, police, etc.) and competent persons representing key risk areas (safety, fire, security, facilities management, etc.).

7.   The scope of the event should be clearly defined, a hazard analysis conducted, and risk assessments produced in accordance with JSP 375, Volume 1, Chapter 8, giving due consideration to third party protection including vulnerable groups (e.g. elderly, infirm, children, disabled, learning difficulties). Control measures required to mitigate the risks should be identified in the risk assessments and form the basis of the event safety management plan.

8.   Pre-event preparations are likely to involve a diverse set of people ranging from Defence personnel to exhibitors and contractors which will require effective management and communication; this should be managed by the Event Organiser using the processes and guidance found in JSP 375, Volume 1, Chapter 34 (4C System: The Management of Visiting Workers and Contractors).

9.   The Event Organiser should have the appropriate authority and be responsible for the identification and development of:

      a.   key roles (safety, security, first aid, etc.);

      b.   numbers of personnel required to manage the event (Event Officials);

      c.   the terms of reference (TOR) identifying the required competencies;

      d.   safety information and appropriate training;

      e.   effective communications (two-way radios etc.); and

      f.   provision of adequate breaks, shelter, refreshment etc. for event officials.

10.   The Event Organiser should ensure that all risk assessments for the planned activities are reviewed prior to the event start date and an overall event risk assessment produced. The aggregation of risk assessments may require further

mitigating measures to be considered and implemented prior to allowing the activity or the entire event to commence.

11.   The Event Organiser should ensure that close liaison and strong communication exists throughout all phases of the event (from planning to post event wash-up). All Defence personnel and interested parties involved with the event should be informed of their precise roles and responsibilities and who has the authority to take immediate action (e.g. stopping the event) if people are at risk. This group should include but not limited to:

   a.   event officials;

   b.   contractors;

   c.   performers / exhibitors;

   d.   general public;

   e.   Local Authority, (e.g. for obtaining licenses); and

   f.   Police and other Emergency Services.

12.   Adjacent or adjoining public venues, local residents and businesses should be kept informed of how the event may affect their normal day-to-day activities (e.g. increased road traffic resulting in longer travel times for school runs).

13.   The Event Organiser should verify that all contractors, exhibitors and performers carry adequate public and employer liability insurance; have a company health and safety policy (where appropriate); and employ an adequate number of personnel who are competent in the safe use of any equipment used at the event / venue. The MOD self-insurance arrangements for public liability cover Defence core business only. For events that are not Defence core business, alternative public liability insurance arrangements will need to be made for paying compensation to individuals (i.e. third parties) who may suffer loss or injury as a result of an accident; to ensure that there is no misuse of Public Funds in paying such compensation (advice on public liability insurance should be sought from the relevant TLB Corporate Governance Team).

14.   An example event checklist is provided at Annex A and may be used to assist in the management of any or all stages of the event.

Event Officials

15.   All Event Officials should be appropriately trained to enable them to fulfil their defined duties, roles and responsibilities; these duties may include but are not limited to:

   a.   knowing the layout of the event site and being able to assist the public by giving information about the available facilities;

   b.   being aware of the location of entrances and exits and first aid points;

c.   ensuring that overcrowding does not occur in any part of the event venue;

d.   controlling unruly behaviour;

e.   communicating with supervisors;

f.   knowing and understanding the arrangements for evacuating the event venue in an emergency;

g.   controlling vehicle parking and marshalling traffic; and

h.   action to be taken in the event of an accident (provision of first aid, contact of emergency services, accident reporting).

Display Teams

16.   The Officer in Charge (OIC) should have a formal management role defined in their TOR for the co-ordination and communication with the event organiser. The OIC is responsible for the production of the display risk assessment, ensuring the competence of team members and where necessary, provide assurance to the Event Organiser of their competence.

17.   A display team can be a small group with a specific purpose (e.g. parachuting) and there may be multiple display teams at an event which may impact on one another so the OIC should report to the Event Organiser prior to commencing their display. The OIC should not be involved in any activity other than the general co-ordination and command of the team during a display.

Event Contributors

18.   Event contributors (exhibitors, attraction owners, contractors etc.) should provide proof of serviceability and conformity of equipment and provide copy risk assessments for their safe use / operation. All equipment is to be set up in accordance with manufacturer's instructions and insurance requirements and all event contributors must comply with event rules.

19.   The erection use and striking of tented structures and marquees should comply with the conditions contained in the Made-Up Textiles Association (MUTA) "Best Practice Guide for the Safe Use and Operation of Marquees and Temporary Structures" and be complete with storm straps regardless of predicted weather forecasts.

All Personnel

20.   All Defence personnel when participating in an event in any capacity where they are supporting, representing or promoting Defence as part of a display team, as an event official, on a stand or attraction etc. are considered to be on Duty.

Planning

21.   The following 5 principle stages to planning an event should be followed:

    a.   build-up - this involves planning the venue design, selection of competent workers, selection of contractors and subcontractors, construction of the stages, marquees, fencing, etc;

    b.   load in - which involves planning for the safe delivery and installation of equipment and services which will be used at the event, e.g. stage equipment used by the performers, lighting, public address (PA) systems, etc;

    c.   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;

    d.   load out - requiring planning for the safe removal of equipment and services; and

    e.   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.

22.   Emergency plans that will deal with any reasonably foreseeable incidents during the event should be in place, from the load-in phase, through the event and including the load-out phase. These plans should include action on minor incidents, security events, major incidents, and who has the authority to implement them.

23.   To provide a comprehensive overview to all planning aspects an event safety management plan should be produced. The constituent parts of an event safety management plan should include:

    a.   the event safety policy statement detailing the organisation chart and levels of safety responsibility;

    b.   the event risk assessment;

    c.   information management (gathering and promulgation of site rules, emergency procedures, weather forecasts etc.);

    d.   details of the event including venue design, structures, audience profile and capacity, duration, food, toilets, refuse, water, fire precautions, first aid, special effects, access and exits, noise levels, etc;

    e.   the site safety plan detailing the site safety rules, site crew managers and safety co-ordinator, structural safety calculations and drawings;

f.   the crowd management plan detailing the numbers and types of stewards, methods of working, Chains of Command;

g.   the transport management plan detailing the parking arrangements, highway management issues and public transport arrangements;

h.   the emergency plan detailing action to be taken by designated people in the event of a major incident or contingency;

i.   the first-aid plan detailing procedures for administering first aid on site and arrangements with local hospitals; and

j.   the testing of plans and procedures prior to the event.

Monitoring and Review

24.   Monitoring is essential to maintain and improve health and safety performance. The CO / HoE should ensure that an active monitoring system involving competent persons is in place for each phase of the event. Active monitoring should be conducted throughout all phases of the event from early planning through to post event and include the inspection of erectors and / or contractors working practices against their risk assessments, safety method statements etc. This monitoring should be part of the establishment's 4C (Control of Contractors) system (JSP 375, Volume 1, Chapter 34).

25.   In addition to active monitoring, the CO / HoE should ensure that a reactive monitoring regime is also place. Reactive monitoring allows for the capture of data concerning injury, ill health and property damage. Information gathered during inspections or from accident investigation can be used to audit and review the event at a later date.

26.   The safety planning and arrangements should be under constant review by the Event Organiser and should be formally audited by an independent competent person(s) outside of the events Chain of Command prior to the event taking place. A review of all aspects of the event should be held as soon as possible after it has finished to enable any issues with the planning and organising or matters that arise during each phase of the event, to be identified and lessons learnt; this will ensure that any problems are still relatively fresh in people's memories. Representatives of all interested parties involved in the event should take part in the review.

27.   Based on the information collected, the review will help to identify if the arrangements were adequate and what remedial action to improve them is required for future events. It is important to decide who is responsible for taking the action and it's time for completion if appropriate.

Retention of Records

28.   All records including the Unit / Establishment Register, Risk Assessments, etc. should be kept in accordance with JSP 375, Volume 1, Chapter 39 (Retention of Records).

Related Documents

29.   The following documents should be consulted in conjunction with this chapter:

     a.   JSP 375, Volume 1;

         (1)   Chapter 01 - Emergency and Disaster Planning;

         (2)   Chapter 02 - Office and General Workplace Safety;

         (3)   Chapter 03 - Traffic Management;

         (4)   Chapter 05 - First Aid;

         (5)   Chapter 06 - Safety Signs;

         (6)   Chapter 08 - Risk Assessment;

         (7)   Chapter 11 - Hazardous Substances;

         (8)   Chapter 34 - 4C System: The Management of Visiting Workers and Contractors; and

         (9)   Chapter 39 - Retention of Records.

     b.   Other Defence Regulations / Guidance;

         (1)   BRd 9467 Fleet Administrative and General Orders (FLAGOS) Chapter 6 Visitors to Ships, Families Days, Organised Parties and Admission of Tradesmen and the Press;

         (2)   NATO STANAG 3533 - Safety Rules for Flying and Static Displays;

         (3)   JSP 550 - Military Aviation Policy, Regulations and Directives;

         (4)   Army Display Team Policy;

         (5)   Land Forces Standing Order 3216;

         (6)   Appropriate Command/Group orders;

         (7)   BRd 9147 2SL/CNH Land Area Safety and Environment Leaflet;

         (8)   Army Code 14170 Instructions for Bands and Military Musicians;

         (9)   DSA02 OME – Defence Ordnance, Munitions and Explosives Regulations;

         (10)   Army Parachute Association Operations Manual;

(11) RAF 2 Group Tactical Air Transport Operations Manual;

(12) RAF Police and Provost Procedures and Guide to RAF Police Investigative Procedures Chapter 26;

(13) Army Recruiting Compendium – Outreach SOPs;

(14) RAF Standing Instructions for Recruiting Officers;

(15) Games and Sports in the Army (AC 61021);

(16) Air Publication 3342;

(17) AGAI Vol 3 Chapter 116; and

(18) RAF Standing Instructions for Recruiting Officers.

EVENT CHECKLIST		
	SUBJECT	**COMMENTS**
ORGANISATION		
	Event safety management plan	Should include: event safety policy statement, organisation chart, etc.
	Event organising committee	Health and safety adviser, Stewards, Marshals, Security, Fire, etc.
	Local services / residence	Police, fire, local council, residence associations, etc.
	Exhibitors, traders and contractors	
	Approved electrical contractor	
PLANNING AND MANAGEMENT		
	Venue and site design	Access, egress, vehicle segregation, pinch points, etc.
	Event risk assessment	
	Barriers	Types, locations, emergency access, etc.
	Major incident planning (emergency planning)	Consideration of a joint MP/Civ Pol ICP
	Transport management	Traffic routes, parking, etc.
	Communications	Telephones, IT, radios, briefings, handouts, announcements, etc.
	Stewards / Marshals	How many, training, rest facilities, etc.
	Welfare	
	Crowd management	
	Animal welfare, security, segregation and control	Space, feed and water, shelter, fencing, noise, etc.
	Amusements, attractions and promotional displays	How many, types, space / services requirements, etc.
	Arena events	
	Sanitary facilities	How many, cleaning / emptying, etc.
	Waste management	Recycling, general domestic and clinical waste etc.
	Special effects, fireworks and pyrotechnics	
	Sound: noise and vibration	Neighbours, animals, interference with announcements, other attractions, etc.
	Safety equipment	

	Security	Security staff: How many, rest facilities, etc. Access control, VIPs, etc.
	Public liability insurance	See 2010DIN080-004 or consult the relevant TLB Corporate Governance Team

FIRE PRECAUTIONS

	Emergency procedures	
	Liaison with Local and MOD Fire Service	
	Emergency access	
	Emergency routes	
	Fire assembly points	
	Fire extinguishers	Types, locations, anti-tamper, etc.
	Exhibitors / traders stands	
	Fire instructions	
	Cooking and heating	
	Furniture and furnishing	
	Smoking	
	Fire emergency signs	

ACCIDENT AND INCIDENT REPORTING

	Accident recording	
	RIDDOR reporting	
	Accident investigation	

FIRST AID PROVISION

	Medical, ambulance and first-aid management	Command and control - communications
	First Aid	Who is to provide cover and how many first aiders and where situated?
	Medical arrangements	Facilities to be provided, location, access and egress etc

TENTAGE

	Spacing	
	Layout	
	Soundness of structures	Suitability for use including fire retardant properties etc.
	Handover inspection	

	Access and egress	
	Adverse weather	Wind, rain, heat etc. – Anchorage and ventilation etc.
	Emergency exits	

STRUCTURES		
	Design and construction	
	Adverse weather	Wind, rain, heat etc.
	Access	
	Seating provision	
	Provision for the disabled	Ramps, viewing platforms, etc.
	Emergency evacuation	
	Areas under grandstands	Waste clearance, etc.
	Other structures	Attractions and promotional displays etc. – Anchorage and ventilation etc.
	Handrails and edge protection	
	Ladders	Access control, anti-climb precautions, etc.

ADDITIONAL FACILITIES		
	People with special needs	Ramps, viewing platforms, toilets, etc.
	Children	Lost children, etc.
	VIPs	Access control, hospitality, etc.
	TV and media	Access control, rest facilities, etc.

SPECTATOR SAFETY		
	Access routes	
	Access control	
	Prevention of slips, trips and falls	
	Pet animals	
	Control signs	

FUELS, GASES AND OILS ETC.		
	Petrol / Diesel / LPG	Storage, isolation, bunding, etc.
	Flammable gases	Storage, isolation, etc.

	Non-flammable gases	Storage, isolation, etc.
	Cooking oil, lubricants, etc.	Storage, bunding, etc.
	Standard of appliances, vehicles, machinery and plant	Insurance certificates, test and inspection, etc.

VEHICLES, MACHINERY AND PLANT

	Operator competence	
	Serviceability	
	Insurance	Suitable third party cover
	Limitations on use	
	Demonstration	
	Reversing	Use and competence of banksman etc.
	Carriage of passengers	
	All-terrain vehicles (ATV) and motorcycles	
	Use of chain saws and power tools	Competence of persons using equipment etc.

ELECTRICAL SYSTEMS

	Distribution systems	Trip hazards etc.
	Connection and disconnection	
	Residual current devices	
	Earthing and bonding	
	Generators	
	Portable appliances	
	Lighting	
	Emergency lighting	

FOOD HYGIENE

	Registration	Local authority liaison
	Food handlers	
	Temperature controls	
	Drinking water	

Note: this checklist is not exhaustive.