

# GUERNSEY HEALTH & SAFETY EXECUTIVE

## GUIDE TO EVENT SAFETY For Organisers of Public Events

### Introduction

This guidance aims to help those persons responsible for organising public events and explains how to protect the health, safety and welfare of anybody working at or attending the event. The guide will also be helpful for employees, local authorities and emergency services, in providing information on the standards required to comply with health and safety law. It will not however, discuss all public events in detail but will provide sufficient information to organise and manage events safely. Further information or clarification on event safety can be obtained from the Health and Safety Executive.

### Legislation

Any person organising or working at an event will be required under the Health and Safety at Work (General) (Guernsey) Ordinance, 1987, to comply with particular health and safety obligations. Even if the event does not involve any work activity, it is still advisable to consider using the information in this guidance to ensure a safe and successful event. It may also be necessary to consider other legislation, which may affect an organised event, e.g.:

- The Safety of Employees (Miscellaneous Provisions) Ordinance, [1952](#)
- The Health and Safety at Work (Dangerous Substances) (Guernsey) Regulations, [1987](#) and [1995](#).
- The Safety of Employees (First-Aid and Welfare) Ordinance, [1954](#)
- The Safety of Employees (Electricity) Ordinance, [1956](#)
- The Explosive Substances (Amendment) Law, [1976](#)
- [Reporting of Injuries, Diseases and Dangerous Occurrences](#), as applicable in Guernsey
- The Public Highways Ordinance, [1967](#)
- The Public Highways (Temporary Closure) Ordinance, [1999](#)
- The Liquor Licensing Ordinance, 2006

## **Health and Safety Responsibilities**

The event organiser(s) will have overall responsibility for the health, safety and welfare of employees, attendees of the event and members of the general public in accordance with the Health and Safety at Work (General) (Guernsey) Ordinance, 1987. This applies not only to the organisation and management of the event itself but also to its set-up and subsequent clearance.

Although particular tasks may be delegated to other individuals, it is the overall responsibility of the event organiser to ensure that all necessary provisions are made with regard to health and safety and that all legal requirements are complied with. It is beneficial to identify the person with overall responsibility at an early stage and to identify groups or individuals' responsibilities to clearly define certain tasks and appropriately manage the event.

## **Risk Assessment**

Risk assessments are carried out to identify the hazards, which may potentially or actually exist at the event. Once identified, it is necessary to consider the control measures in place to eliminate or reduce the risk of the hazard occurring and whether the control measures are suitable in reducing the hazard to an acceptable level. If they are not, then further action must be taken to eliminate or reduce the risks.

The following 5 steps are recommended for use in carrying out risk assessments:

(see the publication - [Five steps to risk assessment](#))

- Step 1. Look for the hazards
- Step 2. Decide who might be harmed and how
- Step 3. Evaluate the risks and decide whether existing precautions are adequate or whether more should be done
- Step 4 Record your findings
- Step 5 Review your assessment and revise it if necessary

Some areas, which should be considered when performing event safety risk assessments, are: -

- Site conditions
- Fire Safety
- First Aid
- Emergency planning
- Communication
- Crowd management
- Vehicle access and movement
- Children
- Livestock
- Motor sports and displays
- Bouncy castles and sideshows
- Electrical installations and lighting
- Use of gas cylinders
- Temporary structures
- Noise
- Fairground rides
- Firework displays
- Sporting and similar activities
- Waste management
- Alcohol
- Catering
- Welfare

### **Reporting of Accidents**

Any accident or dangerous occurrences which occur whilst setting up the event, during the event and on clearance of the event, must be recorded and particular incidences must be reported to the Health and Safety Executive within a given time period. In addition, such records must be kept for insurance purposes.

Further information on the reporting of accidents can be obtained from the Guernsey Health and Safety Executive.

[Publication](#) – Reporting an Injury, Disease or Dangerous Occurrence

### **Permits**

The location, type and size of the event will determine whether a permit is required from the appropriate authorising body.

### **Insurance**

As an employer, the event organiser needs to ensure adequate insurance is in place in line with the Employers Liability (Compulsory Insurance) (Guernsey) Law, [1993](#). In addition it will be necessary to arrange public liability insurance for the event.

## **Example of arrangements to be taken for a Parish Show**

The health and safety risks arising from different events will depend upon the type and size of event being held. However the organisation and management of events will remain the same and the same principals will apply in ensuring health and safety law is complied with.

The following example will be based upon events such as the North and West Shows and outline the recommended approach in ensuring the health, safety and welfare of employees, attendees and the general public.

### **Where to start?**

Health and safety of the event should be considered at an early stage, i.e. the planning stage. The event organiser should arrange for event meetings to take place between all involved in the event such as stall / marquee holders, attraction operators, exhibitors and competition organisers. This provides a communication network to ensure that all parties concerned are aware of their responsibilities and provides an open discussion for considering hazards and risks and the control measures required. Where event contributors are unable to attend meetings, outcomes should be communicated by other means.

It is also beneficial at this stage to outline the overall person responsible as the event organiser, providing event contributors with an immediate contact.

Initial items to be discussed would include: -

- Number of expected attendees
- Number & nature of attractions
- Artistic nature of attraction, i.e. is an arena required?
- Location of attractions
- Audience profile
- Sale of alcohol
- Movement of attendees through event areas

The above information may then be used to determine the necessary provisions and facilities necessary for the event as follows: -

Stages	Concessions
Tents	Exits
Arenas	Entrances
Barriers	Signage
Toilets	Power
First Aid	Water
Waste disposal	Sewage
Perimeter fencing	Gas
Security	Lighting
Site Plans	

### **Items to be considered**

#### **Event location**

Are the ground conditions suitable for the event, particularly in the event of bad weather? How can boggy conditions be overcome, should they occur? Is there adequate drainage in the area or can appropriate matting be used?

Will traffic access to the event cause complications with pedestrians or main road traffic and if so how can pedestrians be separated from traffic and how can mainstream traffic be controlled?

#### **Car Parking**

How will parking be controlled to prevent traffic congestion and confusion? If Marshalls are to be used, high visibility vests should be provided and must be worn at all times when directing traffic. Is there adequate signage to direct traffic accordingly?

#### **Event Layout**

Plans should be prepared detailing the layout of attractions and can be used to ensure that enough room has been allocated for the attractions to operate safely and for persons to pass.

## **Stallholders**

All stallholders should be made aware of their health and safety responsibilities and the precautions they should take when operating equipment.

## **Erection of Stalls**

Stalls and tables should be in a good condition and placed on firm ground, which is capable of sustaining the weight placed upon it. An example of this is hot water urns placed upon trestle tables. Care should be taken so as not to overload the table once the urn is full and to ensure that the urn is positioned so as not to be prone to toppling over.

## **Marquees**

It is essential to ensure that marquees are erected by competent and suitably trained persons. In addition regular inspection of the marquee guy ropes, supporting poles and structures must be carried out throughout the event to ensure its safety, particularly in windy conditions.

Fire certificates should be provided with the marquee for the covering material and exit routes from the marquee should be clearly marked and free from obstruction. An inspection by the Fire Brigade may be required. It may also be necessary to provide temporary flooring, e.g. duckboards and ramps where the marquee exits are located on uneven ground.

## **Rides, amusements and outdoor play equipment**

All rides should be appropriate to the age of the rider, with ride operators being legally required to provide DOC certificates for all ride equipment. It may be necessary to implement height restrictions for the equipment however ride operators should be able to provide this information.

Bouncy castles must be certificated as approved and details should be available as to the maximum number of persons allowed on the equipment at any one time.

The equipment should be checked to ensure that it is safe and guy ropes should be regularly checked to ensure they are in good condition, are secure and stable, particularly in wet ground conditions. Equipment must be supervised at all times by one or more competent persons.

## **Livestock**

If animals are to be included in the event and stroking of animals is encouraged, appropriate hand-washing facilities must be provided including soap, water and hand drying facilities. In addition, signs should be displayed instructing visitors to wash their hands in the hand-washing stations immediately after touching the animals. This is to ensure that any infection potentially carried by animals, is not passed on to the visitors, e.g. [E.coli 0157](#).

## **Horse Shows**

In the event of horses being present for display purposes or for competitions, adequate barriers should be erected to ensure that members of the audience are adequately segregated from the showing or competition arena.

## **Wiring, Electrical Equipment, Lighting and P A Systems**

All electrical cables and wires should be safely routed away from public areas. Where this is not possible, cables should be appropriately covered and protected. In addition, all electrical equipment should be tested and installed by a competent electrician.

## **Movement of Goods and Materials**

Arrangements should be made to ensure that if goods are required to be moved, safe procedures are followed to ensure manual handling injuries do not occur. This may require the use of equipment for lifting particular loads, splitting loads to decrease the weight, or planning lifts with assistance from other persons.

## **Catering Facilities and Food Hygiene**

People providing catering facilities should be aware of the requirements to store certain foodstuffs at particular temperatures and separately from other food types. In addition, appropriate hygiene procedures should be adopted including the wearing of hats / hairnets, aprons and gloves and the regular washing of hands, especially after drinking, eating and smoking. Further and more specific advice on catering facilities can be obtained from the Environmental Health Department – Tel: 01481 711161.

## **First Aid**

First Aid provisions must be considered, with likely injuries and illnesses including minor cuts and bruises, heat / sunstroke on hot, sunny days and heart attacks.

It would be beneficial to enquire with event staff whether they are qualified firstaiders, otherwise further advice and assistance can be obtained by contacting St John Ambulance.

## **Accidents**

Any accidents which occur whilst setting up, during or clearing the event, need to be recorded in an accident book. Additionally, this will be useful in assisting in notifying your insurers and subsequently assessing the success of the event with regard to health and safety.

## **Fire Safety**

Points to consider with regard to fire safety include means of escape in the event of an emergency, the use of flammable materials and fire risk, and the provision of fire fighting equipment. Further advice should be obtained from the Fire Prevention Officer at the Fire & Rescue Service – Tel: 01481 724491.

## **Evaluation**

Evaluation of the success of the event should take place in order to learn lessons from problems which have been encountered. This will enable event organisers to address these issues before subsequent events.

## **Further Information**

Further information on event safety can be obtained by contacting the Health and Safety Executive at the following: -

Health and Safety Executive  
Raymond Falla House  
PO Box 459  
Longue Rue  
St Martin  
Guernsey  
GY1 6AF

Telephone: 01481 234567  
Facsimile: 01481 235015

E-mail: [hse@commerce.gov.gg](mailto:hse@commerce.gov.gg)  
Website: [www.hse.guernsey.gg](http://www.hse.guernsey.gg)