



## **EVENT RISK MANAGEMENT (LSM) 2018**

### **1.0 Purpose**

- 1.1 The aim of this policy is to ensure all events run by the Association do not pose a risk to the health and safety of staff, tenants, contractors or the public.
- 1.2 The procedures detailed within this section have been written to ensure all reasonable steps have been taken to comply with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other relevant legislation.

### **2.0 References**

- Fire (Scotland) Act 2005
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Occupiers Liability (Scotland) Act 1960
- The Regulatory Reform (Fire Safety) Order 2005
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

### **3.0 Risk Assessment**

- 3.1 The Association will carry out a full risk assessment for all phases of each event at the planning stage, including the site/venue preparation, the event and the site/venue breakdown or clear-up. The following areas will be taken into consideration when carrying out the risk assessment:
  - The size, location and nature of the event;
  - Whether the event is indoors or outdoors;
  - The audience/crowd profile and dynamics;
  - Whether contractors undertake certain tasks;
  - Accessibility for emergency services etc.
- 3.2 Appropriate control measures will be put in place to reduce or eliminate any risks identified during the risk assessment.

### **4.0 Contractors / Suppliers**

- 4.1 The Association will ensure all contractors have the necessary skills, knowledge and experience to carry out the required task.

- 4.2 Before appointing a contractor, the Association will obtain the following information:
- Provision of Public Liability/Employment Liability insurance details;
  - Provision of suitable references from previous clients or similar work;
  - Provision of Safety Policy;
  - Provision of risk assessments and method statements;
  - Details of a membership of a Trade Organisation or a Safety Group.

## **5.0 Temporary Structures**

- 5.1 The Association will ensure that all structures have an up-to-date inspection certificate, are flame resistant and are properly tethered and used in accordance with manufacturer's instructions and guidance.
- 5.2 All temporary structures will be positioned in a way that does not obstruct entrances or exits.
- 5.3 All inflatable play equipment will adhere to the current British Standard (BS EN 14960) and will have at least six anchor points.
- 5.4 Pre-user checks will be carried out on all inflatable play equipment to ensure:
- the site is suitable;
  - all anchorages are secure and in place;
  - ancillary equipment is in position (e.g. impact-absorbing mats);
  - there are no significant holes or rips in the fabric or seams;
  - the correct blower is being used;
  - the internal air pressure is sufficient to give a firm and reliable footing;
  - there are no exposed electrical parts and no wear on cables;
  - plugs, sockets, switches, etc. are not damaged;
  - the connection tube and blower are firmly attached to each other.

## **6.0 First Aid Management**

- 6.1 The Association will ensure that there is suitable first-aid provision at all events. The results of the risk assessment will determine the number of first aiders required. All accidents, incidents or "near misses" will be recorded and retained for three years. Details of the accident will include:
- the date and method of reporting;
  - the date, time and place of the event;
  - personal details of those involved;
  - a brief description of the nature of the event or disease.

## **7.0 Information Notices and Signage**

- 7.1 Appropriate signage clearly displaying emergency exits, first aid points, fire points, information and lost/found children points and other welfare facilities such as toilets and drinking water will be posted around the venue/site.

## 8.0 Welfare Facilities

- 8.1 The Association will ensure that there are adequate welfare facilities for all events, such as toilets, hand-washing facilities, drinking water and rubbish bins.
- 8.2 There will be a designated location where enquiries can be made about lost children, lost property and for information about the event.

## 9.0 Review

This policy will be subject to review at least every 3 years.

George Tainsh  
Director

13<sup>th</sup> December 2017

### Policy Consultation and Review Process:

Reviewed by Management Team & Assistant Technical Services Manager	6 <sup>th</sup> December 2017
Reviewed by the HSEHR Committee	13 <sup>th</sup> December 2017
<b>APPROVED BY THE MANAGEMENT COMMITTEE</b>	<b>25<sup>th</sup> January 2018</b>
<b>Date of Next Review</b>	December 2020