

SSG **Event** **Management**

ORGANISING EVENTS

ENSURING A SAFE AND SUCCESSFUL EVENT



Organising Events

Organising an event on any scale can be a beneficial and rewarding experience. There are however a number of key considerations to ensure a safe and successful event.

Duty of Care and Legislation

Event organisers have a 'duty of care' under common law to those attending the event they are organising. In addition to this there are a number of key pieces of legislation, which are applicable to events.

These include:

- The Safety, Health and Welfare at Works Act 2005
- Safety, Health and Welfare at Work (Construction) Regulations 2013
- Planning and Development Act 2000 (as amended)
- The Planning and Development Regulations 2015
- Fire Services Act 1981 and 2003
- Waste Management Acts, 1996 and 2001
- Health and Welfare at Work (General Applications) Regulations 2007 to 2016

An event organiser should satisfy themselves that their activities are safe and do not endanger their employees, contractors, volunteers, the general public or anyone affected by those activities.

Large-Scale Outdoor Events

The Planning and Development Act 2000: Part XVI (licensing of outdoor events regulations) is specific to outdoor displays of public entertainment comprising of an audience of 5000 or more. Organisers of such large-scale events should familiarise themselves with the relevant codes of practice, in particular the Code of Practice for Safety at Outdoor Pop Concerts and Other Musical Events published by the Department of Education.

Erection of Temporary Structures

Event Organisers should note that the erection of a temporary structure such as a marquee or stage needs to be in compliance with Safety, Health and Welfare at Work (Construction) Regulations 2013 and the Public Health Acts Amendment Act, 1890. In the case of contractors or others working on behalf of the event organiser, the organiser must satisfy themselves that contractors manage their work so it does not endanger anyone else. This would include the event organiser satisfying themselves that all contractors have safety statements and risk assessments.

Crowd Management

The safety and enjoyment of people attending an event will depend largely on effective crowd management. The Event

Management Plan should take into account the phases of crowd behaviour (ingress, circulation and egress) for normal and emergency situations and contain a RAMP (routes, areas, movement and profile/people) analysis for planning and managing the crowd.

A traffic and pedestrian management plan should be drawn up for all events.

Fire Safety

The Fire Services Act 1981 and 2003 as amended covers all aspects of fire safety and is applicable to both outdoor and indoor venues. The act makes it the duty of an event organiser having control over premises to take all reasonable measures to guard against the outbreak of fire on such premises, and to ensure as far as is reasonably practicable the safety of persons on the premises in the event of an outbreak of fire.

Event organisers should ensure that emergency evacuation procedures are in place and that there are a sufficient number of Fire Wardens to ensure a safe and prompt evacuation of the event should it be necessary to do so.

Appointing Event Roles

Where event organisers appoint a person to a particular role e.g. Event Controller, Event Safety Officer, Medical Controller, Fire Warden etc., they should satisfy themselves that the person is competent to carry out that role.

Under the Safety, Health and Welfare at Work Act 2005 Section 2(2)(a) a person is deemed to be a competent person when they possess sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken.

Medical Cover

Every event should have a medical plan and this should be based on a comprehensive risk assessment. Event organisers should satisfy themselves that the level of medical cover is appropriate for the size and nature of the event and that medical personnel are suitably qualified.

Safeguarding Children and Young People

Special provision should be made to ensure the safety of children and young people attending the event. A child protection policy in addition to a missing and found child policy should be included in the Event Management Plan.

In respect of all of the above, it is the responsibility of the event organiser to ensure they are compliant with all the relevant legislation and regulations.

