



LEAFLET 57

SAFETY AT PUBLIC EVENTS

AMENDMENT RECORD

Amnd No	Date	Text Affected	Authority
01	31/03/11	New paragraph 3.5.2 added of the erection, use and striking of tented structures and weblinks added for Related Documents - Guidance and Legislation	SSDC-Safety3
02	23/03/12	Para 3.1.3 First sentence reworded to add clarity for when an Event Organiser should be appointed.	DSEA-CPA-Policy
02	23/03/12	Para 3.2.2 amended to include reference to Leaflet 39 and vulnerable groups.	DSEA-CPA-Policy
02	23/03/12	Para 3.4.1 amended with requirement to provide assurance of competence to the Event Organiser; also new guidance box added	DSEA-CPA-Policy
02	23/03/12	New para added at 3.6 for staff responsibilities	DSEA-CPA-Policy

REVISION NOTE

This leaflet has been rewritten and reformatted under the review of JSP 375 and in consideration of Board of Inquiry (BOI) recommendations following the death of member of public at an event in Germany.

This leaflet follows a similar format to the Health and Safety Executive (HSE) Approved Code of Practice (ACoP) with guidance contained in boxes separating it from policy.

HISTORICAL RECORD

Leaflet was introduced in May 2005.
Revised Mar 2011

This policy has been equality and diversity impact assessed in accordance with Departmental policy. This resulted in a Part 1 screening only completed (no direct discrimination or adverse impact identified) This policy is due for review in March 2015

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FOREWORD

This JSP 375 leaflet is published under the authority of the Director of the Defence Safety & Environment Authority (DSEA) following consultation with departmental stakeholders and is to be applied across all areas of MOD and the Armed Forces to ensure compliance with UK and host nation legislation/standards and/or MOD policy.

SCOPE

1.1 This leaflet provides guidance for Commanding Officers and Heads of Establishments (CO/HoE), Event Organisers, Event Officials, Line Managers (Service and civilian) and all staff on the health and safety issues to be considered when hosting an event that is open to the general public on MOD premises or on ships when afloat and when participating, displaying or performing at a public event hosted by a third party organisation.

INTRODUCTION

2.1 The MOD 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.

3. ROLES AND RESPONSIBILITIES

3.1 Commanding Officers and Heads of Establishment

3.1.1 The Commanding Officer (CO)/Head of Establishment (HoE) is responsible for the oversight of the organisation and arrangements for any event held on premises under their control or organised by staff acting under their direction, this will include, the safety of staff participating, contractors, exhibitors and members of the general public.

3.1.2. The CO's/HoE's shall 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.

3.1.3. For any event held on premises under the control of the CO/HoE or organised by staff acting under their direction, the CO/HoE shall appoint a suitably qualified and experienced person (competent person) as the Event Organizer. Suitable and sufficient support staff and resources required to address all the safety issues and potential risks associated with the planned event shall be allocated. These staff 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 is to be consulted at the earliest opportunity.

3.2 Event Organiser

3.2.1 The Event Organiser shall 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, 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.

GUIDANCE

For any event hosted by the MOD it is recommended that the Event Organiser forms up 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).

3.2.2 The scope of the event shall be clearly defined, a hazard analysis conducted and risk assessments produced in accordance with JSP 375, Volume 2, Leaflet 39, giving due consideration to vulnerable members of the public and staff (e.g. elderly, infirm, children, disabled, learning difficulties). Control measures required to mitigate the risks shall be identified in the risk assessments and shall form the basis of the event safety management plan.

GUIDANCE

HSG154 (Managing Crowds Safely) and HSG195 (The Event Safety Guide) available from HSE provides more detailed guidance on all aspects relating to event organising.

GUIDANCE

Pre-event preparations are likely to involve a diverse set of people ranging from MOD staff 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 Leaflet 32 (Health and Safety on Multi-Occupier Sites) and Leaflet 34 (4C System: The Management of Visiting Workers and Contractors).

3.2.3 The Event Organiser is responsible for the identification and/or development of:

- key roles (safety, security, first aid, etc);
- numbers of staff required to manage the event (Event Officials);
- the terms of reference (TOR) identifying the required competencies;
- safety information and appropriate training;
- effective communications (two way radios etc.);
- provision of adequate breaks, shelter, refreshment etc for event officials.

3.2.4 The Event Organiser is to ensure that all risk assessments for the planned activities are reviewed prior to the event start date and an overall event risk assessment (similar to a site risk assessment – see leaflet 23) produced.

GUIDANCE

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.

3.2.5 The Event Organiser shall ensure that close liaison and strong communication exists throughout all phases of the event (from planning to post event wash-up). All staff and interested parties involved with the event shall 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 will include but is not limited to:

- Event Officials;
- Contractors;
- Performers/Exhibitors;
- General public;
- Local Authority, (e.g. for obtaining licenses);
- Police and other emergency services.

3.2.6 Adjacent or adjoining public venues and local residents/businesses shall 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).

3.2.7 It is the Event Organiser's responsibility to 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 MOD core business only. For events that are not MOD core business, alternative public liability insurance arrangements shall be made for paying compensation to individuals (i.e. third parties to MOD) 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 (see 2010DIN080-004 or consult the relevant TLB Corporate Governance Team).

GUIDANCE

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. Please note this list is not exhaustive.

3.3 Event Officials

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

- Knowing the layout of the event site and being able to assist the public by giving information about the available facilities;
- Being aware of the location of entrances and exits and first aid points;
- Ensuring that overcrowding does not occur in any part of the event venue;
- Controlling unruly behaviour;
- Communicating with supervisors;
- Knowing and understanding the arrangements for evacuating the event venue in an emergency;
- Controlling vehicle parking and marshalling traffic.
- Action to be taken in the event of an accident (provision of first aid, contact of emergency services, accident reporting).

3.4 MOD Display Teams

3.4.1 The Officer in Charge (OIC) shall 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.

GUIDANCE

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.

3.5 Event Contributors

3.5.1 Event contributors (exhibitors, attraction owners, contractors etc) shall 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 manufacture's instructions and insurance requirements. All event contributors shall comply with event rules.

3.5.2 The erection, use and striking of tented structures and marquees shall 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 shall be complete with storm straps regardless of predicted weather forecasts.

3.6 Staff

3.6.1 All MOD staff when participating in an event in any capacity where they are supporting, representing or promoting the MOD as part of a display team, as an event official, on a stand or attraction etc. are considered to be on duty.

4. PLANNING

4.1 HSE's HSG 195 identifies the following 5 principle stages to planning an event:

- Build-up - this involves planning the venue design, selection of competent workers, selection of contractors and subcontractors, construction of the stages, marquees, fencing, etc
- Load in - which involves planning for the safe delivery and installation of equipment and services which will be used at the event, eg stage equipment used by the performers, lighting, public address (PA) systems, etc;
- 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 ;
- Load out - requiring planning for the safe removal of equipment and services;
- 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.

4.2 To provide a comprehensive overview to all planning aspects an event safety management plan shall be produced. The constituents of an event safety management plan should include:

- the event safety policy statement detailing the organisation chart and levels of safety responsibility;
- the event risk assessment;
- information management (gathering and promulgation of site rules,

- emergency procedures, weather forecasts etc.):
- 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;
 - the site safety plan detailing the site safety rules, site crew managers and safety co-ordinator, structural safety calculations and drawings;
 - the crowd management plan detailing the numbers and types of stewards, methods of working, chains of command;
 - the transport management plan detailing the parking arrangements, highway management issues and public transport arrangements;
 - the emergency plan detailing action to be taken by designated people in the event of a major incident or contingency;
 - the first-aid plan detailing procedures for administering first aid on site and arrangements with local hospitals;
 - the testing of plans and procedures prior to the event.

5. MONITORING AND REVIEW

5.1 Monitoring is essential to maintain and improve health and safety performance. The CO/HoE is to 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 2, Leaflet 34).

GUIDANCE

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.

5.2 The safety planning and arrangements should be under constant review by the Event Organiser, and shall 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 shall 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.

GUIDANCE

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 its time for completion if appropriate.

6. RELATED DOCUMENTS

JSP 375 Vol 2:

- Leaflet 1 – Emergency and Disaster Planning
- Leaflet 3 – Safety Arrangements on MOD Premises
- Leaflet 27 – First Aid at Work
- Leaflet 32 – Health and Safety on Multi-Occupier Sites
- Leaflet 34 – 4C System: The Management of Visiting Workers and Contractors
- Leaflet 39 – Health and Safety Risk Assessment
- Leaflet 44 – Safety Signs

Other MOD Regulations/Guidance

- BRd 9467 Fleet Administrative and General Orders (FLAGOS) Chapter 6 Visitors to Ships, Families Days, Organised Parties and Admission of Tradesmen and the Press.
- NATO STANAG 3533 - Safety Rules for Flying and Static Displays
- JSP 426 – MOD Fire Safety Manual
- JSP 550 - Military Aviation Policy, Regulations and Directives
- Army Display Team Policy
- Land Forces Standing Order 3216
- Appropriate Command/Group orders.
- BRd 9147 2SL/CNH Land Area Safety and Environment Leaflet
- Army Code 14170 Instructions for Bands and Military Musicians.
- JSP 482.
- Army Parachute Association Operations Manual.
- RAF 2 Group Tactical Air Transport Operations Manual.
- RAF Police and Provost Procedures and Guide to RAF Police Investigative Procedures Chapter 26.
- Army Recruiting Compendium – Outreach SOPs.
- RAF Standing Instructions for Recruiting Officers.
- Games and Sports in the Army (AC 61021).
- Air Publication 3342.
- AGAI Vol 3 Chapter 116.
- RAF Standing Instructions for Recruiting Officers.
- 2010DIN080-004 - Activities that are not covered by the MOD's self-insurance arrangements –Non-core MOD business activities.

Legislation and Guidance:

- Food Safety Act
- HSG 154 – Managing Crowds Safely -
<http://www.hse.gov.uk/pubns/books/hsg154.htm>
- HSG 175 – Fairground & Amusement Park Guide -
<http://www.hse.gov.uk/pubns/books/hsg175.htm>
- HSG 195 – The Event Safety Guide -
<http://www.hse.gov.uk/pubns/books/hsg195.htm>
- Civil Air Publication 403 - Flying Displays and Special Events: A Guide to Safety and Administrative Arrangements -
<http://www.caa.co.uk/docs/33/CAP403.PDF>
- Civil Air Publication 393 - Air Navigation: The Order and the Regulations -
<http://www.caa.co.uk/docs/33/CAP393.pdf>
- MUTA – Best Practice Guide for the Safe Use and Operation of Marquees and Temporary Structures -
<http://muta.org.uk/Literature/mutamarq.pdf>

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 & 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 & 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 & how many first aiders and where situated.
	Medical arrangements	facilities to be provided, location, access & 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.