

# Policy for Organising Safe Events

This policy outlines issues to be considered when organising community event, fete or fayre.

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## Policy on a page

Please note that this is designed to act as a quick reference guide only and is not intended to replace the need to read the full policy. Please include details using the headings below:

### Summary and aim

To provide information and general advice when arranging any type of event.

### Target audience

All staff

### Training

None

### Key requirements

Designate a project or lead person\_ should be in overall charge of the event. (Event organiser)

Consider and action the requirements in section 3 and liaise with the relevant services and stakeholders as listed.

Undertake an event risk assessment, review as required and share with the relevant staff and stakeholders prior to the event.

Keep all the relevant information to hand as this will form part of your event plan, proportionate to the size of the event.

## Introduction and Purpose

This policy has been designed to provide information and general advice when arranging any type of event. The guidance cannot be considered exhaustive due to the diverse nature of and size of events. It is likely that additional guidance will be required for specialist events and larger scale activities.

The Policy for Organising Safe Events applies to all staff employed by Leicestershire NHS Partnership Trust (LPT) to be referred to throughout as 'the Organisation'.

## Roles and Responsibilities

See section 3.1 and references to legislation and guidance on page 22.

## Planning

### The Event

Scope a brief to identify what will be required and start planning as soon as possible, this may be several months before the event. This will allow time to carry out risk assessments and obtain specialist advice where necessary.

Consider the type of event you will be holding and whether you will need to source the services of outside contractors.

Hold an informal meeting of all interested parties and persons from whom advice should be sought to discuss issues relevant to the event. See appendix 3. This may include but is not limited to:

- Safety and EPPR Team (specialist advisors will support you)
- Fire Safety Advisor/Officers and Fire Brigade
- LPT Estates and Facilities or Landlord/ external Estates Provider
- Infection Prevention and Control Team
- Police
- St Johns Ambulance
- Communications Team
- Local Authority including Environmental Health Department (if anticipated event will include provision of catering/food stalls etc.)
- Directorate line management

A project or lead person should be in overall charge of the event. (Event organiser)

Keep all the relevant information to hand as this will form part of your event plan, proportionate to the size of the event.

In the case of larger events a suitably qualified person should act as Safety Officer (this can be the person in overall charge).

Consider how you will publicise the event with the intended audience – social media, LPT newsletter, local media depending on the size of the event. Take advice from the Comms team.

## Licensing

You need to check with the local council to see if a licence is required to hold the type of event being organised.

## Insurance

Event organisers could be held legally liable for the costs or damages for injuries which may occur. Public liability insurance will cover this risk. Liaise with the Trust's Legal Team for advice and guidance.

When using specialist contractors, always check they have their own public liability insurance and obtain a copy. If something does go wrong, full details must be recorded and reported without delay

## Venue

Decide on the venue. The site should be large enough for all the activities planned with adequate circulation space for the numbers expected to attend.

Prepare a sketch/site plan of the site showing the position of the activities, the entrance/exit routes, car parking, toilets etc

## Condition of Outdoor Site

If using an outdoor site, check that:

- All grassed areas should be kept to a maximum length of 10 cm (4 inches) and kept clear of all grass cuttings
- The site will be suitable in all weathers and that any staging/structure erected prior to the event will be safe in bad weather conditions
- There are no slip, trip or other similar hazards to the attendees
- Wet weather will not cause any additional hazards
- Any traffic signs should comply with the requirements of relevant road safety legislation
- There are no obvious hazards on both the site and surrounding areas, such as overhead power lines; stored chemicals or machinery; unfenced holes; steep drops between different ground levels; ponds/water and unsafe or other structures (these may need barriers/fencing to keep the public away); underground services
- There will be suitable lighting throughout the site; including emergency lighting, if the event will go on after dark
- Provide facilities wherever possible to enable people with disabilities to gain access, see and take part in the attractions and activities

- Make sure that the ground conditions in public areas and access pathways are suitable for people with disabilities, as well as families with toddlers and pushchairs.

## Risk Assessment

Undertake a written assessment of the event.

Identify possible hazards that could occur and say how the risk will be controlled. In particular consider:

- Stands and stalls
- Bouncy castles and children's amusement rides
- Displays and parades, especially those involving animals, vehicles or special events
- Marquees, stages and caterers stands/tents
- Helium balloons
- Request risk assessments from third parties e.g. contractors and participants and, where appropriate, method statements for the activities they will carry out
- Temporary decorations and furnishings such as bunting, Christmas trees, streamers, table decorations. These must be fire retardant, and must not obscure fire exits, signs or routes
- An assessment of whether the fire exit routes and doors will be wide enough to allow safe egress for an increased number of persons from the room
- Weather conditions need to be identified in the risk assessment process and appropriate contingencies identified
- First aid provision – adequate for the event size and activities to be undertaken.
- Car parking facilities
- How will waste be collected/disposed of after the event

This list is not exhaustive

Initial assessments should be undertaken and any remedial action specified in the updated event plan. A timescale should be specified where necessary.

Safety arrangements should be checked prior to opening, throughout the event and after the event. See appendix 1

To ensure control measures in the risk assessment are being implemented and following. Any concerns need to be raised with the person in charge of the event/safety officer.

## Fire

Carry out a fire risk assessment. Identify all possible fire hazards that could occur and say how the risk will be eliminated/ controlled.

- Nominate an individual to take responsibility for fire throughout the event.
- Provide equipment for putting out small fires throughout the site.
- Make sure stewards know where the equipment is and how to use it.
- The Fire Service should be called to any fire at once - however small.

- Sufficient persons and signage must be available to direct visitors in the event of a fire.
- Consider how many persons are allowed in a room, marquee at any one time.

## Emergency/Contingency Plan

In addition to risk assessing the event, also consider what could go wrong on the day and draw up a plan to deal with the emergency. The plan should include details of what to do in the event of a fire, accident, bomb alert, adverse weather or any need to evacuate the site. Will the event be cancelled? How will this be communicated and what will the cancellation process be? Could specialist matting be hired and brought in at short notice? Or could the event be moved to an alternative internal venue?

## Traffic Management

Traffic direction on private land can be undertaken by anyone, but persons under 18 years of age should not be used. Appropriate persons should be nominated and understand their role.

All traffic controllers on site should wear bright coloured, reflective clothing for their safety.

The Police do not provide officers to control traffic or crowds and will not routinely attend events unless there is considered to be a risk of crime or disorder (please contact them and check with them as part of pre-planning).

The following need to be considered and controls identified in your risk assessment.

Parking -

- segregation of vehicles and pedestrians
- a traffic flow system in place
- clearly signposted parking area(s), pedestrian routes with safe crossing points
- access for emergency vehicles
- provision of resources to manage the above

## Temporary Structures

These include marquees, stages, raised seating and sound towers.

They must be erected by trained and competent persons and be capable of withstanding wind forces and bad weather conditions.

Written certificates should always be obtained of their fitness for purpose.

Marquees should be sited at least 6 metres apart and have adequate emergency lighting and escape routes. Fabrics should be inherently flame retardant. Frame tent type marquees should always be specified, no pole marquees with guy ropes will be permitted.



As a general rule, marquees for more than 50 people must have at least 2 exits leading to different areas; the inside travel distance should be no more than 24 metres; and the exits must be clearly signed with standard fire exit signs. Fire extinguishers will also be required specific to the risk inside the marquee.

Regular safety checks of all temporary structures should take place during the event.

## Inflatables

If you hire inflatables (bouncy castles, inflatable play equipment etc.) for your event you will need to ensure they are safe. Request the Public Liability Insurance Certificate, risk assessment, training evidence and PIPA inspection tag number.

Further guidance on can be found here;

[Inflatable Play Inspection Scheme | PIPA](#)

[http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm#utm\\_source=govdelivery&utm\\_medium=email&utm\\_campaign=inflatables&utm\\_term=fairgrounds-section&utm\\_content=updated-webpage](http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm#utm_source=govdelivery&utm_medium=email&utm_campaign=inflatables&utm_term=fairgrounds-section&utm_content=updated-webpage)

All inflatables will need an adequate soft fall area.

## Electrics

Temporarily generated or connected to a permanent supply must be installed in a safe manner by a competent person. Permission must be given by the contracted facilities provider.

Only diesel or LPG gas generators should be used to power equipment required for events.

Electrical equipment and generators need to be secure to prevent unauthorised access.

Generators should be in a well-ventilated area and at least 6 meters away from the building.

All fuel is stored in a safe and secure manner in suitable and approved containers, which are clearly marked.

All cabling positioned so as not to create a trip hazard or be liable to physical damage.

Electrical equipment is fitted with RCD with a rating of 30mA.

If electrical equipment is to be used outside, the cables, connectors and couplers need to be waterproof.

Potential hazards due to extreme weather should not be overlooked at outside events.

All portable electrical appliances should be tested for electrical safety and a record kept.

Any hired equipment should come with a certificate of electrical safety.

## Gas

External contractors may need to use LPG gas cylinders for barbecues and cooking equipment.

All gas powered or operated appliances will need an annual Gas Safe check certificate.

LPG gas cylinder safety;

- Only sufficient amounts required for the event kept
- LPG gas cylinders need to be kept upright and secured to prevent falling over and public access
- Cylinders need to have the correct type of regulator fitted
- Cooking equipment is sited away from combustible materials
- Hoses need to be free from damage and date stamped

There are hazards associated with barbecues, naked flames, gas bottles and hot equipment.

## Fencing/Barriers

Fencing/barriers may be required as a control measure to protect people from hazards e.g. water, vehicles, dangerous equipment, security etc. If required.

Please contact the Estate and Facilities Helpdesk [lpt.fm@nhs.net](mailto:lpt.fm@nhs.net)

## Lighting

Where events are planned to take place after dark, artificial lighting should be provided to all public areas such as vehicle and pedestrian access, car parks, refreshment tents and toilets.

Where there are particular hazards these should be lit appropriately.

Consideration should also be given to the need for emergency lighting to escape route

## Communication

Consider providing a public address system for announcements to the public and staff.

For smaller events a portable loud hailer may suffice.

Consider personal radio contact between stewards.

Set up a control/information point for enquiries, lost children, lost property etc.

## **Security/Staff Safety**

Event security plans need to be prepared and implemented to keep staff, attendees, patients and LPT property safe. Security specific processes and guidance can be obtained from the Trust's Security Management Advisor.

The following security factors need to be considered and embedded in the risk assessment process for each individual event.

Cash handling; if cash handling is essential at the event consider the following;

- Follow LPT Trust financial instructions – liaise with Finance for advice.
- Only hold minimal amount of cash/float
- Keep out of reach from attendees
- Store securely e.g. cash box/secure facility
- Do not leave cash box/storage facility unsupervised
- Count money out of sight in a secure location
- Ensure staff are instructed not to endanger themselves when cash handling
- Put in a safe system of work to ensure that the person handling cash understands how to respond in an emergency situation.

### **Building Security**

- Ensure the building, equipment and contents are secure while the event is held
- If a shared building, liaise with other services/teams on how to manage security during the event
- Ensure attendees do not have unauthorised access to other areas.
- Ensure staff and patient's personal belongings are secure
- Monitor areas and remain vigilant to discourage acts of vandalism and arson

### **Staff security**

- Brief staff on the event and site specific instructions beforehand
- Ensure staff have a point of contact
- If staff have to lone work or work in isolation implement a method of communication
- Provide personal alarms if required

## **First Aid**

The first aid provision needs to be adequate for the number of people, expected to attend the event, planned activities; type of event, weather and expected audience /profile to attend.

In all but the smallest events, a qualified first aider should be present with sufficient first aid materials.

Event organisers must also make sure that provision for emergency vehicle access and egress when planning event layout.

## Noise

May cause a nuisance to people living nearby. In planning the event you need to have this in mind and consider:

- Siting any sound system so as to gain maximum effect inside the site while causing minimum disruption outside.
- Notifying local residents prior to the event.
- Finishing the event at a reasonable time.

## Food/Drink/Water

When using outside caterers, ask to see written evidence of food safety procedures, staff training, current food hygiene certificate from their local authority Environmental Health Department. Ensure there is hand washing facilities and adequate provision for cleaning and disinfecting. (Food probes would be required for hot food/adequate refrigeration for cold food).

Further guidance, please refer to:-

- Food Safety Act 1990 (as amended) and associated Regulations
- CIEH National Guidance for Outdoor and Mobile Catering

## Stewards

Provide an appropriate number of stewards for control of the site and the public. Make sure they are fully briefed prior to the event and easily identifiable i.e. wearing high visibility clothing. See appendix 2 for further guidance

## Sanitary Accommodation

Adequate provision should be made for the number of people, including the disabled, expected to attend the event. As a general guide:

For events with a gate opening time of 6 hours or more:

1 toilet per 100 females

1 toilet per 500 males, plus 1 urinal per 150 males

For events with a gate opening time of less than 6-hours duration:

1 toilet per 120 females

1 toilet per 600 males, plus 1 urinal per 175 males

The provision of facilities for people with additional needs should relate to the expected numbers of people-attending the event. It is suggested that one toilet with hand-washing facilities should be provided per 75 people.

Consider the provision of baby changing facilities if families are expected to attend the event.

Toilets to be serviced regularly to keep them fully operational, clean and hygienic throughout the event.

Provide direction signs to indicate the location of the toilets.

## Waste

Need to provide an adequate number of rubbish receptacles around the site. Make arrangements to empty regularly and store/dispose of the rubbish and all litter after the event.

Recycling should be carried out wherever possible.

## Type of Stalls

Different types of stalls will introduce hazards associated with the activities undertaken. These need to be appropriate and suitable for the attendees and patients groups attending. We need to ensure safe practices are identified through the risk assessment process and adhered to. These may include;

- Refreshments and cake stalls including jams and other preserves - good hygiene practices need to be followed and items clearly labelled. Further guidance around the purchasing, preparation and storing of foods as well as a section around food allergies can be found in the Food hygiene for therapy kitchens policy.
- Staff should not be preparing food themselves for consumption by others at events – see **section 20** on the provision of outside caterers or source through Hotel Services on site .
- Raffle/tombola – avoid second hand electrical prizes, ensure prizes are suitable and appropriate for the attendees.
- Any stall where there is a potential for injury to the participant e.g. welly wanging, tug of war, hook a duck, water games etc need to be supervised and safety rules followed.

# Appendix One: SAFETY INSPECTION CHECKLIST

## PRE, DURING AND AFTER THE EVENT CHECKLIST

A walk through safety inspection should be carried out immediately prior to, during and after the event. More than one inspection may be needed during the event. Using this form note all defects and also remedial action taken. This is not an exhaustive list and care should be taken to identify any other hazards associated with the activities at the event.

### Location:

### Before the event:

#### Has all the relevant health and safety information been received from external contractors?

- Public Liability Insurance Certificates
- Risk assessments
- Safety certification (PIPA, food hygiene ratings, PAT testing, Gas safe check)

### Site access/egress

- Are entrances / exits clear?  
Are exits/evacuation routes clearly signed?
- Are staff / stewards in place?
- Can emergency vehicles gain access?
- Are pedestrians segregated from vehicles?
- Are security precautions in place?
- Have adequate signs been provided?

Yes No


### Site condition

- Is site free from tripping hazards e.g. cables, potholes, footpath defects, etc?
- Are permanent fixtures in good condition e.g. seats, fencing, signage, etc?
- Has vegetation been cut back, debris removed and the area made safe?
- Have current weather conditions created new hazards to be addressed?

Yes No


### Attractions / activities / structures

- Have all structures been completed?
- Have all structures been inspected and approved by a competent person where required?
- Are all activities / attractions sited correctly and checked?
- Are all activities / attractions supplied evidence of insurance and health and safety requirements?
- Have temporary flags/decorations been installed correctly and checked?
- Have any unanticipated hazards been introduced?  
Do temporary structures/inflatables have adequate anchor points and secure?

Yes No


## Event Provisions

- Is fire fighting equipment in place?
- Is lighting in place where required?
- Have electrical supplies / equipment been checked / certified?
- Have toilets been provided where required?
- Are first aid facilities in place?
- Is a control centre in place and public address system working?
- Are adequate waste bins in place?
- Are stewards in place?  
Have stewards been briefed?  
Is there a method of communicating with them?

Yes	No

Defects noted:

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Remedial action taken:

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Printed Name of Inspector: \_\_\_\_\_

Signature: \_\_\_\_\_

Date and time of Inspection: \_\_\_\_\_

## During the event:

### Site access/egress

- Are entrances / exits clear?
- Are staff / stewards in place?
- Can emergency vehicles gain access?
- Are pedestrians segregated from vehicles?
- Are security precautions in place?
- Have adequate signs been provided?

Yes No


### Site condition

- Is site free from tripping hazards e.g. cables, potholes, footpath defects, etc?
- Are permanent fixtures in good condition e.g. seats, fencing, signage, etc?
- Has vegetation been cut back, debris removed and the area made safe?
- Have current weather conditions created new hazards to be addressed?

Yes No


### Attractions / activities / structures

- Have all structures been completed?
- Have all structures been inspected and approved by a competent person where required?
- Are all activities / attractions sited correctly and checked?
- Are all activities / attractions supplied evidence of insurance and health and safety requirements?
- Have temporary flags/decorations been installed correctly and checked?
- Have any unanticipated hazards been introduced?
- Are anchor points undamaged and structures/inflatables secured?

Yes No


### Event Provisions

- Is fire fighting equipment in place?
- Is lighting in place where required?
- Have electrical supplies / equipment been checked / certified?
- Have toilets been provided where required?
- Are first aid facilities in place?
- Is control centre in place and public address system working?
- Are adequate waste bins in place?
- Are stewards in place?

Yes No




Defects noted:

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Remedial action taken:

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Printed Name of Inspector: \_\_\_\_\_

Signature: \_\_\_\_\_

Date and time of Inspection: \_\_\_\_\_

**After the event:**

## Exhibitors / attractions

- Have all attractions been dismantled and removed?
- Have all exhibitors vacated the venue?
- Have all vehicles left the venue?

Yes No


## Temporary facilities

- Has all equipment been dismantled and removed?
- Have all structures been dismantled and removed?
- Have temporary markers such as stakes, ropes, flags, etc been removed?
- Have any holes / trenches, etc been made good?
- Have all temporary electric installations been isolated and made safe?

Yes No


## Waste Collection

- Has all waste been collected satisfactorily?
- Have all waste been removed from the site?
- Have all residue fire hazards been checked e.g. fireworks, bonfires?

Yes No


## Venue condition

- Has any damage to permanent facilities, buildings or the ground been reported?
- Has any damage been found during inspection?

Yes No


If the answer to either of the above is yes, then describe briefly below

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Incidents / accidents

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Were any incidents / accidents reported during the event?

If yes, describe briefly below. (If there was personal injury then please complete accident report form and return to the council)

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Remedial action taken:  
(please advise of any damage found and remedial action taken)

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Printed Name of Inspector: \_\_\_\_\_

Signature: \_\_\_\_\_

Date and time of Inspection: \_\_\_\_\_

## Appendix Two: Stewards Duties

Stewards should:

- Be aware of the location of the entrances and exits in use on the day, first aid posts and firefighting equipment
- Know the layout of the site and be able to assist the public by giving information about the available facilities, remembering especially people with disabilities
- Be adequately trained and competent to carry out their duties effectively; see your risk assessments for the main hazards and risks identified
- Receive a written statement of their duties, and where appropriate a checklist and a layout plan showing the key features of the site
- Receive a final briefing of their duties on the day of the event, particularly about communicating with supervisors and other staff in the event of an emergency
- Be easily identifiable e.g. wearing fluorescent jackets, tabards or arm bands etc
- Know the ticketing arrangements and be aware of the routes in/out for any celebrities
- Be provided with torches where the event is likely to go on beyond dusk and test these and any other equipment issued to them prior to the event

Patrol their allotted areas, being on constant watch for emergencies and being aware of what actions to take, paying particular attention to:

- Any potential emergencies/problems near their location
- Ensuring that overcrowding does not occur in any part of the site
- Preventing the public climbing fences, barriers, equipment, accessing any unauthorised areas etc
- Ensuring that circulation areas and exits (including entrances and exits for emergency services) are kept clear at all times. This can be particularly important at indoor events where visitors may well park their cars outside exit doors/routes from the building
- Know, understand and have practiced their specific duties in an emergency and the arrangements for evacuating the public from the site, including the use of coded messages

## Appendix Two: Event Participation List

Event ref. number:

Name of Event:

Event Date:

	<b>Name of activity (i.e. Caterers, exhibitors, ground entertainment, inflatable's, dance groups, bands etc)</b>	<b>Insurance Details Attached Yes/No</b>	<b>If "No" Please give details</b>
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## Appendix Three: Governance

### Version control and summary of changes

Version number	Date	Description of key change
One	June 2013	New document
Two	September 2015	Policy format
Three	September 2018	Policy format
Four	September 2022	Policy format
Five	November 2025	Reviewed policy to reflect new template, slight amendments and updated reference/guidance list accordingly.

### Responsibilities

Responsibility	Title
Executive Lead	Managing Director/Deputy CEO
Policy Author	Health and Safety Advisor
Policy Expert Group	As identified at November 2025

### Governance

Governance Level	Name
Level 1 Assurance Oversight	Quality and Safety Committee
Level 2 Delivery Group for policy approval and compliance monitoring	Health and Safety Committee

### Compliance Measures

KPI (only need 1-2 KPI's per policy)	Where will this be reported and how often
Event risk assessments and compliance due diligence will be reviewed as required and proportionate to the event.	Noted in the Bi-monthly Staff safety Report to the Trust's Health and Safety Committee

### Training Requirements

None

### References

- Health and Safety at Work etc Act 1974 (HASAWA)
- PIPA Inspection and Tag scheme
- 5 Steps to Risk Assessment – HSE (Health and Safety Executive)
- Event Safety HSE website
- Managing Crowds Safely IND(G)142L – HSE
- Electrical Safety for Entertainers INDG247 – HSE
- The Regulatory Reform (Fire Safety) Order 2005 – HSE
- Fire Risk Assessment – Open Air Events – HM Government
- Food hygiene for therapy kitchens policy.