

## **PLANNING AN EVENT**

Under Legislation all entertainment events are classed as work activities and therefore are subject to the Safety, Health and Welfare at Work Act 2005 and the various Regulations under it. An organiser has a duty to ensure that any premises (including grounds or other open spaces) have a means of access and egress and any plant, equipment and substances are safe and without risk to the health of Leaders, Members or members of the public. In addition the Health and Safety Authority regard persons who make use of Volunteers as Employers and Volunteers as Employees and therefore volunteers require the same level of training information and protection as employees.

During the planning of any event it is important to give consideration to:-

- **Contractual Agreements**  
Carefully check all Contractual Agreements as some can place onerous responsibility on you which perhaps should be catered for by the supplier
  
- **Communications**  
There should be clear lines of communication between those organising and those with areas of responsibility. If an event is spread over a large site or more than one floor of a building it is recommended to have a central control point with a specified person to take overall control with responsibility to summon emergency services if necessary, with location of nearest public telephone known or charged mobile phone accessible. In addition consideration should be given to how to communicate to the public if the need arises.
  
- **Planning the venue**  
The following should be considered:-
  - ✓ Are buildings large enough with sufficient entrances / exits for numbers?
  - ✓ Are exits clearly marked?
  - ✓ Are there sufficient fire extinguishers?
  - ✓ Do exhibitors or stall-holders need to bring in equipment?
  - ✓ Are doorways wide enough for such equipment? Are there awkward steps or corridors?
  - ✓ Are there sufficient numbers of people to help unload?
  - ✓ Will the vehicles used need to be brought close to the entrance and what are the traffic implications?
  
- **Crowd Control / Supervision**  
Supervision is key to any youth related activities and it is imperative that there is adequate supervision to ensure that the welfare and safety of the youths can be maintained at all times. In order to ensure crowd control safety the following should be considered:-
  - ✓ Adequate means of escape including ensuring fire exits are unlocked
  - ✓ Cordoning off Hazardous Areas

- ✓ Provision of Adequately trained marshals
- ✓ Emergency Evacuation Procedures

- **First Aid**

A Risk Assessment must be undertaken to assess the First Aid provisions required, based on the numbers attending and the nature of the activities involved. Provision may range from a simple First Aid Box to a number of First Aiders or attendance by Ambulance Brigade or The Order of Malta. All marshals and Leaders must be fully aware of the extent and location of First Aid Facilities. An emergency plan must also be in place in the event of someone having to be taken to hospital or needing emergency treatment.

- **Food and Drink**

Provision of food and drink at an event can lead to food poisoning which is on the increase and the requirements of the Food Safety Authority of Ireland Act 1998 and the European Communities (Hygiene of Foodstuffs) Regulations 2006 must be considered.

The FSAI provides guidance notes for training on these requirements.

- **Cash Handling**

Consideration needs to be given before the event to both the safe keeping of any cash itself and also the safety and welfare of those collecting, handling and banking money. It is important to have relevant safe / cash box depending on the level of cash involved with a float and takings should be removed to a safe place on a regular basis during the course of the event. Selling tickets in advance will reduce the cash on the day of the event itself.

Remember the safety of people is always more important than the protection of money.