



HEALTH AND SAFETY GUIDANCE

1. INTRODUCTION

The following information provides some guidance on the arrangements to be in place in order to protect the health and safety of persons attending the Event as well as the persons working at the Event. Please read it to assist you in responding to the Risk Assessment Form questionnaire, and in planning your own health and safety arrangements for the Event.

2. THE LAW

The main piece of legislation is the Health and Safety at Work etc Act 1974 with sets of Regulations having been made under this Act. Duties are placed on employers, the self-employed and persons in control of events and premises to ensure the health and safety of themselves and employees. The duty also extends to ensuring that other persons, such as members of the public, are not exposed to risks to their health or safety. The duties include the following:

- Providing and maintaining plant and equipment which are safe and without risk to health.
- Having arrangements for ensuring safety in the use, handling, storage and transport of articles and equipment.
- Maintaining the area and premises in a safe condition and without risk to health with the provision and maintenance of safe means of access to and egress from.
- Providing the necessary information, instruction and training to ensure the health and safety of persons.

3. RISK ASSESSMENT

The Management of Health and Safety at Work Regulations 1999 require that suitable and sufficient risk assessments be carried out in order to determine the measures which are needed to comply with health and safety law. Risk assessments are a very careful examination of what hazards may be present, deciding who might be harmed and how, and then determining the measures which are needed to eliminate or effectively control risks. A **hazard** is anything with the potential to cause harm and a **risk** is the likelihood that someone will be harmed by the hazard.

The following are some of the hazards which should be considered during risk assessments and also the types of control measures which may be required:

| HAZARD | EXAMPLES OF PREVENTIVE AND PROTECTIVE MEASURES ELECTRICITY |
|-------------------------------|--|
| ELECTRICITY | <ul style="list-style-type: none"> • All equipment to be maintained in good condition and subject to regular inspection by a competent person. • Equipment to be suitable for intended use and the working environment (particularly important for outdoor use when wet conditions may present an additional hazard). • Sufficient socket outlets to be provided in order to avoid overloading of sockets. • Limit the supply voltage to the lowest level required. • Provide additional safety with the use of residual current devices (RCDs). These devices detect some, but not all, faults in electrical systems. RCDs should also be subject to regular checks. |
| FIRE | <ul style="list-style-type: none"> • The use of flammable materials should be avoided wherever possible. • Ensure good housekeeping to prevent the accumulation of flammable waste materials. • Liquefied petroleum gas (LPG) cylinders, both full and empty, to be properly stored in secure, well ventilated places away from other flammable materials and sources of ignition and also so as to prevent tampering by unauthorised persons. • The number of LPG cylinders to be kept to the minimum necessary. • All gas equipment to be maintained in a safe condition and to have been inspected at least once in the previous 12 months by a gas engineer registered with the Gas Safe Register. • Provide sufficient number of properly maintained fire extinguishers of the correct type and size. |
| SLIPS, TRIPS AND FALLS | <ul style="list-style-type: none"> • Good housekeeping standards to be maintained at all times. • Walkways to be kept free from any obstruction such as electrical cables. • Rubbish receptacles to be located outwith walkways and rubbish to be disposed of directly into the receptacles. • Any spillages to be cleaned up immediately. |



HEALTH AND SAFETY GUIDANCE

| HAZARD | EXAMPLES OF PREVENTIVE AND PROTECTIVE MEASURES |
|------------------------|---|
| FALLING OBJECTS | <ul style="list-style-type: none">• All stalls and premises to be positioned on level ground or appropriate measures in place to ensure stability.• All items to be safely stored and storage at height to be avoided wherever possible. |
| TRANSPORT | <ul style="list-style-type: none">• Ensure safe systems of work for the movement of vehicles and loading and unloading operations, with particular consideration for the protection of pedestrians. |

4. HEALTH AND SAFETY ARRANGEMENTS

The law requires that arrangements are in place for the effective planning, organisation, control and review of health and safety.

- **Planning** – The risk assessments should be used to establish the health and safety priorities and for the implementation of the measures needed to eliminate risks or where this is not possible, to effectively control risks. Risks should be eliminated through the layout and design of the Event and the type of equipment and facilities to be provided. Persons who carry out risk assessments or undertake other health and safety duties, should be competent to do so.

First aid provision will also require to receive due consideration to ensure the availability of adequate facilities and first aiders.

- **Organisation** – Effective means of communication and consultation have to be established in which a positive approach to health and safety at the Event is visible and clear. Effective communication is needed to ensure that all relevant persons are provided with sufficient information so that the necessary control measures are implemented effectively. Procedures should also be established to deal with any situation presenting serious or imminent danger such as fire. The necessary contacts with emergency services should also be arranged.

- **Control** – It is essential that health and safety responsibilities are clarified and that the activities of everyone are well co-ordinated and that all persons cooperate in the implementation of arrangements for health and safety. Plans must also be in place to respond effectively to health and safety incidents and other emergencies which might occur.

- **Monitoring/Review** – The health and safety management system must be subject to regular review to ensure that it continues to work effectively and to establish if any improvements or changes are required.

The Health and Safety Executive Website provides additional guidance and advice on planning and managing events: <http://www.hse.gov.uk/event-safety/index.htm>