

Food Alert

Organising a safe event



Organising a safe event - what do I need to know?

Festivals, street parties, summer fetes, fairs and galas are all key parts of the British social calendar. But when it comes to organising an outdoor event, whatever the size, it can be a daunting task. Good health & safety measures are essential in order for your event to be remembered for all the right reasons.

With good planning and communication you can reduce the likelihood of issues occurring. Our team of Food Alert experts have pulled together this handy guide and checklist to help organisers run a successful and safe event that are enjoyed by all. This is a guide only and is not exhaustive but does indicate the main points to be considered when assessing risks associated with outdoor events.

Planning the event



CHECKLIST

- Have you a dedicated team responsible for the health & safety of the event?
- Do you have a plan in place for managing health & safety? This needs to be documented and communicated to other organisers, volunteers and traders as well as:
 - Property / land owner
 - Neighbours
 - Emergency services
 - The local authority including licensing and Environmental Health
- Will you need to close a road(s)? If so, then you need to contact your local authority who will also be able to give you further guidance about managing the event
- Insurance – do you have the necessary public liability insurance in place and do your suppliers?



Event safety

It doesn't matter what type of event you are planning, it's vital to consider the possible risks for all phases, from site preparation to site clear up. There are four key elements you need to consider in your **risk assessment**:

- Identify the hazards – everything from slips and trips to gas safety, working at height and electrical equipment etc.
- Decide who may be harmed and how
- Assess the level of risk
- Identify, implement and record precautions

Third party suppliers, such as those supplying equipment, activities or operating attractions should provide you with their own risk assessments.



CHECKLIST



Event layout / Facilities



Is there potential for slips, trips or falls eg are cables and flexes positioned so as not to cause a tripping hazard?



Are there means of safe access and exit from the event venue / grounds without risk to health / injury?



Is good housekeeping maintained and enforced by the management?



Do you have adequate toilet and hand washing facilities?



Power supply Electrical



Are electrical appliances protected from water, weather, physical damage and interference?



Are appliances protected by residual current circuit breakers, where appropriate?



If generators are being used, are they likely to cause a noise nuisance?



If relevant, has a qualified electrician carried out all electrical work?



Power supply Gas



Do all traders have gas safe certificates and safe gas storage?



Are all cylinders stored safely?



Are cylinders kept away from heat and ignition sources?



Are all gas appliances fitted with a flame failure device and adequately ventilated?



Are suitable signs indicating 'Highly Flammable' appropriately displayed?



EMERGENCY ARRANGEMENTS/PROCEDURES



Do you have planned strategies in place detailing what needs to take place in the event of an emergency such as:

- Fire
- Accidents
- Crowd control
- Lost children
- Anti-social behaviour / Disturbance
- Security threats / terrorism
- Adverse weather



Have you dedicated people responsible for implementing the emergency procedures?



Do you have clear emergency access routes for the emergency services and have you discussed your plans with them?



Have you also communicated your strategies with your team, traders and anyone else working on the event?



Do you have crowd safety controls in place including queuing systems, signage, barriers and stewarding?



Are all staff easily identifiable and wearing appropriate high visibility jackets?



ADVERSE WEATHER



Do you have a Plan B if any activity has to change due to poor weather?



Have you checked the weather forecast 12 hours before your event?



Are your temporary structures such as marquees, gazebos or attractions, such as bouncy castles, well tethered?



Have you fully deflated inflatables, such as bouncy castles, if wind is forecast?



Check the wind direction before lighting a firework display – is it blowing towards the crowd?



FIRE SAFETY



Are the arrangements adequate and proportionate with the event?



Is there adequate fire extinguisher provisions in place?



Have you considered your fire evacuation procedures and considered people with mobility issues, the elderly and children?



Do you have people with appropriate training who can act as fire wardens?



FIRST AID



Are the arrangements adequate and proportionate?



Do you have people with appropriate first aid training?



NOISE



Have you made local residents and businesses aware of your event?



COMMUNICATION



Do stewards have the means to call for assistance or receive updated instructions?



Have you tested and communicated your emergency plan?



How will the crowd receive communications – PA systems?



Have you made local residents and businesses aware of your event – in particular when it comes to noise and increased traffic?



SIGNAGE



Have you clear signage highlighting the following:



Information points



First aid station



Meeting place for lost children



Lost/found property; toilets and exits



Emergency information



FOOD SAFETY



Have food traders provided evidence of appropriate food hygiene registration / certificates?



Do you have adequate hand washing facilities and safe storage/ cooking of food?



Are all food allergens identified and recorded so that staff can deal with enquiries?



Do you have the appropriate signage for food allergies and calorie labelling?



Have you checked with your local authority to see if you need to register your food offer?



ALCOHOL



Have you contacted your local council, police and environmental health to make them aware that you plan to sell / serve alcohol?



Have you completed a [temporary event notice form](#), for which there is a small fee?



How Food Alert can help?

If you are planning an event and would like the support of our expert team, simply give us a call on **020 7244 1900** and we will be happy to help answer any questions.

Or get in touch with us [online](#) and we'll call you back at a time that suits you.