

Event Plan incorporating Risk Assessment

Event Name:	
Location:	Event Date:
Event Organiser:	Tel:
	Email:

Element of Event	Is it a significant issue?	What do we do about it?	Who is responsible?	<i>Hints & suggestions</i>
Permissions & planning				<i>The following may be relevant: Road Closure Landowner's agreement Neighbours liaison Insurance Food safety (for professional caterers) Licences</i>
Sufficient space				<i>Think about layout for 'set pieces' (e.g. eating areas, play space) and for access/circulation.</i>
Any site Hazards?				<i>Take care with roads, watercourses, overhead power cables etc.</i>
Enough vehicle & pedestrian access				<i>Will vehicles need to gain access or go through during the event (including emergency vehicles)? Can they be kept away from pedestrians (especially children)?</i>
Set up arrangements				<i>Vehicles may need to come on to a site during set-up, but not during the event. Consider if signposting is needed.</i>
Structures				<i>Do things need to be constructed or secured (if so, where are the instructions) Remember safe access to heights.</i>

Equipment				<p><i>Is it in sound condition? For domestic equipment a simple visual check will be enough.</i></p> <p><i>Consider using circuit breakers for electrical equipment, and visually checking it for damage before it is connected.</i></p>
Supervision				<p><i>Vulnerable people will only need special supervision if it is a large event.</i></p> <p><i>Neighbourhood events with a few families are self-regulating in this regard.</i></p>
Communication				<p><i>Will special communication methods be needed (e.g. to stop the event)?</i></p> <p><i>Normally not needed for small scale neighbour events.</i></p>
Special Features				<p><i>If there are special activities, then clear control measures will be needed. For example:</i></p> <p><i>Animal events e.g. welfare of animals, safety of visitors, hand washing etc.</i></p> <p><i>Barbecues – refer to guidance document</i></p> <p><i>Bouncy castles / trampolines – refer to guidance document</i></p> <p><i>Bunjies etc</i></p> <p><i>Camp Fires – refer to policy document</i></p> <p><i>Fireworks</i></p> <p><i>Juggling / fire eating</i></p> <p><i>Model aircraft flying, etc</i></p>
Incidents				<p><i>Formal first aid will only be needed for larger events. Neighbourhood events with a few families can rely on the families themselves.</i></p> <p><i>Prepare for broken glass.</i></p>
Take down and clean up				<p><i>Include litter and animal waste collection and disposal, removal of equipment and structures, and vehicle access to remove large items.</i></p>

Note: The Council may use this document to identify the need for more detailed information and a more in-depth Risk Assessment.