

EVENT GUIDANCE



CITY OF
YORK
COUNCIL



The following has been designed to provide information to organisers wishing to arrange an event, and gives general advice that should be used. However, it must be remembered that events can be extremely diverse, ranging from a simple picnic to a large outdoor festival, and, therefore, can not be considered exhaustive. It is possible that further guidance will be required for specialist events and larger scale activities.

Should more information be required please do not hesitate to contact us.

PLEASE REMEMBER:

All Organisers of events have a legal responsibility to ensure the Health, Safety and Welfare of any employees, volunteers or contractors involved in arranging the event and to the public and participants attending.

This should be ensured by carrying out a detailed risk assessment. All hazards associated with the event should be identified, the level of the risk assessed and appropriate action taken to reduce the risks to an acceptable level.

All events must comply with recognised safety standards and you must take all reasonable steps to ensure the event takes place safely.

A formal record should be kept of the risk assessments. Completed forms should be retained for future reference. Where the event consists of more than one attraction, eg a summer fete, a written risk assessment may be required for each activity. Any contractor involved in the event should also carry out risk assessments. Where relevant you should obtain copies of these for inclusion in your Event Manual.

More information regarding risk assessments can be obtained from The Health and Safety Executive (HSE) at <http://www.hse.gov.uk/>

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PRE-PLANNING

To ensure the event is successful, detailed pre-planning is essential. The following aspects need to be considered before anything else.

LOCATION

Make sure the venue you have selected is adequate for the proposed event and that you have permission to hold the event at the location. Do not forget to consider the impact on the local community, how easy it will be for people to get to the venue and any car parking requirements. The suitability of the venue and any existing hazards, which may be on the site, such as water hazards, overhead power lines, risk of flooding etc. Consider whether or not there are adequate emergency routes.

WHEN

Consider the time of year, including the consequences of extreme weather or land conditions at an outside event. The day of the week and the time need to be taken into consideration regarding the nature of the event, noise and ease of travel etc. Other events taking place on the same date in the area need consideration. You will probably need to arrange lighting for an evening event.

WHO

What are the aims of the event? Are particular groups or types of people to be targeted such as young children, teenagers, the elderly or disabled? If so, facilities may be required to accommodate them or additional stewarding to ensure safety standards are maintained.

WHAT

What kind of event are you planning. What activities are to be held. Will there be specific hazards such as animals or water sports? If possible also try to establish the size of the proposed event and whether an entrance fee will be charged.

SPECIALIST EQUIPMENT

Will the activities require the use of any specialist equipment such as bungee jumps etc. If so, does this equipment pose any specific hazards? Will any activities need barriers etc? Some equipment may require certificates of erection by a competent person.

CODE OF PRACTICE

For larger events there will be a need to comply with guidance, particularly the Code of Practice for Outdoor Events published by the National Outdoor Events Association <http://www.noea.org.uk/>, which gives advice on structures, marquees, tents and electrical matters. The HSE Guide to Safety at Events is also a very useful reference document (although some aspects of this publication are now out of date).

WELFARE ARRANGEMENTS

The organiser must estimate the number of attendees to the event and the duration of the event. Toilet and First Aid requirements should be based on these estimations. Advice is given in the Code of Practice for Outdoor Events referred to above. Permanent toilets should be checked for adequacy and maintained during the event. The provision of drinking water is essential. Depending on the scale of the event, refreshments and other facilities may be required. Provision also needs to be made for lost children, missing persons, baby changing and lost property.

LICENSING

A Public Entertainment License may be needed if the event consists of music, dancing, singing, film or similar or if it includes a display of exhibition of boxing, wrestling, judo, karate or similar sport. The location may already have this – check when booking. If you are not sure please contact the City of York Licensing Department. The License will also indicate the number of people who can attend the site for an event. Should it be necessary to apply for a temporary license your event will be restricted to the number of people who can attend (499 including staff, performers etc). A temporary license will cost a fee. It is also your responsibility to ensure you are meeting with the Performing Rights Society (PRS) regulations in relation to the use of live or recorded music. Further information on this can be obtained at <http://prsformusic.com> In addition, during the event you must adhere to relevant regulations in relation to noise levels.

INSURANCE

All events will require Public Liability Insurance. All performers and contractors will also need their own PLI Insurance with a minimum of a £5 million Limit of Indemnity. Dependant upon the nature of your organisation and the proposed event other insurances may also be required. Quotations should be obtained from your insurance provider.

Please note: When events are held on premises/land owned by City of York Council they are not covered by the Council's Insurance. It is your responsibility to ensure you have the appropriate insurance cover.

TIMESCALE

Set yourself a Timescale Plan and give yourself as much time as possible to organise the various aspects of the event. You may need as long or more than 12 months planning. Some specialist advice may be required, and special permissions could take time. You must allow a good time scale to

book your location and equipment as these may not be available if you leave it too late.

EVENT MANUAL

This document is essential, especially for larger events. It should include all your Health and Safety arrangements and the other issues referred to above. Keep records of the proposals as a formal plan for the event. This will assist you when carrying out your risk assessments. A template for an Event Manual appears at the end of this document which can be amended to suit your event.

ORGANISING THE EVENT

Once you have decided on the fundamental objectives behind the activities, you can then start to organise the event in detail.

Remember to write things down as you go and to keep the event plan up to date.

ESTABLISH A COMMITTEE

Identify specific responsibilities for all the Committee Members. One person should be identified as the Event Manager and be responsible for liaison with other organisations such as the Council and the Councils Safety Advisory Group – the Councils Committee made up of the Red Light Services and the Senior Officers from the Council covering all aspects of Licensing and Health and Safety – it is this Group who will require site of the Event Manual prior to the event. One person with suitable experience should be given overall responsibility for health and safety and another person co-ordination and supervision of stewards.

LIAISON

The Council's Events and Festivals Officer will advise of others with whom you should make contact during the planning stages for the event.

SITE PLAN

Draw out a site plan identifying the position of all the intended attractions and facilities. Plan out and designate the entrance and exit points, circulation routes, vehicle access and emergency evacuation paths.

EMERGENCY PLAN

A formal plan should be established to deal with any emergency situation which may arise during the event. The complexity of this will depend upon the size and nature of the event itself. A simple, easy to follow plan will be acceptable for a small event. You may have to liaise with the emergency

services, local hospital and the Council's Emergency Planning Officer and form a planning team to consider all potential major incidents and how you would deal with them. This will be facilitated by the Council's Events and Festivals Officer should it be necessary.

TEMPORARY STRUCTURES

Many events will require temporary structures such as staging, tents, marquees, stalls etc. Decide where the equipment is to be obtained, who will erect it and what safety checks will be required. The location of any such structures should be identified on the site plan. Consider whether barriers will be required to protect the public against specific hazards such as moving machinery, barbeques, generators, vehicles and any other dangerous displays etc. In some cases barriers will need to have specific safety loadings, dependent upon the number of people attending. Temporary structures should only be obtained from experienced suppliers.

CATERING

Ensure any caterers have been licensed by their local authority and that they will be sensibly positioned such as away from children's activity areas and near to water supplies etc. Adequate space should be left between catering facilities to prevent any risk of fire spread. Ensure you obtain copies of caterers' food hygiene certification. You should obtain a list of their menu and charges to ensure their prices are reasonable.

STEWARDS

Stewards at larger events must be fully briefed on all aspects of the event including crowd control and emergency arrangements. Written instructions, site plans and checklists should be provided to them. It is important that stewards can be easily identified by the public and that they can communicate with each other, their supervisor, the person responsible for health and safety and the event manager.

All stewards should be properly trained and competent as they will need to be constantly on the lookout for hazards which could develop during the event. They may also be required to guide vehicles, clear emergency exits

and sort out any behaviourable problems. Specific training should be provided for basic first aid assistance and fire fighting. Stewards may require personal protective clothing such as hats, boots, gloves or coats. For evening events they may need to be issued with torches. At all day events duty rotas will be required.

CROWD CONTROL

The type of event and the numbers attending will determine the measures needed. Consideration will need to be given to the number type and positioning of barriers and the provision of a public address system.

NUMBERS ATTENDING

The maximum number of people the event can safely hold must be established. This may be reduced dependant on the activities being planned. The numbers of people attending the event may have to be counted to prevent overcrowding. Remember that one particular attraction may draw a large number of visitors.

PROVISION FOR THE DISABLED

Specific arrangements should be made to ensure disabled visitors have adequate facilities. Parking and specific viewing areas; easy access and disabled toilet provision will all ensure that they can enjoy the event and are able to safely navigate the site.

SECURITY

Depending upon the nature of the event, specific security arrangements may be necessary including for the security of the property overnight, cash collecting and of course if alcohol is available on the site. Where money is concerned counting and banking arrangements should be given careful consideration.

ON SITE TRAFFIC

Contractors, and/or performer's vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. It may be

necessary to only permit vehicular access at specific times and not during the event itself. Separate entrances should be provided for vehicles and pedestrians with specific arrangements for emergency vehicles. Car parking facilities will be required at most events and these will have to be stewarded. Consider where such facilities should be situated.

OFF SITE TRAFFIC

Unplanned and uncontrolled access and egress to the site can result in a serious accident. Traffic control both inside and outside the site should be discussed with the Council's Highways Section. Adequate signage and directions should be provided in prominent positions on the approaches to the entrances – which should also be discussed with the Highways Section. For a large event the employment of a Traffic Management Company may be considered. If road closures, signs on the highways, traffic diversions and/or the placement of cones are required then an application must be made for the traffic regulation order and/or approval from the Highways Department.

TRANSPORTATION

The local rail and bus companies should be advised of larger events to establish if existing services will be adequate. You will also need to liaise with them if road closures or diversions are intended.

CONTRACTORS

All Contractors should be vetted to ensure they are competent to undertake the tasks required of them. Wherever possible personal references should be obtained and followed up. Ask contractors for a copy of their safety policy and risk assessments and satisfy yourself that they will perform the task safely. Always ask to see their Public Liability Insurance Certificate which should provide a limit of indemnity of at least £5 million. Provide contractors with a copy of the event plan and arrange liaison meetings to ensure they will work within your specific parameters.

PERFORMERS

All performers should have their own insurances and risk assessments. Ensure you have copies of these for your Event Manual. The same considerations will apply as for Contractors. Where amateur performers are being used discuss your detailed requirements with them and ensure they will comply with your health and safety rules and event plan. Where appropriate, relevant CRB checks should be undertaken.

FACILITIES AND UTILITIES

Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe. All portable electrical appliances including extension leads etc should be tested for electrical safety and a record kept. Any hired equipment should come with a Certificate of Electrical Safety.

Where events are taking place outside, residual current circuit breakers should be used and if possible the power supply stepped down to 110 volts. All cables will have to be safely channelled to eliminate any electrical and tripping hazards. Potential hazards due to extreme weather should not be overlooked at outside events. Portable gas supplies for cooking should be kept to a minimum in designated areas away from the general public. The same should apply to any fuel supplies items such as portable generators etc. Generators should be suitably fenced or barriered to prevent public access from public areas. All these arrangements should be clearly shown on the site plan.

CONTINGENCY PLANS

Consider the implications on the event of extreme weather conditions or the chance of flooding. Will the event be cancelled? Could specialist matting be hired in at short notice? Or could the event be moved to an alternative inside venue. This will involve a lot of planning and may be too complex for anything other than the smallest of events. There could also be

other scenarios which should be planned for such as dealing with a disappointed crowd if the main attraction has not turned up.

CLEARING UP

Arrangements must be made for waste disposal and rubbish clearance both during and after the event. Individuals should be designated specific responsibilities for emptying rubbish bins and clearing the site. At some events there could be discarded hypodermic needles which need to be disposed of safely. This will require specialist training and equipment. Where possible please consider recycling options with which the Events and Festivals Officer can advise.

RISK ASSESSMENTS

Taking all the above into consideration, you should establish which specific hazards require individual risk assessment. Initial assessments should be undertaken and any remedial action specified in the updated event plan. A timescale should be specified where necessary.

FINAL PREPARATION

Just prior to the event a detailed safety check will have to be carried out – this should include the following:

ROUTES

Ensure clear access and exit routes and adequate circulation within the site. Pay particular attention to the Emergency Routes.

INSPECTIONS

A walk through inspection of the site should be carried out immediately prior to, during and after the event to identify any potential hazards and to check out communications are working. You may want to carry out more than one inspection during the event. All defects should be noted and also the remedial action taken. These checklists should be retained for future reference. Below is an outline of the areas which should be inspected:

SITING

Make sure that all facilities and attractions are correctly sited as per your site plan. Be certain the First Aid facilities, fire extinguishers and any cash collection boxes are in place. Check the waste bins are in their correct locations.

SIGNAGE

Ensure adequate signage is displayed where necessary. This should include emergency exits, first aid points, information and lost children, lost property points and other welfare facilities such as toilets and drinking water.

VEHICLES

Check that all contractors, performers and exhibitors vehicles have been removed from the site or parked in the designated area before the public are permitted to enter.

STRUCTURES

Ensure all staging, seating, marquees and lighting structures have been erected safely and that certification has been obtained from the relevant contractor as a record of this.

BARRIERS

Check that all barriers and other protection against hazards are securely in place and that there is no risk of falling from staging or other facilities.

STEWARDS

Make sure that all staff have arrived, have been briefed by their supervisor and are in their correct location. Ensure all stewards are wearing the correct clothing for easy identification.

LIGHTING

Check all lighting is working including any emergency lighting

PUBLIC INFORMATION

Make sure the public address system is working and can be heard in all areas. Also ensure that there is an agreed protocol in place for emergency announcements.

BRIEFING

Check that all stewards and staff have been fully briefed and understand their responsibilities.

DO NOT OPEN TO THE PUBLIC UNTIL ALL THE CHECKS HAVE BEEN MADE AND ANY PROBLEMS ADDRESSED. IT IS BETTER TO DELAY THE OPENING THAN TO HAVE TO DEAL WITH THE LEGAL PROCESS SHOULD AN ACCIDENT OCCUR DUE TO SOMETHING NOT BEING CORRECTLY SET UP AND MAINTAINED.

AFTER THE EVENT

SITE CONDITIONS

After the event another inspection should be carried out to make sure nothing has been left on the site which could be hazardous to future users. This inspection should also identify any damage which may have been caused during the event. If any structures are left overnight it must be ensured that they are left in a safe condition and are safe from vandalism etc. If numerous structures are left specific security arrangements may be required.

ACCIDENTS

If an accident occurs, the names and addresses of witnesses should be obtained, photographs taken and a report made by the organisers. An accident form should be completed and a copy sent to the landowner. A sample accident form is shown at the end of this document. You will also need to inform your own insurance company of any incident. If any accident or dangerous occurrence is reported, action must be taken to prevent any further incidents taking place.

CLAIMS

Should any person declare an intention to make a claim following an alleged incident associated with the event, you should contact your insurers immediately. They may also require a completed accident form.

DEBRIEF

It is important to look at your event retrospectively and assess what went well, what went not so well and what lessons can be learnt for future events. A template for a Debrief can be found at the end of this document.



ACCIDENT REPORT FORM

Event name:

Event reference number

Event date

This form is only to be completed by the event organiser or their representative and not by the person suffering the loss or injury.

Injured person

Surname **Forenames**

Address

..... Post code

Telephone number Date of birth

Employee Volunteer Exhibitor Contractor

Member of the public Other

Date and time of accident

Date and time reported

Person reported to

Details in accident book? Tick box Yes No

Details of injury (specify left or right side), and/or loss or damage

.....

.....
.....
.....

Details of action taken

.....
.....
.....

Assisted by event representative (please give name)

First-aid administered (please give name)

Please tick relevant boxes

Ambulance called Yes No Taken to hospital Yes No

Name and address of hospital attended

Taken home Yes No

Circumstances of accident and location

.....
.....
.....
.....
.....

Name and address of witnesses

.....
.....
.....
.....

Person completing this form:

Name

Address

..... Post code

Telephone number

Signature

TEMPLATE FOR EVENT MANUAL

EVENT TITLE

Name

Location

Subject

Date

INFORMATION

Outline of Event

This section should give a detailed description of the event. An event calendar should be included where appropriate. It is important that this is as complete an overview as possible. Details of any previous or similar events should be included, and if necessary referred to in the intelligence section. Staff detailed to work such an event, operation or incident should have a good understanding of what is to or likely to occur. It may be advantageous to produce a time line of events (highlighting the main parts of the program) that will be occurring throughout the main event.

attract extremist political behaviour? Is there any likelihood

- that the event may attract criminal activity or anti social behaviour (Drugs?) (Possible sources for information may be the web ie MI5 website?)
- Historical Intelligence ie has this event taken place before and what problems were encountered
- Details of any relevant information gathered up to and including the day of the event should be included.
- This above should form the basis of a log for the operation.

Community Impact Assessment Intelligence Available

This needs to be current and be recorded and properly evaluated. Intelligence will set the standard for how the event will be managed. Bear in mind that the

event organisers could be held accountable, ultimately in a court of law, for how the event was managed.

Suggestions for inclusion in the intelligence briefing may be :-

Current threat assessment for the event or activity outlined or subjects involved.
Will the event be subject to possible terrorist activity? Will the event

How will your event impact on the community. Consider:-

- Traffic Management implications
- Anti Social/Criminal behaviour
- Noise

INTENTION

The intention / strategy should be set and this should include what the safety policy is for the event. Strategies and policies should be set early in the planning process. The following are some examples of intentions that an event organiser may want to set :-

- Ensure the safety of the public.
- Ensure the safety of the event staff.
- Prevent/mitigate traffic disruption.
- Manage anti social behaviour on the event site.
- Ensure the professionalism of the Event Management Company is maintained at all times.
- ANY Other

METHOD

The method should start with any phase working that the operation / event will follow for example:-

Phase 1 – Pre event, intelligence gathering, planning, briefing,

Phase 2 – Pre event, Leading up to the event – build up of crowds

Phase 3 – Event – Managing the event itself,

Phase 4 – Post event, stand down of resources, debriefing, bringing normality back to the event site.

Event Management Structure

For any operation a decision will need to be made on the number of management levels required and who will perform each one, this will be dependant on many factors such as:-

- The size or scale of the event
- The risks/ threats that may affect the event
- The complexity of the event

If the event is large scale then it may be that event organisers will have to plan for a combined and co-ordinated response to possible major incidents on the event site.

In this instance the capabilities of the event organisation must be closely linked with those of local authorities and other agencies. Be aware that as far as the emergency services are concerned the national command/management structure for them is as follows:-

- Strategic – Gold
- Tactical – Silver
- Operational – Bronze

The management structure for an event should clearly indicate who is responsible for each individual management that will exist and their area(s) of responsibility.

Herein is an area that has been the cause of confusion in the past! There are many names and job titles that are used for managing an event ie Event Manager, Operations Officer, Event Director, Operations Manager, Executive Officer and so on.

Be aware that as far as most local authorities and emergency services staff are concerned the man with the ultimate decision making powers on the day of the event is known as the event 'Safety Officer'. Where this person should lie in the

command structure is a moot point, but be in no doubt that this person is key on the day of the event and that, that person, is the final and sole decision maker.

A possible format within the event manual is as follows, note the list is not exhaustive or proscriptive. Take out, or put in what is pertinent to the event you are running.

Post	Name	Function and Mobile Contact Number
First Tier		
Event Director		
Safety Officer		
Operations Director		
Stewards Director		
Transport Director		
First Aid Director		
Stage Manager		
Fire Safety Manager		
Communications Manager		
Special Effects/Pyro Manager		
Media Manager		
Logistics Manager		Some call them 'facilities manager'. Whatever they are called, they look after matters such as power supplies, lifts etc

Second Tier		
Steward Manager Sector 1		
Steward Manager Sector 2		
First Aid Manager Sector 1		
First Aid Manager Sector 2		

Preparatory Actions

This section will cover acts that have been or will be made in preparation for the event/operation and will also outline any preventative measures which are or have to be taken, searches , security measures, venue security, mediation, consultation, notices served, local agreements in place, etc.

Significant locations

This section should identify in detail the significant locations to be managed within the plan. Any maps or photographs indicating the significant locations could be useful. The maps can be included as an index.

Operational policies

This section identifies a number of headings that will ensure that all working the event are fully aware of the set guidelines and parameters set by the strategy.

Polices that may be considered:-

- Media / Statement,
- Specialist Deployment,
- Protocols working with other agencies,

- Tactical Considerations / Measures

Contingency Plans

In the event that contingency actions have to be carried out it is vital that they are clearly planned and understood by everyone who may have to play a part – including other agencies

People need to know

WHAT is required?

WHY it is important

WHERE it is needed

HOW it must be done

WHO by

HOW LONG for

Especially for large events or operations each contingency plan will require step by step description and briefing and could be contained as a detailed appendix in the plan.

Contingency examples:-

- Bomb calls
- Disorder /violence
- Traffic accident
- Number of person attending exceeds planning
- Crowd behaviour / crowd surges
- Protest activity
- Removal of casualties – walking wounded/body holding areas

As can be seen each field is expanding depending on the detail to be entered

ADMINISTRATION

This section should be a comprehensive section covering all those items, personal want to know, it should provide full details of all administrative arrangements for the incident / event including the following:-

- Duty times and locations
- Hours of duty
- Mode of dress – particularly for those requiring to use specialist PPE.
- Refreshment times and venues,
- Reports–all injuries and/or near misses to be reported prior to stand down. RIDDOR forms completed.
- Welfare matters.
- Any maps obtained should be referred to.
- Any Performance Indicators.
- Other Admin considerations.
 - Details and role to be played by any other agency or outside body. This section of the plan deals with the other emergency services and outside agencies. It should be clearly stated in writing what each agency's area of responsibility is, with this normally taking the form of a 'statement of intent'
- between the respective parties.

Briefing points / Debrief arrangements

Key briefing and debriefing locations times and staff should be identified. A briefing package should be prepared.

This could range from a personal briefing at a small event to a "PowerPoint" briefing or similar for large scale events. Intelligence assessment and risk level is to be included in this package

Briefing times – this should be given sufficient opportunity to give a structured briefing prior to deployment. Extra time should also be allowed if 'cascade' type briefings are required to take place.

Supervisors must ensure attendance of their resources prior to going into a briefing.

A structured debriefing form should be prepared and made reference to in the plan and briefing pack. These should be readily available for participants to complete. These forms should be kept simple and be aimed at identifying weakness and areas of best practice. A suggested sample is shown as an Appendix

Debrief times – where appropriate a ‘hot debrief’ should take place prior to stand down. Where this is not possible ‘cold debrief’ sheets should be circulated to each supervisor to complete and return.

RISK ASSESSMENT

Full risk assessments must be carried out on all parts/elements of the event operation. These assessments should be carried out by a competent person and must comply with Health and Safety Legislation where appropriate.

COMMUNICATION

This section should identify the control location and radio channels to be used. It should also differentiate between the management channel and the operational channel if appropriate.

On the day of the operation a log should be commenced in which all incidents should be recorded.

Importantly this section should include mobile / pager contact numbers for those involved in the event and also contact numbers for the other agencies involved.

APPENDICES

To include the following written plans where appropriate and necessary:-

- Fire Safety
- Major Incident and Contingency
- Communication
- Traffic Management
- Structures
- Barriers
- Electrical Installations
- Refreshments Plan – Food, Drink and Water
- Licensing
- Sanitary
- Waste Management
- Sound: noise and vibration (for Pop Concerts?)
- Camping
- Special Needs
- First Aid
- Control Room and Information Point
- Children/Young Persons
- Media
- Bad Weather

For the ultimate advice on event management and on the above listed plans organisers must refer to the following document :-

The Event Safety Guide – A guide to health, safety and welfare at music and similar events. ISBN NUMBER 0 7176 2453 6

This guide is produced by the Health and Safety Executive and is known colloquially as ‘The Purple Guide’

NOTE: *With the various amendments to the Licensing and Health and Safety Regulations in recent years, the publication referred to above is now out of date in some respects and it is recommended that reference is made to the up to date documentation on the undermentioned websites:*

www.hse.gov.uk

www.noea.org.uk

DEBRIEF

Event Title

Completing this document will allow for later scrutiny, auditing and review.

DAY		DATE	
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Deployment / Locations

Evaluation of the day. Include any incidents of note.

*****You must complete this section*****

PERSON COMPLETING - NAME

Notes;