

The National Federation of Plus Areas

Event Organiser,
Chairman and Committee
November 2003

Dear Colleague and Member,

Health and Safety of Members and the public at events.

The aim of this letter is to discuss safety in the preparation and delivery of the event you and your group are organising.

There is a growing case history of individuals who are event organisers being prosecuted under safety legislation as result of serious accidents involving the participants and the public. It is surely better to take steps in organising and executing the event to minimise, control the hazards and prevent opportunities for injury.

Current legislation also indicates that the volunteers organising an event have responsibility for the safety and welfare of participants and the public. The public being spectators and prospective new members.

The success of Eighteen Plus depends on volunteers willing to gain experience in organising events for others to participate, to share and enjoy.

There are several steps that can be employed to manage risks and ensure the safety of people.

A] Document and review the planning for the event. Describe the event as a document and time-plan. Ensure that discussions and decisions during meetings are recorded on minute.

B] Submit a risk assessment in advance of event to HQ. The completed risk assessment can then be submitted to the insurer. Use the risk assessment document to check the planning and preparation for the event.

C] Consult and seek advice from those experienced in the event such as previous organiser or a representative of the sport's governing body.

D] Define and assign people's responsibilities in preparing and delivering the event

E] Read the contracts for venues and contractors being utilised. Clearly understand their limits and arrangements for the management of safety. If using the services of a coach or skilled expert or a sporting club, ensure they are allied to a national governing body or trade association with recognised qualifications.

F] Plan for contingencies such as what actions will be carried out to deal with an injured person.

G] Employ a qualified first aider either from membership or from Red Cross Society or Order of St John

H] Consult and seek advice from experienced members

I] Depending on event scale, use an accident book or time log to record incidents and injuries to people

J] On the day, check the preparations and look for hazards- Walk the course and set up.

K] A "near miss" incident is just as valuable indicator of a hazard. Such incidents need to be logged and used to prevent repetition with serious consequences.

L] Do consult and seek advice from external legislative agencies and voluntary bodies such as Environmental Health and Police.

M] On the day, ensure that all participants are briefed about the event, rules and safety arrangements.

This letter is meant to act as guidance and help shape the organisation for the event. If you require more detailed advice, please do not hesitate to contact Francis Wallington and Gerry Edwards

Have Fun

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