

West Suffolk Joint Health and Safety Panel

Forest Heath & St Edmundsbury councils

West Suffolk
working together

Title of Report:	Christmas Fayre 23-26 November 2017 Event Safety Plan	
Report No:	HSP/JT/17/008	
Report to and date/s:	West Suffolk Joint Health and Safety Panel	16 October 2017
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Purpose of report:	To receive and note the Christmas Fayre Event Safety Plan.	
Recommendation:	The Panel are requested to <u>NOTE</u> the Christmas Fayre Event Safety Plan for 2017.	
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
Consultation:	The Christmas Fayre Event Safety Plan 2017: <ul style="list-style-type: none"> • Has been written with input from third parties i.e. Police, Counter Terrorism Intelligence Unit (CTIU), Fire, Ambulance, Highway Authority, Emergency Planning and other stakeholders. • Has been discussed at the Joint Health and Safety Group on the 30 August 2017. • Has been distributed to the Safety Advisory Group for comment. 	

Alternative option(s):		• N/A	
Implications:			
Are there any financial implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Are there any staffing implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Are there any ICT implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Are there any legal and/or policy implications? <i>If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • It is a legal requirement under health and safety legislation to maintain a safe environment at all events, this applies to staff, contractors, stall holders, visitors and non-visitors. This not only applies when the event is on but also during build up and break down periods.	
Are there any equality implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
Legal non compliance	Medium	Risk assessments covering all activities, H&S inspections and monitoring, zone leader inspections and monitoring, appropriate stewarding and Policing	Low
Ward(s) affected:		All	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		N/A	
Documents attached:		The Christmas Fayre Event Safety Plan 2017 can be found at: K:\Health and Safety\Christmas Fayre 2017	

1. Key issues and reasons for recommendation(s)

1.1 Event Safety Plan - Current legislation requires the organisation to have a suitable and sufficient event safety plan for any event that it runs.

- 1.1.1 St Edmundsbury Borough Council recognises its responsibility to ensure so far as is reasonably practicable the health, safety and welfare of all its employees and to conduct its undertakings in such a way as to prevent the public and others not employed by the Council from being exposed to risks to their health and safety during this event.
- 1.1.2 The event safety plan has been compiled (acknowledging the guidance contained in the 'Purple Guide' issued by the Event Safety Forum and endorsed by the Health and Safety Executive), to provide an operational event safety plan for the Christmas Fayre in Bury St Edmunds.
- 1.1.3 All employees and people working on a voluntary or paid basis will have access to this document and be made aware of its contents.
- 1.1.4 The event safety plan is to ensure, as far as is reasonably practicable, the safety of the spectators in their enjoyment of the event and to promote a unified, co-ordinated response to any emergency arising from that event. It is based on the principles of health and safety management and risk assessment, recognising that, in all considerations, the safety of the general public is of paramount importance.
- 1.1.5 The production of this event safety plan includes the procedures for dealing with untoward events and major incidents should such an incident occur. St Edmundsbury Borough Council acknowledges the assistance of the numerous local agencies and emergency services in the compilation of this plan. It has been proved that by working together as a team it may be possible to prevent an incident occurring and thereby ensure that Bury St Edmunds residents and visitors to East Anglia enjoy a safe time at the event.
- 1.1.6 This event safety plan is intended solely for the use of the organisations involved in this event and not for public distribution, as some information contained within is considered restricted.

1.2 Safety Plan Objectives:

- To identify roles, duties and responsibilities for each organisation
- To identify lines of communication, command and control
- To ensure the safety of the General Public and people attending or working at the event
- To minimise impact on people not involved in the event including local residents and local businesses.