

Christmas Fayre 21- 24 November 2019 Event Safety Plan

Report No:	HSS/WS/19/006	
Report to and date:	Health and Safety Sub Committee	21 October 2019
Cabinet Member:	Councillor Carol Bull Cabinet Member for Governance Tel: 01953 681513 Email: carol.bull@westsuffolk.gov.uk	
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Decisions Plan: N/A

Wards impacted: All

Recommendation: Health and Safety Sub-Committee:

The Health and Safety Sub-Committee is requested to Note Christmas Fayre Event Safety Plan, at Appendix A to this report is the introduction the remainder of the event plan can be accessed via the following link <K:\Health and Safety\Christmas Fayre 2019\Draft Event Safety Plan>

1. Background / Context

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

West Suffolk 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.

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.

All employees and people working on a voluntary or paid basis will have access to this document and be made aware of its contents.

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.

The production of this event safety plan includes the procedures for dealing with untoward events and major incidents should such an incident occur. West Suffolk 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 the Christmas Fayre enjoy a safe time at the event.

This event safety plan is intended for sole use by the organisations involved in this event and not for public distribution, as some information contained within the plan is considered restricted.

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.

2. Proposals

- 2.1 Note the Christmas Fayre Event Safety Plan.

3. Alternative Options

- 3.1 None

4. Consultation and engagement

- 4.1 The Christmas Fayre Event Safety Plan 2019, 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.

The plan has been discussed at the Health and Safety Group on the 27 August 2019.

The plan was up loaded to members of the Safety Advisory Group for comment on the 8 October 2019.

5. Risks

- 5.1 Legal non-compliance, but this is considered low/medium taking into account mitigation that has been put into place, this includes the production of the event safety plan.

6. Implications arising from the proposal

- 6.1 Financial – N/A

- 6.2 Legal Compliance – Statutory duties under Health and Safety at Work etc Act 1974 and relevant regulations.

The above requires event organisers 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.

- 6.3 Personal Data Processing – Personal data maintained in line with GDPR.

- 6.3 Equalities – N/A

- 6.4 Crime and Disorder – Relevant information is passed onto the police when a crime is committed.

- 6.5 Environmental or sustainability - N/A

- 6.6 HR / Staffing – N/A

- 6.7 Changes to existing policy – N/A

- 6.8 Impact on other organisations (e.g. community groups, businesses, partner organisations) – Businesses, Emergency Services, Residents, Visitors

7. Appendices

7.1 **Appendix A** – Christmas Fayre introduction

8. Background documents

8.1 [K:\Health and Safety\Christmas Fayre 2019\Draft Event Safety Plan](#)