



EVENTS SAFETY POLICY

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This Policy and associated Guidance sets out the University's general arrangements regarding the management of safety at Events. It exists to assist University staff and students who are planning an event by providing guidance on safety arrangements, event notification and licensing, and communication with other University departments.

Developed by the University Safety Service
August 2024

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1. Policy Rationale

This Policy and associated Guidance sets out the University's general arrangements regarding the management of safety at Events. It exists to assist University staff and students who are planning an event by providing guidance on safety arrangements, event notification and licensing, and communication with other University departments. It is intended primarily, but not exclusively, for events on campus.

The University is committed to ensuring, as far as is reasonably practicable, that suitable and sufficient arrangements are in place to ensure that risks posed to the health, safety and welfare of all staff, students and visitors working at or attending events hosted by the University, are appropriately managed and controlled.

The University recognises and accepts its responsibility in accordance with all relevant health and safety statutory requirements.

2. Policy Scope

This Policy applies to organised events which occur anywhere that is owned, rented by or are otherwise under the direct control of the University.

It applies to any members of staff, students, individual, groups, companies or the body which intends to hold an event on University premises.

Events include, but are not limited to:

- Graduation Ceremonies and events relating to Graduation such as School receptions
- Open Days and Careers Fairs
- Christmas and Summer balls
- Publicly attended talks and lectures
- Social and charity events
- Theatre productions
- Coffee Mornings
- Music productions
- BBQs

Events that do not fall under the remit of this policy include normal University teaching operations (lectures, tutorials, seminars, etc.) and departmental and business meetings that do not impact on other building occupiers or University assets.

3. Definitions

Event - A function or activity which has the potential to have an impact on students, staff, the general public or normal university operations in relation to food safety, health and safety, licencing, car parking, security, University grounds/premises or the University's reputation.

Event Organiser – A competent person who has overall responsibility for the event including planning, managing and organising the event.

Event Coordinator – A competent person nominated by the Head of School / Director to maintain records for all events with the School or Directorate.

Contractor - Any person who enters into a contract, who, for a fixed price, undertakes to procure the performance of works, or the furnishing of goods or services for an event organised by the University.

4. Responsibilities

4.1 **Heads of Schools / Directors** are responsible for ensuring that:

- The requirements in this Policy document are addressed and implemented in their area of responsibility and control.
- Event Organisers have sufficient support and resources and training to fulfil the health and safety responsibilities for the event and that they have the authority and experience to make decisions regarding the risks associated with the event.
- Where appropriate, give permission (in principle) for the event, approve the event safety plan and risk assessment and give final authorization, (or enable a delegated nominee to do so on their behalf), for events within their remit.

4.2 **Event Organisers** are responsible for ensuring that:

- They plan, manage and monitor the event to make sure that staff, student, contractors and the visiting public are not exposed to health and safety risks.
- An event management plan and a suitable and sufficient risk assessment has been developed for each event, regardless of size or level of risk.
- If acquiring the services of external contractors that the suitability and competence for providing a safe and reliable service has been demonstrated including obtaining appropriate documentation such as risk assessments, method statements, insurance etc.
- They appoint suitable staff and delegate responsibilities for the event to oversee the health and safety arrangements
- They only proceed with an event once they have received the appropriate approval.
- Any accidents, incidents or near misses at events are reported to the University Safety Service via the online Incident Reporting Information System (IRIS).
- A post-event review/de-brief is carried out in order to share lessons learned from the event and ensure relevant staff are aware of any matters arising.

4.3 **Event Coordinators** are responsible for ensuring that:

- They maintain the relevant documentation for each event and retain it in an event safety folder for future reference and auditing.
- They attend the relevant University training

4.4 **University Safety Service** are responsible for:

- Providing advice and guidance on aspects of event safety
- Providing training on event safety

4.5 **Event Attendees** are responsible for:

- Undertaking and following any instructions or procedures provided by the Event Organiser and/or Event Coordinator.
- Acknowledging their own responsibilities for the health and safety of both themselves and others.

5. Approval

This Policy and supporting guidance has been approved by the Health and Safety Management Group on 6 November 2024 and will be reviewed on a four-yearly basis, or as required due to changes in legislation or University requirements.

6. Consultation

A list of stakeholders consulted in the development of this Policy and Guidance document can be found in Appendix 1.

7. Equality and Diversity

The Policy and Guidance document has been drawn up and reviewed in light of Section 75 of the Northern Ireland Act (1998) which requires the University to have due regard to the need to promote equality of opportunity. It has been screened to identify adverse impact on the nine equality categories and will be subject to ongoing screening.

8. Implementation and Monitoring

The University Safety Service have responsibility for communication of this Policy and Guidance. Review and compliance will be undertaken by the Health and Safety Compliance Committee on a four yearly basis. The Policy and Guidance will be available from the University's Central Policy Library.

9. Communication and Further Information

This Policy and guidance is available on the University's Central Policy Library. For further assistance and advice please contact the University Safety Service via email at safety@qub.ac.uk

10. Relevant Legislation and National Guidance

The following Regulations and HSE Guidance were referenced during the development of this Policy and Guidance:

- Health and Safety at Work (Northern Ireland) Order 1978, Article 4 (1)
- Management of Health and Safety at Work Regulations (Northern Ireland) 2000(SR2000/388), Regulation 3 (1)
- Health and Safety (First Aid) Regulations, (Northern Ireland) 1982
- Health and Safety Executive, Event Safety.

11. Document Change Log

Date	Change	Page or Section Number
August 2019	First Draft.	All pages
August 2024	Complete Review	Whole Document

1. Introduction

This guidance outlines the main factors to be considered when running an event at the University. This guidance is not intended to cover every type of event, however, it contains general guidance on planning your event and details the main hazards and risks commonly associated with events held at the University. It is the responsibility of each School and Directorate to determine how each event will be managed, and a formal approval process should be implemented and documented with their Health and Safety handbook.

2. External Event

The majority of externally organised events e.g. conferences, wedding receptions etc. are booked via Queen's Global, the Conference and Events Manager or designated managers within the department fulfil the role of Event Coordinator.

3. Planning for an Event

The size and nature of your event will determine how far in advance you need to start planning. You should allow enough time to obtain specialist advice (if required), complete event management plans and risk assessments, consult third parties, and secure approval for the event. For larger events you may also have to allow time to liaise with statutory authorities (e.g. police, fire and ambulance services and local authority) and voluntary organisations (e.g. first-aid societies etc.).

3.1 ***Event approval process***

Before an event goes ahead, it is the responsibility of the Head of School / Directorate or their delegated nominees to ensure that:

- The necessary approval or any required permissions have been provided in writing to the relevant Event Organiser
- Event Management Plans and risk assessments have been completed and are suitable and sufficient
- If external contractors are used, that the required safety documents have been checked and are satisfactory, e.g. proof of competence, risk assessments, method statements etc. and inductions have been undertaken. (Records must be maintained in the event safety file).

3.2 ***Outdoor Space Bookings***

While indoor events can be booked through the normal room booking process, approval to hold an event outdoors on Queen's University grounds must be obtained by written confirmation from the Estates Department. Permission can be sought by contacting the Estates Helpdesk at estates.helpdesk@qub.ac.uk.

3.3 ***Prepare Relevant Documentation***

3.3.1 ***Event Safety Management Plan***

An Event Safety Management Plan is a written statement of how an event organiser will run their event. It incorporates such areas as first aid, stewarding, audience profiles, temporary structures, barriers, emergency planning and evacuation plans, and communication protocols.

An Event Safety Management Plan must be developed for each event, regardless of the level of risk presented by holding that event. The arrangements should be in proportion to the level of risk presented by event activities and the potential extent and severity of the incident. There are different event management plans for events depending on the level of risk and these can be found in Appendix 2, 3 and 4.

The Event Organiser is responsible for preparing the event management plan and should have attended the University's General Risk Assessment and Event Safety training delivered by the University Safety Service.

3.3.2 ***Risk Assessment***

A suitable and sufficient risk assessment is an essential feature of planning any event. It identifies all the potential risks that may arise from holding an event and lists the steps Event Organisers will take to reduce or mitigate identified risks. The risk assessment should be carried out by a 'competent person', who is involved with organising the event. They must have attended the University's General Risk Assessment and Event Safety training delivered by the University Safety Service. An example risk assessment can be found in Appendix 5.

3.3.3. ***Third Party Contractors***

Where appropriate, Event Organisers must use contracted suppliers for the provision of services and equipment (e.g. AV services, marquee hire, etc.). The University will, through its procurement procedures, ensure that contracted suppliers meet relevant Health and Safety standards and have appropriate public liability insurance in place. Details of current contracts can be found on the [Procurement](#) website.

All contractors should be vetted to ensure they are competent to undertake the tasks required of them.

Event Organisers should ensure that they obtain suitable and sufficient risk assessment for the tasks that they are performing, and they should be satisfied that they will perform the tasks safely.

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In addition, Event Organisers should obtain a copy of their public liability insurance certificate, which should provide a limit of indemnity of at least £10 million.

If the contractor is providing food at the event, they need provide additional documentation such as Gas Safety certificate (if applicable) and qualifications of staff to work at the event.

Contractors should be provided with a copy of the event management plan to ensure they will work within your specified parameters.

3.4 ***Out of hours Events***

Events that occur outside of normal operating hours will require additional controls to ensure that emergency plans are sufficient, with suitable first aid and fire arrangements in place.

The use of a University Building for an event outside the core working day which is 9am to 6pm, Monday to Friday, and Saturday, Sunday and Bank Holidays are all considered 'Out of Hours'. For clarity, scheduled teaching outside core hours with an accredited course code is not considered to be an event.

4. During an Event

The Event Organiser (or a fully briefed nominee) must be present throughout an event.

They should hold copies of all relevant documents (e.g. risk assessment and event management plans) and ensure it runs smoothly, with emergency plans in place and deal with any issues that may arise.

4.1 ***Communications'***

All staff involved in the Event, including contractors, should be provided with relevant information on any risks to health and safety. This should be done as part of a general induction and/or briefings carried out by the Event Organiser (or their nominated deputy). A record of when the briefings have been carried out should be noted in the Event Management Plan.

Attendees should be provided with detailed information about safety protocols, emergency exits, and any special requirements they need to be aware of. Relevant health and safety information can also be provided to the attendees, e.g. in the form of signage, or through pre-event communication channels such as websites or social media.

Throughout the event, effective communication must be maintained between the Event Safety Coordinator and stewards. Two-way radio contact is advised, particularly for large events. Communication is also required with the University Security to inform

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them of any significant incidents (extension 5099 for non-emergencies, extn 2222 for emergencies). Mobile phones may be used, but it should be remembered that they may not operate effectively at all times.

Arrangements for public address emergency announcements should be considered and put in place where appropriate.

4.2 **Checklists**

Periodically, the Event Organiser should check their agreed methods for controlling risks and test them to make sure they are working and being followed. The Event Risk Assessment / Event Management Plan should set out the frequency of checks, who is responsible for them, and the methods they use. For larger events, a number of people may share the monitoring role.

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. Depending on the duration of the event it may be recommended that more than one inspection is carried out during the event. All defects and remedial action taken should be noted. These checklists should be retained for future reference. An example of a checklist is provided in Appendix 6.

4.3 **Accident Reporting**

The Event Management Plan will detail who is responsible for logging accidents during an event. If an accident occurs during an event, the nominated person should take full details at the time of the incident, including the name and address of the injured person, the nature of the accident and where the accident occurred. If possible, a personal statement and witness statement should also be obtained.

Details of the incident should be recorded on the University's Incident Recording Information System (IRIS) after the event and assigned to the relevant Incident Investigator for further processing as required.

4.4 **Show Stop**

A show stop involves the rapid and controlled interruption of an event to prevent risk to life of a tangible or intangible situation. The Event Organiser must determine what would constitute a reason for enforcing the Show Stop Procedure. In most cases, it is part of the emergency arrangements where there is 'risk to life'. This could be as a result of:

- crowd collapse / excessive crowd density /significant crowd disorder
- severe weather
- fire
- terror threat

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Show Stop arrangements should be pre-agreed and identify the key people who will communicate with participants in the event of an emergency. This includes with a pre-agreed text for public announcements with all those involved in the event fully briefed and rehearsed on the show stop procedure.

5. After an Event

After the event, the Event Organiser should review and share any relevant health and safety learning points with all staff involved in the event, including external parties if appropriate.

All appropriate documentation, including event risk assessment, event management plans and other documents should be held on file for auditing purposes.

6. Event Hazards

6.1 **Fire**

If an event is planned and there are going to be alterations to standard University fire safety precautions e.g. the blocking of a fire exit, high risk activities such as use of fireworks/pyrotechnics or changes to evacuation routes or room configurations, the Estates Manager (Fire Safety) must be contacted during the planning stage. Evidence of approval from the Estates Manager (Fire Safety) must be obtained and recorded as part of the Event Management Plan.

The Event Organiser must familiarise themselves with the evacuation procedures for the building, displayed in each venue. This should be documented in the Event Safety Management Plan.

Every reasonable effort must be taken to prevent fire occurring, to provide warning, and to provide a safe means of escape should a fire occur. Event organisers must have sufficient people on duty to be able to manage an evacuation if necessary. These people must be briefed on the evacuation procedures and their role. The Event Organiser should obtain information on attendees in any pre-event communication so that they can plan for the provision of additional assistance to people with a disability, people with learning difficulties, those with limited mobility and children.

All University buildings are non-smoking. Smoking should be strictly prohibited on stage and all areas associated with the stage where the event occurs within a building. The advice of the Estates Manager (Fire Safety) should be sought to ensure that the creation of artificial smoke does not set off the fire alarm.

The Event Organiser has specific responsibility to ensure that the following are adhered to:

- Exits are available and unlocked
- Means of escape are clear and free from obstruction
- Fire door self-closers operate properly, and fire doors are not wedged open

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- Firefighting equipment is available and readily accessible
- Signage is maintained and illuminated
- Staff are adequately trained in fire prevention and evacuation procedures
- The agreed numbers of people attending the event is adhered to
- Clear spaces are maintained around heaters of all types
- Naked flames, such as sparklers or candles, are not used inside any University Premises
- External Chinese Lanterns are not used any University Premises, due to the fire risks they present as they float in an uncontrolled nature.

If your event is outside, it is advisable to provide equipment such as fire extinguishers or fire blankets for putting out small fires should they occur. Fire extinguishers should only be used by trained staff and only in the event of a small fire.

Particular attention must be given to events where they are held outside the core working hours of the University and where there are temporary structures such as a marquees.

Marquees, tents, gazebos and similar structures must be inherently fire retardant and meet BS7157 or equivalent. All materials, panels and liners should have a label or certificate affixed confirming this.

6.2 **Crowd Control**

Attendee behaviour can be influenced by many factors such as alcohol consumption, excitement levels, aggression, etc., potentially leading to injuries, crushes, fights, vandalism or disruption to your event.

The maximum number of people that the event can safely hold must be established as this is an important factor in assessing means of escape. Most rooms on campus have room occupancy already determined – this information is available from Room Bookings. The University also holds a number Entertainment licenses for areas across the Campus. The details of the Entertainment licenses are displayed in prominent locations in each of the buildings which hold a licence. The Head of Campus Food and Drink can provide advice to Event Organisers on aspects of Entertainment licenses and the occupancy capacity.

The Event Organiser may require additional personnel to help - particularly for large events. Generally, the number of attendants should not be less than two for the first 100 people plus one for each additional 100 people. Multi-function events will require additional attendants to monitor each element or section.

Staff undertaking stewards' roles must:

- Understand and be able to implement all of the fire safety procedures, crowd control and communications aspects detailed in the event management plan and risk assessment.

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- Ensure no overcrowding occurs and have use of crowd monitoring equipment such as counters. This needs to be clearly detailed in the risk assessment and event management plan and communicated clearly to all those involved in the event team. Events where there are large numbers expected with no ticketing system should **NOT** rely on staff to visually monitor the crowds in order to determine over capacity.
- Keep all gangways and exits clear

For licensable activities (the sale of alcohol), security will be required as they will be licensed by the Security Industry Authority (SIA).

6.3 ***Adverse Weather Conditions***

Adverse Weather is weather conditions that are either unsafe or undesirable for outdoor events. If all, or part, of the event is outdoors, it is important that contingency or cancellation plans should be in place in case the weather is unsuitable.

Adverse weather conditions are those which might have implications for:

- The health and safety of attendees, participants, and members of staff involved in the event
- Any relevant accessibility issues regarding visitors reaching and leaving the site
- The potential lasting impact on the site landscape and ecological habitats if the event were to proceed
- Potential reputational damage to the University.

6.4 ***First Aid***

The level of First Aid provision at an event will depend on the numbers attending, the profile of the audience and the type of event. For small low risk events (no alcohol, low risk of injury activities) of less than 500 attendees, first aid provision can often be safely covered without an external provider. For events larger than this, dedicated first aid assistance is recommended e.g. St John's Ambulance, Ambutran, etc.

If the event occurs during normal operating hours, the event may be able to rely on the current first aid arrangements for the building. However, Event organisers must not assume that building first aiders will be available and should communicate with the building first aiders if they are able to provide first aid for the event.

All security staff are trained in First Aid however they should not be listed as the first point of contact for First Aid unless agreed with the Head of Security. Please note that a First Aid kit must be accessible at all times during the event.

First Aid arrangements must be detailed in the Event Management Plan.

6.5 **Security**

The Head of Security can provide advice to Event Organisers on aspects of Event Security and the requirements for Security staff and Stewards.

The following general aspects may need to be considered depending on the type of event:

- Parking and traffic management
- Crowd control
- Exclusion of unwanted visitors
- Offensive weapons
- Drugs and Illegal substances
- Management of security personnel
- Dealing with drunken or potentially violent people

Where specialised security firms are employed to provide experienced stewards, the remit of the firm must extend to cover any difficult situations that develop both immediately outside as well as inside the event.

Any security organisation employed must be registered under the Security Industry Training Organisation (SITO), have insurance cover to £10 million pounds, and carry out a risk assessment for their activities. All staff whom they send to the event must be SIA licensed: proof of this must be obtained.

6.6 **Temporary Structures**

What is meant by a temporary structure?

A temporary structure is a type of building that will be used for a short amount of time and is not intended to remain in the place it has been built. This includes Marquees and bouncing castles. All temporary structures will be erected by competent contractors in accordance with their own plans, risk assessments and method statements. It is important to note that guidance from the Institution of Structural Engineers (ISE) notes that the “primary responsibility for the safety of people attending an event and of the users of temporary demountable structures lies with the client”.

6.6.1 *Marquee*

Marquee hire should only be sought from approved suppliers. It is recommended that they are part of an approved association such as MUTA.

Prior to an event and before the marquee is handed over to the Event Organiser, it should be subjected to a thorough inspection prior to issue of a report which will incorporate a checklist carried out by the foreman whose responsibility it was to erect the structure in the first place. An example checklist which must be provided to the Event Organiser before an event takes place can be found in Appendix 7.

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The contractor must inform the Event Organiser of maximum in service wind speed and contingency plans should be in place to evacuate tents when wind speeds approaching the maximum service gust speed are forecast. This must be documented in the Event Management Plan and communicated to the event team.

The provision of firefighting equipment should be agreed prior to the event, and this should be noted in the Event Management Plan. One fire water-based extinguisher of a minimum capacity of 6 litres should be positioned at each emergency exit. CO2 extinguishers should also be provided where necessary to deal with electrical fires. Emergency lighting should also be provided. Where more than 250 occupants are anticipated, sufficient persons should be available who are trained and experienced in the duties of a fire warden. For more information regarding fire arrangements, please contact the Estates Manager (Fire Safety).

6.6.2 ***Bouncing castle / Inflatables***

The Event Organiser should ensure that any bouncing castle that they hire either has a numbered PIPA tag or an ADiPs declaration of compliance. This is an annual check carried out to check the integrity of the inflatable. It should also have written documentation from a competent inspection body to show it complies with British Standard BS EN 14960.

In addition, the following must be complied with and contained within the risk assessment supplied by the contractor:

- No inflatable to be used in winds above 24 mph (38 kmph), which is Force 5 on the Beaufort Scale (small trees in leaf begin to sway).
- An anemometer must be used to measure the wind speed at regular intervals. If one of these is not available, the inflatable should not be operated outside. These measurements should be recorded.
- Always check the manufacturer's operating manual to confirm the maximum wind speed for the safe operation of the inflatable. Certain inflatables may have a lower maximum wind speed for operation.
- All inflatables must have at least six anchor points.
- It must be supervised at all times and the supervisor must be over 18 years old.
- All inflatables must be supplied with operational information such as the number of children allowed at one time and the type of behaviour not allowed.

A checklist in Appendix 8 outlines what requirements should be signed off on by the contractor prior to use.

6.7 **Generators**

The Estates Manager (Fire Safety) must approve, in writing, the use of any portable electrical generation equipment. Portable generating equipment must be used outside of University buildings and any temporary enclosures. A generator must be fenced off with a fire extinguisher placed close by.

6.8 **Food**

Food prepared or offered as part of the event must meet food hygiene and safety requirements. Individuals preparing food must be suitably trained, supervised or instructed.

It is strongly recommended that all food provided during events should be supplied internally by Campus Food and Drink.

6.8.1 **External Vendors**

Where external vendors are brought in to supply food for an event they must be an approved supplier or on the recommended list of suppliers previously used by the University (Available from the Campus Food and Drink Manager).

It is strongly recommended that the following information should be obtained before the event from all food vendors:

- The Business Name and Registered Address of the Business
- The Food Hygiene Rating Score for the business (minimum of 4)
- Copy of their risk assessment (if applicable)
- Public liability insurance
- Gas Safety certificates (if applicable)

Where there is more than one portable trader then the Event Organiser must ensure there is an adequate distance between the traders to act as a fire break. A distance of six metres is recommended for temporary traders.

6.8.2 **Home baked food / Shop bought products for an event**

Staff / students baking goods for a non-fundraising event must ensure they follow food hygiene best practice when preparing food. It is recommended that they only bake low risk goods such as cakes / biscuits and these should be stored and transported in a clean, sealed food-safe containers to prevent contamination.

Food should be clearly labelled with a description of allergens. All food brought into campus for an event must be checked to ensure there are no nuts or nut based ingredients. It is strongly advised that free-from items are separate from baked goods containing allergens and each area has its own knife or cake slice to avoid cross-contamination.

6.8.3 **Charity events**

QUB Charity Commission Guidelines stated no home baked goods should be used for charity collections ([QUB Charity Commission Guidelines](#)).

6.9 **Licensing**

If you are selling alcohol, or selling tickets to an event which will provide alcohol or regulated entertainment, the premises must be covered by a premises Entertainment License.

The Event Organiser must check:

- Whether the building/area where the event will be held has a premises licence or not
- Whether the activities allowed on any current licence cover the type of event planned
- Any condition which may be attached to a licence e.g. the operating schedule for house that licensable activities can take place
- Whether a Temporary Event Notice is required in the absence of a full premises licence.
- Contact hospitality@qub.ac.uk for further information regarding licensing requirements.

6.10 **Electrical Equipment**

Electrical equipment must be installed by a suitably qualified electrician and have a current appliance test certificate or test label where appropriate. A University electrician must be on site for the initial connection to the electricity supply. Cables can provide trip hazards and should not be placed across passageways, entrances or exits. Where this is not possible, they should be firmly secured and covered with suitable matting. Any large electrical power requirement must be notified to the Estates Department at the event planning stage to ensure the power requirements can be met.

6.11 **Slip, Trip and Fall.**

All parts of the premises and associated areas must be kept in a clean and tidy condition. Spillages must be cleared up promptly to avoid slips as well as to maintain the premises in a clean condition. The premises and equipment should be left in clean condition after the event - if additional cleaning services are required, they must be logged with Estates Helpdesk through PlanOn and the service will be chargeable. Litter and waste must also be cleared at the end of the event.

6.12 **Safeguarding**

The University has arrangements in place to safeguard children and vulnerable adults when on campus and additional measures may need to be considered to ensure their appropriate and proportional protection during attendance at Events. Event-Organisers

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should refer to the [Safeguarding Children and Vulnerable Adults Policy](#) or contact the Legal Services Unit for any assistance implementing the policy.

6.13 ***Traffic Management***

Arrangements should be in place to make sure pedestrians and vehicles can circulate safely. Pedestrians and vehicles should be kept apart, the requirement for vehicles to reverse should be kept to a minimum and there should be suitable access/egress routes for emergency vehicles.

The Event Management Plan should detail any designated load-in areas that will be used as well as allocated times/procedures for the safe on/off loading of materials. This should be communicated clearly to all contractors and staff working on the event.

The following stakeholders were consulted in the development of this Policy and Guidance:

- Vice-Chancellor's Office
- University Secretary's Office
- All Heads of School
- All School Managers
- Centre Administrative Managers in SMDBS
- Faculty Directors of Operations and Faculty Managers in AHSS, EPS and MHLS
- All Professional Services' Directors
- INTO Centre Director and Centre Manager
- Institute of Professional Legal Studies, Director
- The Senator George J. Mitchell Institute for Global Peace, Security and Justice, Director, and Administrator
- All Health and Safety Coordinators
- All Trade Union Safety Representatives



EVENT MANAGEMENT PLAN

(Small events)

Event Organiser Details

Event Organiser Name:	
Contact Telephone No.:	
Email Address:	
Name of Event:	
Location of Event:	
Date of Event:	

Event Overview

Please provide a description of your event:	
Maximum Capacity:	

Event Management Plan – Small Events with no external contractors or food

Audience Profile:	
Start time:	
End time:	

Fire Arrangements

Person(s) responsible for the evacuation of attendees in the event of an emergency:		
Fire Assembly Point:		
Location of nearest Fire extinguisher:	Type	Location
Are you aware of anyone with any disabilities attending event that may impede their exit:	Choose an item.	

First Aid

First Aider(s):	
Location of nearest first aid kit:	
Location of nearest AED:	
Accessible route for Emergency services?	Choose an item.
Person responsible for logging all incidents:	

Communications

Staff Briefing should cover emergency procedures, fire and first aid arrangements prior to the event

Carried out by:	
Time:	
Location:	
Items covered:	(This may be in the form of an appendix, which is then signed by staff/volunteers who attend)

Event Management Plan – Small Events with no external contractors or food

Safety briefing (External Attendees Only) should cover emergency procedures including fire arrangements prior to the event.

Carried out by:	
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EVENT MANAGEMENT PLAN

(Small events)

Event Organiser Details

Event Organiser Name:	
Contact Telephone No.:	
Email Address:	
Name of Event:	
Location of Event:	
Date of Event:	

Event Overview

Please provide a description of your event:	
Maximum Capacity:	
Audience Profile:	

Event Management Plan – Small Events with food / external vendors

Start time:	
End time:	

Fire Arrangements

Person(s) responsible for the evacuation of attendees in the event of an emergency:		
Fire Assembly Point:		
Location of nearest Fire extinguisher:	Type	Location
Are you aware of anyone with any disabilities attending event that may impede their exit:	Choose an item.	

First Aid

First Aider(s):	
Location of nearest first aid kit:	
Location of nearest AED:	
Accessible route for Emergency services?	Choose an item.
Person responsible for logging all incidents:	

Communications

Staff Briefing should cover emergency procedures, fire and first aid arrangements, key personnel etc

Carried out by:	
Time:	
Location:	
Items covered:	(This may be in the form of an appendix, which is then signed by staff/volunteers who attend)

Event Management Plan – Small Events with food / external vendors

Safety briefing (External Attendees Only) should cover emergency procedures including fire arrangements.

Carried out by:	
Time:	

Food Provider Details (External only)

Food provider 1:			
Approved Supplier:	Choose an item.	If No, Public Liability Insurance received?	Choose an item.
Food Hygiene Rating:			
Risk Assessment Received?	Choose an item.		
Please describe how waste will be disposed of?			

Food provider 2:			
Approved Supplier:	Choose an item.	If No, Public Liability Insurance received?	Choose an item.
Food Hygiene Rating:			
Risk Assessment Received?	Choose an item.		
Please describe how waste will be disposed of?			

Food Additional Question

If there are multiple food traders can a separation distance of at least 6m be maintained between each food trader?	Choose an item.
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Alcohol

Will alcohol be served?	Choose an item.
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Event Management Plan – Small Events with food / external vendors

If yes, is there a charge? (include any cover charge for event)	Choose an item.
If there is a charge, is the event on a licensed premises?	Choose an item.

External Contractors (AV, Inflatables, Pyrotechnics etc)

Contractor 1			
Name:			
Service Provided:			
Approved Supplier:	Choose an item.	If No, Public Liability Insurance received?	Choose an item.
Risk Assessment Received?	Choose an item.		

Event Management Plan – Small Events with food / external vendors

Name of Applicant		Application Ref. No	
Address of Premises to be licensed		Date of Event	
Please tick () as appropriate			Yes No
1.	I have read and understood the relevant HSE guidance on the use of inflatables,	<input type="checkbox"/>	<input type="checkbox"/>
2.	I confirm that a suitable and sufficient risk assessment has been undertaken for the use of the inflatable play equipment at this event.	<input type="checkbox"/>	<input type="checkbox"/>
3.	I confirm that the inflatable play equipment to be used has been inspected and tested annually through either the PIPA (Pertexa Inflatable Play Accreditation) certification scheme or the ADIPS (Amusement Device Inspection Procedures Scheme). Copies of such certification are available for inspection if necessary.	<input type="checkbox"/>	<input type="checkbox"/>
4.	I confirm that the inflatable play equipment to be used is clearly marked with its limitations of use?	<input type="checkbox"/>	<input type="checkbox"/>
5.	I confirm that I will follow the manufacturer's instructions for the inflatable play equipment	<input type="checkbox"/>	<input type="checkbox"/>
6.	I confirm that the inflatable structure will be provided with an adequate anchorage and/or ballast system as per the manufacturer's guidance prior to public use. Each inflatable will have at least 6 anchorage points. The ropes used to secure the inflatable should be in good condition and not stretched, frayed or rotten.	<input type="checkbox"/>	<input type="checkbox"/>
7.	I confirm that all operators and attendants of the inflatable play equipment will have been provided with effective training and instruction in the working of the device and its safe operation?	<input type="checkbox"/>	<input type="checkbox"/>
8.	I confirm that the operator in charge of the inflatable play equipment when available for use to the public will be at least 18 years of age and that any attendants assisting in its operation will be at least 16 years of age?	<input type="checkbox"/>	<input type="checkbox"/>
9.	I confirm that adequate precautions will be taken in adverse weather conditions. Inflatables will not be used when the wind speed or gusts exceed the manufacturer's recommendations. All inflatable operators will have available an anemometer for measuring wind conditions.	<input type="checkbox"/>	<input type="checkbox"/>
10.	I confirm that routine daily check will be conducted on the inflatable device prior to the first use on each day of use, and at suitable intervals thereafter in accordance with the manufacturers instructions	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11.	I confirm that all portable electrical equipment associated with the operation of the inflatable play equipment has been PAT tested and deemed to be safe to use		
12.	I confirm that in the event a defect is found which could possibly lead to danger, the public will not be permitted to use the device until the cause has been identified and remedied.	<input type="checkbox"/>	<input type="checkbox"/>
Declaration (To be completed by the applicant and/or the activity provider)			
<p>I declare that the above checklist has been completed accurately and is a true reflection of the arrangements that will be in place for the use of inflatable play equipment:</p> <p>Print Name: _____ Signed: _____</p> <p>Applicant/Activity Provider (Please delete as appropriate) Date: _____</p>			



EVENT MANAGEMENT PLAN

(Large events)

Event Organiser Details

Event Organiser Name:	
Contact Telephone No.:	
Email Address:	
Name of Event:	
Location of Event:	
Date of Event:	

1.0 Event Overview

Please provide a description of your event:	
Maximum Capacity:	
Audience Profile:	
Start time:	

End time:	
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1.1 Event Itinerary

Please provide timings of your event including set up and break down timings: For example, marquee set up, bouncing castle, food	
Date / Time	Action

1.3 Programme of Events

Please provide your programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances).	
Time	Activity

1.4 Roles and Responsibilities on Event Day (s)

Please provide a brief description of the roles of event staff and their main responsibilities. This list is not exhaustive.			
Role	Name of person responsible	Contact details	Brief summary of responsibilities

Event Manager			Reporting to emergency services?
Deputy Event Manager			
Cleaning Supervisor			
Food Manager			
Security			
Stewards			

1.5 Communications

Main method of Communication during event e.g. radios / mobile phones:	
Staff briefing carried out by:	
Items covered:	(This may be in the form of an appendix, which is then signed by staff/volunteers who attend)

2.0 Fire Arrangements

Evacuation controller:		
Fire Warden(s):		
Fire Assembly Point:		
Location of nearest Fire extinguisher:	Type	Location
Are you aware of anyone with any disabilities attending event which may impede their exit:	Choose an item.	

*Delete as required

3.0 First Aid

External First Aid Provider?	
Location of First Aid Provider:	
Internal First Aider(s):	
Location of nearest first aid kit:	
Location of nearest AED:	
Entrance/access point for the emergency services as agreed with security:	
Person responsible for logging all incidents:	

4.0 Food (External only)

Food provider 1:			
Approved Supplier:	Choose an item.	If No, Public Liability Insurance received?	Choose an item.
Food Hygiene Rating:			
Risk Assessment Received?	Choose an item.		
Have all chefs a minimum of Level 2 Food Hygiene Certificate?			
Please describe how waste will be disposed of?			

Food provider 2:			
Approved Supplier:	Choose an item.	If No, Public Liability Insurance received?	Choose an item.
Food Hygiene Rating:			
Risk Assessment Received?	Choose an item.		
Have all chefs a minimum of Level 2 Food Hygiene Certificate?			

Please describe how waste will be disposed of?	
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Food Additional Question

If there are multiple food traders can a separation distance of at least 6m be maintained between each food trader?	Choose an item.
---	-----------------

5.0 Alcohol

Will alcohol be served?	Choose an item.
If yes, is there a charge? (include any cover charge for event)	Choose an item.
If there is a charge, is the event on a licensed premises?	Choose an item.

6.0 Marquee

Name:			
Approved Supplier:	No	If No, Public Liability Insurance received?	Choose an item.
Risk Assessment Received?	Choose an item.		
Checklist received after setting up structure:			
Information received on management of structure during event? E.g. High winds / snow etc			
Details of Fire Procedures (for example, evacuation, raising alarm):			

7.0 Generators

Name of Supplier (if applicable):			
Approved Supplier (if applicable):	Choose an item.	If No, Public Liability Insurance received?	N/A
Risk Assessment received?	Choose an item.		
Are generators located outside?			
How are generators protected from poor weather conditions?			
How will generators be refuelled? I.e. Timings etc			
Are generators cordoned off from public? How?			
Location of Dry Powder Extinguisher to be used for generators?			

8.0 Crowd Management

Maximum Capacity of Event location *			
Is an approved supplier procured for Security / Stewarding:	Choose an item.	If Yes, provide details	
Does the venue have an entertainments licence?	Choose an item.	If Yes, has a copy been received?*	Choose an item.
Is the event ticketed?	Choose an item.		
Please describe how capacity will be managed:			
Please describe how access and egress of the crowd will be managing (including participants with disabilities, younger and older participants)			

*The room capacity should not be exceeded under any circumstances

9.0 Vehicles / Transport

Are external contractor vehicles on site (include MEWPS etc) as part of set up, actual event or break down	Choose an item.	If yes, has a risk assessment been received	Choose an item.
If pedestrians are on site how are they separated from vehicle movements?			

10.0 Children and Young Persons

Are children attending event:	Choose an item.
Are suitable arrangements in place if a child is lost or found?	

11.0 Contractor

Contractor 1			
Name:			
Service Provided:			
Approved Supplier:	Choose an item.	If No, Public Liability Insurance received?	Choose an item.
Risk Assessment Received?	Choose an item.		

Example Risk Assessment

Event Risk Assessment Summary Form		
School/Centre/Directorate:		Assessment Completed by:
Type of Event: Coffee Morning	Date: 21/08/2024	Event Organiser: Joe Bloggs
Event details: LEAF coffee morning in the ground floor Hub, David Keir Building (10am – 12 noon). Approximately 50 attendees under the supervisor of the Head of School.		

Hazard	Hazardous Situation	Existing Control Measures (What are you already doing?)	Severity (1-5)	Likelihood (1-4)	Risk Level (L,M,H, VH)	What further action is necessary	Severity (1-5)	Likelihood (1-4)	Final risk level	Action by whom & by when
Fire	Outbreak of Fire Smoke from Fire	<ul style="list-style-type: none"> Fire alarm, automatic detection and double knock system in place. Fire doors, two main fire exits in close proximity to event venue. Fire evacuation plan with evacuation team on site. Adequate number of fire wardens present at the event including evacuation controller and evacuation officer. Extinguishers readily available and staff trained in use. Weekly fire safety checks reported on Fire Safety Management System. Checks carried out and documented prior to the event to ensure no issues. 	4	1	L	<ul style="list-style-type: none"> Event organiser to familiarise themselves with the method for raising the fire alarm, fire evacuation procedure and meeting points. Volunteers briefed on fire evacuation. Staff to be nominated to assist any attendee with mobility impairments in evacuating the building. Safety Officers to inspect Hub area, evening before the event. 				

Example Risk Assessment

Hazard	Hazardous Situation	Existing Control Measures (What are you already doing?)	Severity (1-5)	Likelihood (1-4)	Risk Level (L,M,H, VH)	What further action is necessary	Severity (1-5)	Likelihood (1-4)	Final risk level	Action by whom & by when
Slips, Trips and Falls	Falls on stairs within DKB whilst accessing venue from lower ground floor. Spilled beverages on floors and walkways.	<ul style="list-style-type: none"> • Low intensity lighting. • Well maintained stairs and floor surfaces. • School BLO per floor to report defects. • Handrails on stairways. • Attendees encouraged to consume beverages in situ and not be carrying them along corridors and up/downstairs etc. • All spillages cleaned up immediately – mop and bucket available throughout the event as well as rolls of tissue. • Signage available to be used in the event of spillages. 	3	1	L	<ul style="list-style-type: none"> • Visual inspection of venue prior to use. • Monitoring of venue during the event. 				
Burns/Scalds	Hot beverages (tea and coffee are being dispensed)	<ul style="list-style-type: none"> • Suitable pump dispenser/hot water dispensers used and sited on sturdy tables for ease of use. • Insulated cardboard cups in ready supply for attendees. • Attendees encouraged to consume beverages in Hub and not to be transported along corridors etc. 	3	1	L					

Example Risk Assessment

Hazard	Hazardous Situation	Existing Control Measures (What are you already doing?)	Severity (1-5)	Likelihood (1-4)	Risk Level (L,M,H, VH)	What further action is necessary	Severity (1-5)	Likelihood (1-4)	Final risk level	Action by whom & by when
First Aid	Ranging from minor first aid treatment to medical emergency.	<ul style="list-style-type: none"> School of Chemistry and Chemical Engineering first aiders on hand. All QUB security staff are trained first aiders. Two AED devices in the DKB with signage re locations on every corridor. Closest device is located adjacent to ground floor hub. Local hospital A&Es (RVH, Mater and Ulster) can be signposted for medical emergency. 	2	1	L					
Electricity	Electric shock from defective electrical equipment at event.	<ul style="list-style-type: none"> Minimal use of electrical equipment – may need to use kettle to top up dispensers. All electrical equipment has a current in date PAT label. 	3	1	L	<ul style="list-style-type: none"> Visual check of equipment prior to use (identification of defects in plugs, cables). Staff informed not to use any defective electrical equipment and to report immediately to event organiser. 				

Example Risk Assessment

Hazard	Hazardous Situation	Existing Control Measures (What are you already doing?)	Severity (1-5)	Likelihood (1-4)	Risk Level (L,M,H, VH)	What further action is necessary	Severity (1-5)	Likelihood (1-4)	Final risk level	Action by whom & by when
Food Allergy	<p>Moderate to severe allergic reaction to product contained in food.</p> <p>https://www.qub.ac.uk/directorates/EstatesDirectorate/UniversitySafetyService/HealthandSafetyPoliciesandProceduresLibrary/FoodAllergies/</p>	<ul style="list-style-type: none"> Volunteers to follow food hygiene best practise when preparing food, as per food standard agency's guide for charity / community groups. Providing food at community and charity events Food Standards Agency All those involved in baking for event have been instructed that nuts / nut based products are not to be used. Shop bought products checked to ensure no nuts or nut-based ingredients are present. All food to be clearly labelled with a description of allergens, i.e. nuts, gluten, eggs. Attendees with allergies advised to bring their own food with them if they wish to attend. Signage in place stating that some products 'may contain traces of'. 	4	2	M	<ul style="list-style-type: none"> School Safety Officers to check food layout prior to event to ensure controls are in place. 				

Event		Date of Event			
Please tick () as appropriate			Yes	No	N/A
1.	Is the site free from tripping hazards (cables, potholes, footpath defects)?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Are permanent fixtures in good condition (seats, fences, signage)?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Has vegetation been cut back, and debris removed?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Have current weather conditions created new hazards to be addressed?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Is firefighting equipment in place?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Is lighting in place where required?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Have electrical supplies/equipment been checked/certified (see also Specification for Electrical Installation - Information Sheet)?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Have toilets been provided where required?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Are first aid facilities in place?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Are entrances/exits clear?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Are staff in place and briefed in their roles?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Can emergency vehicles gain access to all areas?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Are car parking arrangements in place?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Are pedestrians segregated from vehicles?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Have all structures been completed (stages, seating)?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Have all structures been inspected and approved by a competent person where required?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Are all activities sited correctly and checked?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACTION TO BE TAKEN:					
I declare that the above checklist has been completed accurately and is a true reflection of the arrangements that will be in place for the use of inflatable play equipment:					
Print Name:		Signed:			
		Date:			

Name of Applicant		Date of Event			
Please tick () as appropriate				Yes	No
1.	All aspects of the final structure are at a safe distance from power lines & other hazards			<input type="checkbox"/>	<input type="checkbox"/>
2.	Anchorages are suitable for the purpose and soil condition and are holding fast			<input type="checkbox"/>	<input type="checkbox"/>
3.	Bracing wires/bars on roof and walls are in place and adequately tensioned			<input type="checkbox"/>	<input type="checkbox"/>
4.	All ropes, including wire ropes, are sound			<input type="checkbox"/>	<input type="checkbox"/>
5.	Fabric is tensioned and not prone to ponding			<input type="checkbox"/>	<input type="checkbox"/>
6.	Emergency exits are in place, operating correctly and are without obstruction (Minimum of two for tents holding 50 or more people)			<input type="checkbox"/>	<input type="checkbox"/>
7.	Escape routes are clear of obstruction			<input type="checkbox"/>	<input type="checkbox"/>
8.	Exposed ropes and stakes adjacent to exits and entrances are marked and/or roped off			<input type="checkbox"/>	<input type="checkbox"/>
9.	All locking pins and bolts are in place and secure			<input type="checkbox"/>	<input type="checkbox"/>
10.	All structural supports are sound without cracks or significant dents and not overstressed			<input type="checkbox"/>	<input type="checkbox"/>
11.	Eaves connection joints are securely locked home			<input type="checkbox"/>	<input type="checkbox"/>
12.	No unrepaired tears in fabric are present			<input type="checkbox"/>	<input type="checkbox"/>
13.	Flooring is evenly laid and there are no tripping points			<input type="checkbox"/>	<input type="checkbox"/>
14.	Carpet and other floor covering is securely fixed so as to minimise the risk of tripping			<input type="checkbox"/>	<input type="checkbox"/>
15.	Roof lining does not drop significantly below eaves			<input type="checkbox"/>	<input type="checkbox"/>
16.	All timber uprights and ridges are free from splits that are likely to cause failure.			<input type="checkbox"/>	<input type="checkbox"/>
17.	Walls are securely pegged and/or secured			<input type="checkbox"/>	<input type="checkbox"/>
18.	A pole tent has a full complement of side uprights, anchor stakes, pulley blocks & guy ropes			<input type="checkbox"/>	<input type="checkbox"/>
19.	The main upright(s) is/are independently guyed where appropriate.			<input type="checkbox"/>	<input type="checkbox"/>
20.	Suspended weights are evenly distributed and do not overload the structure; no excessive weights suspended from roof beams, ridges etc			<input type="checkbox"/>	<input type="checkbox"/>
21.	Flame retardant labelling is in place on every panel			<input type="checkbox"/>	<input type="checkbox"/>
22.	Final all-round visual check to satisfy that tent is erected securely.			<input type="checkbox"/>	<input type="checkbox"/>
23.	Client briefed on safe use of the structure and on unauthorised modifications			<input type="checkbox"/>	<input type="checkbox"/>
24.	Client briefed on precautions to take for adverse weather			<input type="checkbox"/>	<input type="checkbox"/>
25.	Client briefed on emergency contact procedures			<input type="checkbox"/>	<input type="checkbox"/>
Signed on behalf of the company:			Name:		Date:
26.	I have received and understood the briefings referred to in items 23-25 above				
27.	I accept the structure as ready for use				
Signed on behalf of the Client:			Name:		Date:

Name of Applicant:		Application Ref. No:	
Address of Premises to be licensed:		Date of Event:	
Please tick () as appropriate			
1.	I have read and understood the relevant HSE guidance on the use of inflatables.	<input type="checkbox"/>	<input type="checkbox"/>
2.	I confirm that a suitable and sufficient risk assessment has been undertaken for the use of the inflatable play equipment at this event.	<input type="checkbox"/>	<input type="checkbox"/>
3.	I confirm that the inflatable play equipment to be used has been inspected and tested annually through either the PIPA (Pertexa Inflatable Play Accreditation) certification scheme or the ADIPS (Amusement Device Inspection Procedures Scheme). Copies of such certification are available for inspection if necessary.	<input type="checkbox"/>	<input type="checkbox"/>
4.	I confirm that the inflatable play equipment to be used is clearly marked with its limitations of use?	<input type="checkbox"/>	<input type="checkbox"/>
5.	I confirm that I will follow the manufacturer's instructions for the inflatable play equipment.	<input type="checkbox"/>	<input type="checkbox"/>
6.	I confirm that the inflatable structure will be provided with an adequate anchorage and/or ballast system as per the manufacturer's guidance prior to public use. Each inflatable will have at least 6 anchorage points. The ropes used to secure the inflatable should be in good condition and not stretched, frayed or rotten.	<input type="checkbox"/>	<input type="checkbox"/>
7.	I confirm that all operators and attendants of the inflatable play equipment will have been provided with effective training and instruction in the working of the device and its safe operation?	<input type="checkbox"/>	<input type="checkbox"/>
8.	I confirm that the operator in charge of the inflatable play equipment when available for use to the public will be at least 18 years of age and that any attendants assisting in its operation will be at least 16 years of age?	<input type="checkbox"/>	<input type="checkbox"/>
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10.	I confirm that routine daily check will be conducted on the inflatable device prior to the first use on each day of use, and at suitable intervals thereafter in accordance with the manufacturer's instructions	<input type="checkbox"/>	<input type="checkbox"/>
11.	I confirm that all portable electrical equipment associated with the operation of the inflatable play equipment has been PAT tested and deemed to be safe to use	<input type="checkbox"/>	<input type="checkbox"/>
12.	I confirm that in the event a defect is found which could possibly lead to danger, the public will not be permitted to use the device until the cause has been identified and remedied.	<input type="checkbox"/>	<input type="checkbox"/>
Declaration (To be completed by the applicant and/or the activity provider)			
<p>I declare that the above checklist has been completed accurately and is a true reflection of the arrangements that will be in place for the use of inflatable play equipment:</p> <p>Print Name: _____ Signed: _____</p> <p>Applicant/Activity Provider _____</p> <p>(Please delete as appropriate) Date: _____</p>			