



An introduction to

Event Management the KISS way

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Today's Topics

Incident/Accident Management

Health and Safety – Why do it

Consultation with Authorities - Why do it

Incident Management & Follow Up – Why do it

Simple Request

During this discussion, please DO NOT refer to or ask questions regarding any incidents or accidents which have occurred that MAY be or we Know are subject to a current insurance or legal process at the moment.

Firstly, we need to have seen what happened.

We could end up compromising ourselves or the meeting position if we do.

Define what we mean?

Health and Safety Management

The process delivered that prevents **significant failure, injury or serious damage** [including reputational] from occurring.

It is **HOLISTIC**, so its not just those attending, but its also those affected.

What is an Incident?

An unplanned or unintentional event that could lead to serious damage, harm or injury

What is an Accident?

Incidents that led to harm or injury, including acts of non-consensual violence involving a person at work **AND** act of suicide which occurs in the workplace

Frequently Asked Questions

- **Do we have to do this H&S stuff – Yes, Yes if or Possibly not the way its set out**
 - ✓ **Yes to Risk Assessments for Public areas and non competition activities**
[Absolute Duty]
 - ✓ **Yes to safety requirements for structures and infrastructure inspections**
[Absolute Duty]
 - ✓ **Yes to Traffic Planning & Road Signage, including from main arterial roads**
 - ✓ **Yes if your insurer has set it as a scheduled duty**
 - ? **Yes if your Risk Assessment identifies a Significant Risk for your site**
 - ? **Strongly advised that you liaise with your Local Authority**
 - ? **You don't HAVE to follow the guidance given verbatim, the guidance shows the issue and the point an inspector/insurer would say its resolved. It SUGGEST a method of getting their but that's your call!!**

Frequently Asked Questions cont.

- **The Purple Guide vs The Green Guide, Which do I follow?**

The vast majority of you will need to follow the Purple Guide as you are temporary event sites [as defined] and not a permanent installed site.

Larkhill will have elements of both, but majorly Purple Guide

Fakenham will majorly be Green Guide as they use Permanent building and installations and facilities are used regularly

<https://www.thepurpleguide.co.uk>

Frequently Asked Questions cont.

- **Why liaise with the Local Authority?**
- Each Borough or County Council will have a Emergency Planning Officer [EPO] who is responsible for ensuring a major incident can be responded to in their area. The CC or BC EPO has legal powers to act if they believe the readiness is compromised.
- SOME District Councils will also have a local EPO who also reports to the BC or CC.
- ALL EPO's have a SAG committee of Senior Officers from MAIN Utility and Emergency Services and that includes the NHS Services. Also includes SJA, RC and **Other Medical Providers** AND your **Local Authority Health and Safety Inspector**. Some of those SAG Members are statutory inspectors anyway.
- They have a much wider view as to the impact of an event to their services, including other events happening in the area PLUS they know what the Emergency Services Response plans plus Hospital Casualty Reception is likely to be in advance of the dates under consideration.
- They also feed YOU daily information of issues that MAY affect your event on a Daily Basis.

Frequently Asked Questions cont.

- **What are the pitfalls of not Liaising?**
- You will not know what is happening in your area and also what support they can offer, because they don't know about your event
- They will lack confidence in your arrangements, because they don't know what they are
- They are more likely to inspect and take action, because they will not have the confidence your attitude to respond
- If we open dialog during the planning stage, we get past those issues and they will be more aware
- They usually do not inspect because they will be sure you have a handle on the requirements

“Introducing the Event Management Plan” document

Basic People Management Principles

- The Outside SAG Members may become investigators if something goes wrong or a complaint is made.
- Some of them are Enforcing Bodies with Enforcement Powers.
- We may need those consultees to be on our side at some point
- SAG members may not always understand a P2P is about, They will have watched The National or Gold Cup, but possible not a P2P.
- Their view/outlook will be skewed by their past experience and contacts with those involved in the sport.
- We need to help them, not obstruct them.
- **We need to be CLEAR on what we mean in LAYMAN'S terms, not P2P Speak [Pointing means something else!!!]**
- **Remember a STEWARD in the SAG members eyes is somebody else**
- Things will go wrong, and you need to show you did **“Everything that was Reasonably Practicable”** to prevent the failure.

Event Management Plan

- It's a pre-set document which has been compiled, having had input from those SAG members.
- It gives them as much information as they need
- It gives YOU the opportunity to show you are in control and you have an extended view of the impact on the locality
- It helps you plan, following their responses
- It gives them a relevant contact with somebody who can answer their question
- It gives them an On Event contact so they do not have to dispatch resources unnecessarily.

We know it works and those results are achievable

Levels of Incidents & Accidents

Near Miss

Something that could have resulted, or nearly did. [Physical, Organisational Failure or Externally Caused.

Non Reportable [to HSE or Insurers]

Something that did happen and may not end up in a follow up or a claim

Reportable

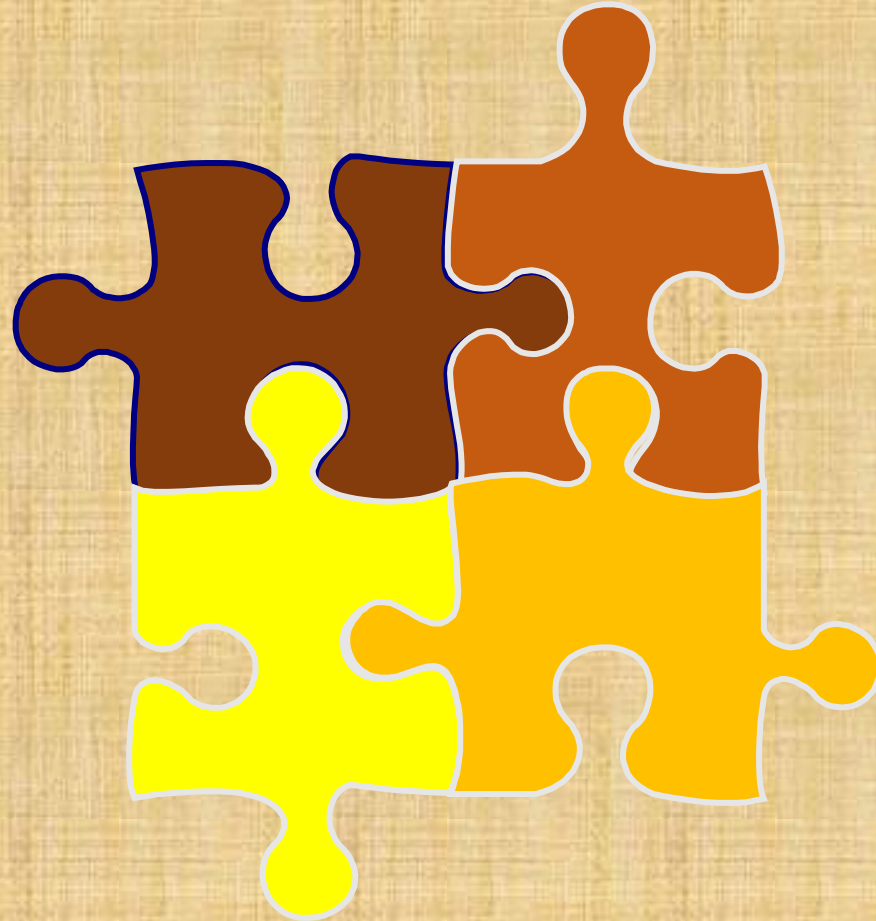
Something that did happen. Reportable to either/both Health and Safety Executive and / or Insurers. Insurers set reserves for claims which lasts 5 years

Incident Response - Golden Rule 1

- **All incidents/accidents MUST have a written record**
- **All notable incidents of concern MUST have a written record and be followed up in a timely manner.** It takes over 3 years to get the matter properly resolved and memories will not last that long. Certainly the information will be challenged if its too long ago.
- **All reports need to have had some action** and the person who has written the report updated as to what has happened.

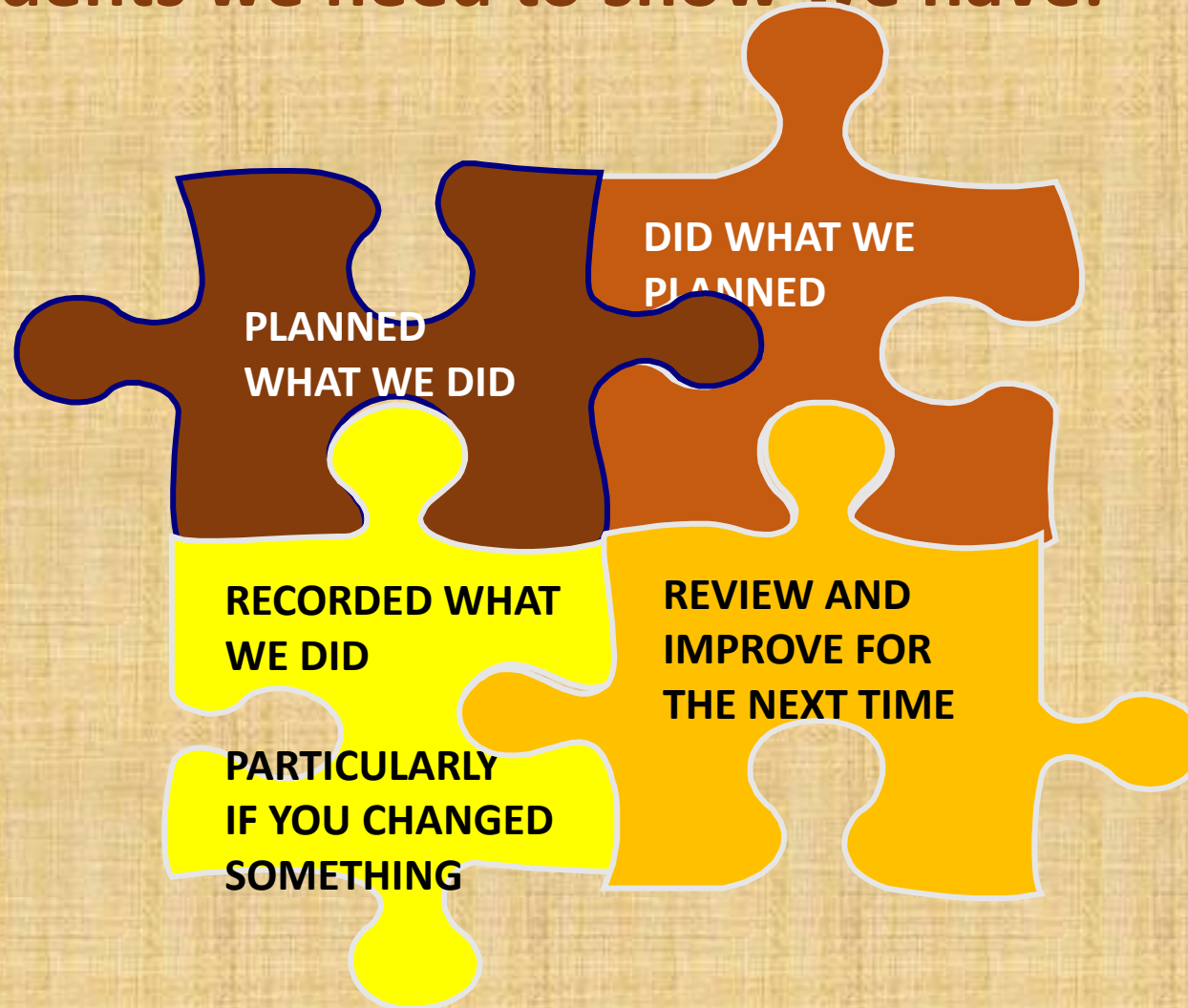
Golden Rule 2

- **When something has been reported, you need to give a clear picture of what you did to prevent incidents/accidents occurring. Its like building a picture from a jigsaw of information**



Golden Rule 2

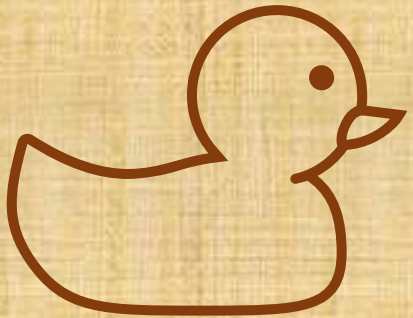
- To show we have done everything we could to prevent incidents/accidents we need to show we have:



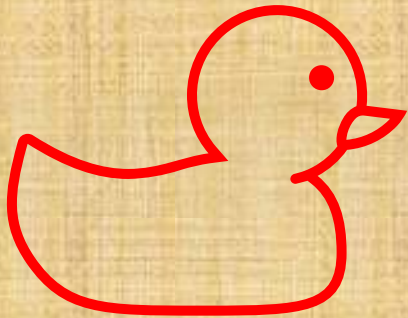
Those records help us demonstrate our control of the activity and defend against allegations
In Short, it helps us get our Ducks in a Row



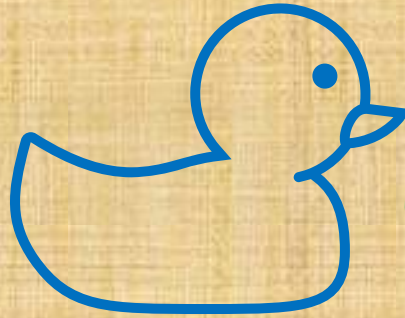
Which Ducks Hold Water



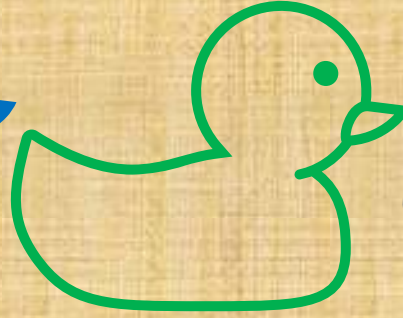
**Event Management
Plan**



**Contractor Insurance
& Install Record**

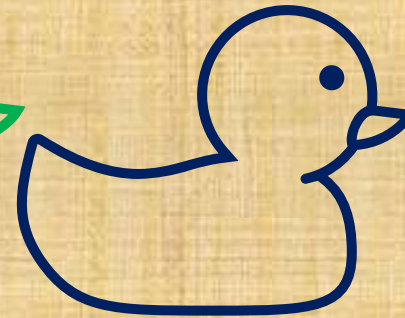


**Traffic Man
Plan**

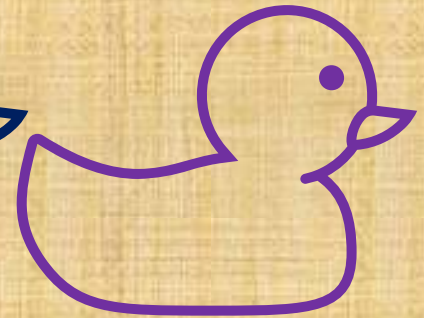


**Risk Assessment
&
Control Action**

H&S Checklists



**Volunteer Training
& Staff Training**



**SAG
Consultation**

Remember People Management

- **Consultees have greater power than we have**
- **We may need those consultees to be on our side at some point**
- **Contact assistance for advice and help during your planning stage, it makes the running far easier in the long run.**
- **Things will go wrong, and we will need to show we did “Everything that was Reasonably Practicable” to prevent the failure.**

You were listening to:



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