

**GLEBE PRIMARY SCHOOL**  
**UNITED LEARNING ACADEMY**

**Event Safety Policy**  
**Summer 2024-2025**

**Updated: Summer 2024**  
**New Review: Summer 2025**

Agreed by: Karen Crutchfield  
Position: Head teacher

Agreed by: Ian Jones  
Position: H&S Governor

Approved by the Local Governing Board on 9<sup>th</sup> July 2024



Signed by: Mr. James Dempster  
Position: Chair of the Local Governing Body

Document Control	
Document Title:	Event Safety Policy
Short Code:	HSOF
Version:	2.1
Summary of Changes from Previous Version:	2021 format update Typographical error corrections Minor amendments and clarifications
Ratified By:	Group Board
Date Ratified:	8/7/21
Name of Originator/Author:	Stuart Males
Name of Responsible Committee	Group Board
Date Issued:	20/7/21
Review By Date:	8/7/24
Target Audience:	All school and central office locations holding or managing events

## United Learning

### Health and Safety Topic Policy – Event Safety

#### Contents

1.	Scope .....	4
2.	Implementation.....	4
3.	Interpretation .....	4
4.	Responsibilities.....	4
5.	Event Safety Management Plan .....	4
6.	Further Information .....	5
7.	Summary of Requirements.....	5
8.	Local Management Arrangements.....	5
9.	Declaration of Adoption .....	6

## 1. Scope

- 1.1 This Policy forms part of the health and safety arrangements detailed in the 'United Learning Group Health and Safety Management Policy'. It outlines the arrangements in place to achieve compliance with the duties contained within the Health and Safety at Work etc Act 1974.
- 1.2 It is applicable primarily to school activities, but is equally applicable to central office coordinated events, e.g. Leadership Conference, Group Education Forum.

## 2. Implementation

- 2.1 The requirements of this Policy must be implemented within 12 weeks of the date of publication.

## 3. Interpretation

- 3.1 The following definitions apply to this policy:
- Event – any activity that does not constitute routine school operations and which is therefore not covered by any existing risk assessments and procedures. Typical examples are:
    - School events such as an open day, fete, or production which is open to the public
    - United Learning coordinated events such as a Group-wide concert in London
  - Event Organiser – the person(s) who are in control of and who manage an event
  - Event Safety Management Plan – a management document that details the various arrangements in place to ensure the event proceeds without undue risks to those involved

## 4. Responsibilities

- 4.1 In order to protect the health, safety and welfare of people attending an event, as well as the employees, contractors, and subcontractors working at the event, robust management practices are required. It is of fundamental importance that planning for effective health and safety management starts at the same time as the planning for all other aspects of the proposed event.
- 4.2 The event organiser is responsible for ensuring compliance with this Policy in each and every respect. For all events, the event organiser must produce an **Event Safety Management Plan**. For simple, small-scale events, this may not need to be more than one side of paper. Larger more diverse events, perhaps involving a number of schools at a third party location will likely require a greater degree of planning.

## 5. Event Safety Management Plan

- 5.1 Regardless of the size of an event, an Event Safety Management Plan (ESMP) must be produced. The ESMP is a narrative of the planned event, detailing what will be taking place, the relevant hazards for consideration, and the control measures implemented to manage the residual risks. Much in the same way as for educational visits, it is important to detail the educational/developmental benefits the event will provide, as well as the inherent hazards to ensure it delivers on all objectives as appropriate.

5.2 The precise content and level of detail in the ESMP will vary depending on the type of event being planned but will likely include most if not all of the following:

- A brief event policy statement detailing the management organisation chart and levels of responsibility
- The event’s vision and mission – i.e. what it ultimately aims to achieve
- Name and contact details for the Event Organiser
- Event requirements – staffing structure, facilities, services, venues, etc
- Marketing and communications planning
- Licensing, legal or insurance issues
- Emergency and contingency planning detailing action to be taken by designated people in the event of a major incident or significant disruption
- How much the event will cost – budget projections
- How it will be funded – identifying income streams
- Risk assessments for the activities taking place at the event
- Details of any sub-groups or pre-event planning meetings that will be required
- Allocation of responsibilities under the Construction (Design and Management) Regulations 2015, if applicable. Refer to the [Group Construction Projects Policy](#) for further details on these.
- Details on transport management arrangements, e.g. parking, public transport, drop-off and pick-up arrangements
- the first-aid plan detailing procedures for administering first aid on site and arrangements with local hospitals

5.3 It is likely that the ESMP will evolve as the event moves through the planning to operational stages and possibly even during the event itself. The ESMP will need to be updated to reflect any changes as a result. Whilst it can be managed as a ‘living document’, every effort should be made to ensure that version history is preserved.

## 6. Further Information

6.1 The HSE Event Safety Guide (available on the [A-Z pages](#) of United Hub) contains detailed guidance on event safety management. Despite being written primarily for the festival sector, the underlying principles contained within remain helpful in ensuring a systematic assessment of an event’s activities and hazards.

6.2 There is a additional guidance on [event management](#) available on the HSE website.

## 7. Summary of Requirements

- An Event Safety Management Plan to be created for all Events

## 8. Local Management Arrangements

8.1 At **[insert name of school]** copies of Event Safety Management Plans can be found **[insert location]**

## 9. Declaration of Adoption

This Policy has been reviewed by the senior leadership team and has been formally adopted.

**Head  
Teacher**

[.....Name..... ]

[.....Signature..... ]

[.....Date..... ]

**Governor for  
Health and Safety**

[.....Name..... ]

[.....Signature..... ]

[.....Date..... ]

