



Committee Approver	Operations Committee
Stakeholder Consultation	
Date Approved	23 February 2023
Classification	Policy (sitting as an appendix to H&S Policy)
Title	Event Risk Management Policy
Revision Date	February 2023
Revised by	Director of Business Support Health & Safety Advisor
Next Revision Date	February 2026
Related Documents	H&S Policy
Location of Electronic Copy	F:/LIVE POLICIES

1. Policy Statement

Viewpoint places a high importance on ensuring a safe and healthy working environment for all employees, tenants, contractors and members of the public. This extends to events and activities organised and run by Viewpoint. We are committed to ensuring these are successful and run with full consideration of health and safety requirements.

2. Purpose

The purpose of this policy is to ensure:

Events run by Viewpoint will not pose a risk to the health and safety of staff, tenants, contractors or the public.

All reasonable steps are taken to comply with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other relevant legislation.

2.1. Risk Assessment

2.1.1. Viewpoint will carry out a full risk assessment for all phases of each event at the planning stage, including the site/venue preparation, the event and the site/venue breakdown or clear-up. The following areas will be taken into consideration when carrying out the risk assessment

- The size, location and nature of the event;
- Whether the event is indoors or outdoors;
- The audience/crowd profile and dynamics;
- Whether contractors undertake certain tasks;
- Accessibility for emergency services etc.

2.1.2. Appropriate control measures will be put in place to reduce or eliminate any risks identified during the risk assessment.

2.2. Contractors / Suppliers

2.2.1. Viewpoint will ensure all contractors have the necessary skills, knowledge and experience to carry out the required task.

2.2.2. Before appointing a contractor, Viewpoint will obtain the following information:

- Provision of Public Liability/Employment Liability insurance details;
- Provision of suitable references from previous clients or similar work;
- Provision of Safety Policy;
- Provision of risk assessments and method statements;

- Details of a membership of a Trade Organisation or a Safety Group.

2.3. Temporary Structures

- 2.3.1. Viewpoint will ensure that all structures have an up-to-date inspection certificate, are flame resistant and are properly tethered and used in accordance with manufacturer's instructions and guidance.
- 2.3.2. All temporary structures will be positioned in a way that does not obstruct entrances or exits.
- 2.3.3. In the unlikely circumstance of the event providing inflatable play equipment, it will adhere to the current British Standard (BS EN 14960) and will have at least 6 anchor points.
- 2.3.4. Pre-user checks will be carried out on all inflatable play equipment to ensure:
 - the site is suitable;
 - all anchorages are secure and in place;
 - ancillary equipment is in position (e.g. impact-absorbing mats);
 - there are no significant holes or rips in the fabric or seams;
 - the correct blower is being used;
 - the internal air pressure is sufficient to give a firm and reliable footing;
 - there are no exposed electrical parts and no wear on cables;
 - plugs, sockets, switches, etc. are not damaged;
 - the connection tube and blower are firmly attached to each other.

2.4. First Aid Management

- 2.4.1. Viewpoint will ensure that there is suitable first-aid provision at all events. The results of the risk assessment will determine the number of first aiders required. All accidents, incidents or "near misses" will be recorded and retained for 3 years. Details of the accident will include:
 - the date and method of reporting;
 - the date, time and place of the event;
 - personal details of those involved;
 - a brief description of the nature of the event or disease.

2.5. Information Notices and Signage

- 2.5.1. Appropriate signage clearly displaying emergency exits, first aid points, fire points, information points and other welfare facilities

such as toilets and drinking water will be posted around the venue/site.

2.6. Welfare Facilities

- 2.6.1. Viewpoint will ensure that there is adequate welfare facilities for all events, such as toilets, hand-washing facilities, drinking water and rubbish bins.
- 2.6.2. There will be a designated location where enquiries can be made about lost property, other concerns and for information about the event.

3. Legislation/related policies

- Fire (Scotland) Act 2005
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Occupiers Liability (Scotland) Act 1960
- The Regulatory Reform (Fire Safety) Order 2005
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

4. Scope

This Policy applies to all events and activities run by Viewpoint.

5. Roles and Responsibilities

Board

The role of Viewpoint's Board is to ensure that this policy, as well as any associated policies, are regularly reviewed, as required, or in accordance with the usual cycle of policy review.

The Board will, in fulfilling its function, ensure that it complies as necessary with this policy, and the associated policies, procedures and documentation which support it.

Executive and Leadership Teams

The role of the Executive and Leadership Teams is responsibility for ensuring that this policy, and the associated policies, procedures and documentation which support it, are implemented within Viewpoint.

The Executive and Leadership Teams shall ensure that procedures are in place and operating. The Executive and Leadership Teams shall also ensure that relevant managers and team members familiarise themselves with this policy, and the associated policies, procedures and documentation which support it,

and ensure it is fully implemented. Any associated training must be undertaken.

Staff

All staff are responsible for ensuring that they familiarise themselves with this policy, and the associated policies, procedures and documentation which support it, as well as undertaking any associated training.

6. Monitoring & Evaluation

To ensure this policy remains current and effective it will be reviewed every 3 years or where a need is identified by monitoring methods, for example through audits, inspections or incident reports.