

Health and Safety Plan - Example

Name of organisation and postal address	
Name of person/people in charge of event (with designations and addresses)	
Event (give title and describe activity)	
Date of event	
Duration of event	
Location of event	
Frequency of event (give information about how often this event is staged)	
Attendees (give range of people and approximate numbers expected)	
Services provided (describe the services that will be on site such as food vendors, instructors, and marshals)	
Management (describe who will be supervising various parts of the activity)	

Experience (describe the amount of experience of the people responsible for running the event)	
Provide details of First Aid Provision	
Provide details of shelter provided i.e marquees etc	
What Food vendors will you use and where are they to be located?	
How many toilets will you provide?	
Noise Control – Do you anticipate problems? Have you spoken with appropriate Environmental Health officers at the council?	
Who will ensure the parking facility is left tidy?	
What is the name of the security firm you are using?	

<p>Risks (describe the types of accidents/injuries that might occur during the event)</p>	
<p>Precautions taken (describe the actions that will be taken to minimise the risks identified)</p>	
<p>Insurance Company</p>	
<p>Policy Details</p>	