



## **Events and Performance**

### **Compliance Code**

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Annex A – General Purpose Risk Assessment Form

## **1.0 Introduction**

Events and performances assist in promoting all schools and improving the reputation of the organisation. As such West Norfolk Academies Trust (WNAT) aims to ensure that a high standard is achieved across all events organised at, on behalf of, or in association with the Trust and that they are run with due regard to the advice, guidance and necessary processes and procedures outlined in this compliance code.

WNAT expects all persons involved in the organisation and delivery of events to adhere to these processes, procedures and associated guidelines to ensure the safety of all those involved, as well as compliance with necessary guidance and legislation.

## **2.0 Scope**

WNAT has created this compliance code to ensure that, as far as reasonably practicable, all events organised at, on behalf of, or in association with WNAT follow the necessary processes and procedures in order to deliver events safely and successfully whilst also ensuring that any events have a positive impact on the reputation of the Trust whilst ensuring compliance with legislative guidance and regulations.

The provisions of this compliance code apply to all staff, students and visitors to WNAT schools.

## **3.0 Definition**

### **3.1 'Event'.**

For the purpose of this compliance code an event is described as a formal or informal gathering taking place at one of the school sites associated with WNAT.

A comprehensive definition of gatherings is not practicable but these may include, large or small, 'one off', irregular or regularly occurring events. For example, Open Days, Graduations, End of year proms, Conferences, Seminars, Theatre, Dance or Music Productions and Performances, Gala Dinners, or Departmental/School Social Gatherings organised by staff and/or students.

### **3.2 'Event Manager'**

The Events Manager is defined as the person responsible for the oversight of events taking place at, on behalf of, or in association with WNAT, whereby the reputation of the Trust and associated school needs to be upheld. In most cases this is likely to be the head teacher of the respective school. The event manager must ensure they are content that H&S management has been suitably considered and recorded prior to any event.

### **3.3 'Principal Organiser'**

The Principal Organiser' is defined as the organiser of any event taking place at, on behalf of, or in association with WNAT. It is normal for the principal organiser to attend the events and to continually monitor H&S and act as the main point of contact for issues that may occur.

### **3.4 'Responsible person'**

The responsible person is the person nominated to monitor and manage the event, react to issues and act as the main point of contact.

### **3.5. 'Contractor'**

A Contractor is defined as 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 service, whether for the public or a company or individual.

### **3.6 'Vendor'**

A vendor is any person, company or business who attends an event with the aim of selling a product or service

### **3.7 'Performer'**

A Performer is defined as anyone included in an event with the purpose of providing entertainment to spectators. This can include students, staff or those contracted to provide entertainment as part of an event.

### **3.8 'Spectator'**

A Spectator is defined as someone who attends an event with the aim of being entertained. This can include other students, staff, parents or members of the public.

## **4.0 Legislation**

### **4.1 The Health & Safety at Work Act 1974**

The act applies to all work activities, including events. It requires employers to ensure, so far as reasonably practicable, the health and safety of their employees, and anyone else who may be affected by their activities, including non-employees, students and general public.

### **4.2 .The Management of Health and Safety at Work Regulations 1999**

The regulations apply to everyone at work, regardless of the nature of that work. The regulations require employers to plan, control, organise, monitor and review their work activities.

Employers should assess the risks associated with significant hazards presented by the work activity, including events, in order to identify the preventive and precautionary measures necessary to reduce and control these risks.

### **4.3 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**

RIDDOR requires that certain types of accidents, specific cases of occupational ill health and certain dangerous occurrences must be reported to the Health & Safety Executive. In certain circumstances this can include injuries sustained by non-employees, for example, students and members of the public attending events.

## 5.0 Requirements

- It is the responsibility of the 'Principle Organizer' to provide sufficient notice of the intention to hold an event at any of the WNAT sites to the 'Event Manager' and to gain approval to do so prior to commencing planning of the event.
- Once approval for an event has been confirmed the 'Principle Organizer' must inform all other parties of the event requirements with sufficient notice to allow any arrangements to be scheduled and planned accordingly. For example, Site Manager must be informed of the event and kept up to date on progress through the planning and implementation of the event.
- The 'Principle Organizer' must ensure that all legislative requirements are considered during the planning of events. Therefore all events **must** be Risk Assessed following the WNAT Risk Assessing compliance Code and considering the guidance provided within this compliance code prior to the event occurring. They should also attend the event to act as the point of contact should issues arise. or identify a suitable 'nominated person'.
- Risk Assessments must be completed using the standard WNAT risk assessment template (Annex A). Assistance and additional guidance on the completion of the Risk assessment can be found in the WNAT Risk Assessing compliance code or by contacting the WNAT Estates Manager.

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Completed Risk Assessments must be accepted by the 'Event Manager' and be submitted for inclusion in the respective school Risk Assessment register prior to the event taking place.

- The 'Principal Organiser' is responsible for ensuring that any 'Contractor' utilised to support any event meets the following requirements
  - Contractors are to provide eDBS information if expected to be on site and working unsupervised at the same time as students. Where this is not available contractors are to be escorted at all times if authorised by the 'Event Manager'
  - Contractors should submit Risk Assessment Method Statements (RAMS) prior to involvement with the event. For example, when hiring a stage the contractor must provide information on how the stage will be delivered, erected and dismantled safely.
  - Contractors expected to provide food should provide information relating to food hygiene standards and allergy awareness.
  - Contractors should provide insurance information
- The 'Principal Organiser' should ensure that all 'Vendors' involved in the event hold suitable insurance cover.
- The 'Principal Organiser' is responsible for the submission of a Temporary Event Notice (TEN) form for any event that involves a licensable activity such as the sale of alcohol or regulated entertainment, such as the playing of record music to more than 499 people.

Note: There is no limit on audience size for any entertainment taking place on the premises of a school where the entertainment is provided by or on behalf of the school between 08:00 and 23:00. In this case a TEN would not be required.

- The 'Principal Organizer' should consider informing the local Safety Advisory Group (SAG). Although not compulsory it is recommended where an event is likely to involve large numbers of spectators, impacts to local traffic routes or potentially excessive noise.

## 6.0 Risk Assessment guidance

Risk Assessments must be completed to identify the risk associated with all 'foreseeable' hazards when planning any event to consider the suitability of current control measures in place. Where the risk is deemed unacceptable additional control measures should be identified and implemented to reduce the overall risk level. Therefore it is imperative that Risk Assessments are conducted with sufficient time to allow alterations or alternative methods to be implemented ahead of the event.

Conducting a thorough risk assessment of all events helps to ensure that risk is mitigated against and should an incident occur that plans are in place. This would assist in maintaining the reputation of the school site whilst reducing the likelihood of insurance claims.

The following are examples of 'foreseeable' hazards to consider. The list is not exhaustive and the 'Principle Organiser' should make their own assessment. Additional guidance can be found within the WNAT Risk Assessing compliance code or by contacting the WNAT Estates Manager.

### 6.1 Fire

It is imperative that the event can be suitably evacuated in the event of a fire. Consideration should therefore be given to the following

- Are those in attendance aware of what to do in the event of an alarm activation?
- Do they know where to go?
- How are they informed? Verbal brief, written instructions?
- Are exits and walkways suitable to allow evacuation? Consider how chairs, tables or stalls are laid out.
- If the event involves vendors, what are they selling and could it increase the risk of fire?
- Is there an uplift in electrical equipment being plugged in? Do extension leads have thermal cut outs to prevent overheating? Are extension leads daisy chained thus increasing potential overheating?
- Does the fire system in the areas have any known faults that could impact the alarm activation?
- Have those with reduced mobility been considered?
- Is there an allocated 'Nominated Person' who will be responsible for coordinating fire requirements and managing any evacuation?

It is recommended that a specific fire plan be created for events and the information shared with all staff involved ahead of the event occurring to assist in identifying roles and responsibilities. If vendors are involved, consider sharing the fire plan and requirements ahead of the event and stipulate the importance of fire prevention.

Consideration must be given to the school occupancy assessment, if held, to ensure the number of people involved does not exceed the limit stated. This should be taken into account when selling and issuing tickets prior to any event. If there are excessive numbers expected how is entry managed to ensure the capacity limit is not exceeded?

## **6.2 Slips and trips**

Performances and events will likely require the use of additional equipment, areas or scenery not normally in use. Therefore it is likely that there will be an increased risk associated with slips and trips. An assessment should look to identify slip and trip hazards and to ensure the risk is reduced either through rerouting, redirecting or managing with cable covers etc.

Have areas not normally utilised, such as areas beneath stages, been inspected to ensure there are no fixed trip hazards that may require mitigation?

Have vendors considered trips if using extension leads? Who is responsible for monitoring H&S during the event and checking to ensure hazards are not present? Is there a plan to address spillages? Is there access to cleaning equipment and warning signs?

## **6.3 Falls**

Performances and events will likely make use of a stage or raised platform. There may be a requirement to utilise boxes and platforms as part of the performance for dramatic purposes or to gain access to and from areas. It is therefore necessary to ensure that platforms are suitable for the task. If using a modular stage has it been constructed in accordance with the manufacturers instructions by competent staff? Modular stages are not to be modified or altered in any way.

Where multiple platforms are in use have they been suitably secured to prevent gapping? It is not acceptable to use any equipment not specifically designed for the purpose. Therefore furniture such as chairs and tables are not to be used at any time as a platform. .

Are handrails or side rails in place to prevent falling? If this imposes a restriction to the event, such as impairing spectators views, then do platforms provide sufficient space to allow the number of performers identified to use the platform to do so safely?

Where stages and raised platforms are used have those involved in the performance received suitable instruction to minimise the risk of falling? Have they been instructed to stay away from the edge of the stage or platform? Is there a physical barrier or safe zone in place?

Is there a suitable space to ensure spectators are not sat beneath those operating on a stage or platform?

Is lighting sufficient to allow suitable visual awareness whilst operating on a stage or platform? If smoke machines are in use do they increase the risk of falling by impairing vision?

## **6.4 Intruders and violent individuals**

Has the occupancy assessment been considered to ensure areas do not exceed the acceptable limit of spectators, performers, staff, vendors, contractors ? How is entry to the event managed?

If the event involves the serving of alcohol is there a process of dealing with those who drink to excess or become violent?

If the event is ticket only, how is control of entry managed to ensure overcrowding by none ticket holders is controlled?

Is there a provision to request emergency assistance if required? Has a lockdown procedure been considered to ensure individuals not involved remain safe?

## **6.5 Vehicles**

When holding an event at a school site consideration of parking arrangements needs to be included in any risk assessment. Will all parking be available on the school site? If so, how is this to be managed? If parking is off site consider the impact to neighbours and local businesses.

If the event is due to take place during school hours how is deconfliction between pedestrians and vehicles maintained?

If outside of school hours is there sufficient lighting and directions to allow vehicles to arrive and leave the site safely? Is there a speed limit and how is this enforced?

Is there sufficient access for emergency vehicles should they be required?

If a temporary fire assembly area has been identified as part of the event fire plan is it kept clear of vehicles?

### **6.5.1 Minibus use**

Any event that requires the use of the Trust / School minibus must include the use of the minibus within the risk assessment.

Operation of the minibus must be in accordance with the WNAT minibus Compliance Code



## **Annex A – Events and Performance Compliance Code**

### **General Purpose Risk Assessment Form**

The form below can be used to calculate a risk rating associated with 'foreseeable' hazards and to identify additional control measures where required.

Guidance on the completion of the form can be found in the WNAT Risk Assessing compliance Code.

Copies of completed forms should be held within the risk assessment folder located on the School Estates Management System (EMS) and the Risk Assessment register updated accordingly. For further advice contact the Trust Estates Manager - [S.Bowdery@Westnorfolkacademistrust.co.uk](mailto:S.Bowdery@Westnorfolkacademistrust.co.uk)

<b>School:</b>					<b>Date of Assessment:</b>						
<b>Reason for Risk Assessment:</b>					<b>Date of Review:</b>						
<b>Assessment number:</b>					<b>Name of Assessor:</b>						
What are the Hazards?	Who can be harmed and how?	What are the current control measures in place?	What is the current Risk Rating (L x C = RR)			Are there further controls that could reduce the risk? What are they?	What is the New Risk Rating (L x C = NRR)			Further control measures to be actioned by who and when?	Date complete
			L	C	RR		L	C	NRR		

(L) Likelihood x (C) Consequence = Risk Rating

**When completing the General Purpose Risk Assessment the WNAT Risk Assessing compliance Code must be followed.**