

IMG Health & Safety Collection Checklist

<p>1. Stadium Safety Certificate</p>	<p>The annual Safety Certificate is issued by the Local Authority/ local Council.</p> <p>It specifies the number of spectators that may be admitted into the venue (seating and standing), how they enter, provisions of gangways, fire escapes, stairs, etc. And requires that the structure and facilities in the ground are safe and maintained in a suitable condition for the number of people permitted to use the stadium. Additional evidence may include copies of premises inspections etc.</p>
<p>2. Public Entertainment License</p>	<p>States that the venue is allowed to serve alcohol and put on or have entertainment activities, such as music etc. and details any conditions that have to be complied with to do so.</p>
<p>3. Certificate of Public Liability Insurance</p>	<p>Insurance certificate for public use of the premises.</p>
<p>4. Health and Safety Policy and information on how you manage health and safety at the venue</p>	<p>A health and safety policy sets out your general approach, objectives and the arrangements you have put in place for managing health and safety in your business. It is a unique document that says who does what, when and how.</p> <p>The link below will take you to the UK Health and Safety Executive guidance on what should be addressed by this, as well as an example template that could be used. You are however, recommended to check with your own Government /competent source of advice on this for country specific requirements and then to ensure that appropriate controls to maintain safety at the stadium are in place.</p> <p>http://www.hse.gov.uk/business/policy.htm</p>
<p>5. General risk assessment</p>	<p>A risk assessment is simply a careful examination of what, in your work, could cause harm to people; what different types of people (customers, staff, contractors, disabled or vulnerable persons etc.) could be harmed and at what points that could happen - so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. This also includes collecting risk assessments from your contractors.</p>
<p>6. Fire Risk Assessment</p>	<p>The link below will take you to English/ Welsh Government guidance on should be addressed in this process as well as an example template that could be used for this. You are however, recommended to check with your local fire service/ Government competent source of advice on this for country specific requirements and then to ensure that appropriate controls to</p>

	<p>maintain fire safety at the stadium are in place.</p> <p>http://www.communities.gov.uk/publications/fire/firesafetyrisk</p>
7. Emergency Evacuation Arrangements	<p>This will provide sufficient information on what arrangements and facilities the stadium has in place to ensure that all users of the venue can be safely evacuated in the event of a fire/emergency in an appropriate timescale.</p> <p>You may find it helpful to include a map of the stadium with these, showing emergency access points, escape routes, stewards posts, traffic controls, the approach roads to the ground; general fire safety/ escape arrangements for stands/ specific areas, the location of the central control point, first aid facilities, assembly points, high risk areas, disabled persons access and emergency evacuation arrangements, etc.</p>
8. Major Incident Plan	<p>This plan specifies actions that should be followed for major incidents that could occur at the stadium, or elsewhere that could prejudice public safety or disrupt normal operations. E.g. fire, explosions; power cuts, bomb threats, delayed starts or crowd disorder.</p> <p>This is an agreed plan of action for all foreseeable major incidents that could happen. It is likely to include instructions that staff and those present should follow in a graduated level of response to the situation and how crowds will be controlled and the audience at an event safely evacuated or managed and communicated with and what back up facilities or arrangements are in place to enable this.</p> <p>And is also likely to involve the use of emergency services, such as the fire service / police/ alternative locations/ emergency vehicles etc.</p> <p>It is recommended that key emergency decision makers and those who would be involved in managing a major incident are identified and their contact details are maintained.</p>
9. First Aid Plan/Arrangements	<p>Issues normally addressed in this include details on the type and nature of first aid cover to be provided; the location of facilities present (which could be shown on a map of the stadium) and how they will be managed and used if necessary by trained and competent staff.</p>
10. Communications Plan	<p>This may address for example, how communications will be made to all present in the stadium (the audience; staff, contractors; emergency services etc.) As well as additional services that may be required, such as the police, if necessary.</p> <p>And will provide information on what facilities will be used to</p>

	<p>ensure that communications to all present are effective, e.g. cctv, radios, pa systems etc. and are effective to support safe crowd and premises control during an event; and how tests of communications are carried out if necessary.</p> <p>It may also provide details on what instructions announcements to the crowd should follow; what the chain of command is for making communications to all parties.</p>
<p>11. Security and Stewarding Plan</p>	<p>This will provide suitable and sufficient information on how crowd management at the event will be carried out, requirements may vary from event to event, depending on the audience profile.</p> <p>As well as which areas of the venue are off limits to the audience/ etc. and how access and escape from these will be managed.</p> <p>Specific details and locations of arrangements can be recorded on a plan of the stadium.</p>
<p>12. Entertainment</p>	<p>Fireworks, music, staging, and other similar activities or facilities carried out or needed to put on entertainment should be specifically risk assessed.</p> <p>If you plan to employ a third party to carry out activities for entertainment purposes, you should ensure that you have looked at the way they operate closely and carried out an assessment to ensure that they are competent in terms of skills, experience and qualifications, if necessary to do so, and also that they have safe systems of work in place for their operations and activities.</p> <p>To do this, you may include a review of their risk assessments, and/ or method statements/ and or training/ etc., so please refer to the section on risk assessment above.</p>
<p>13. Temporary Structures/ scaffolds/ stages</p>	<p>You will need to ensure that any temporary structures/ scaffolds/ stages etc. have been designed by a competent person, such as a structural engineer and erected safely by competent and trained persons, following the designer's instructions, in a safe location.</p> <p>If you plan to employ a third party to carry out these activities, you should ensure that you have looked at the way they operate closely and carried out an assessment to ensure that they are competent in terms of skills, experience and qualifications, if necessary to do so, and also that they have safe systems of work in place for their operations and activities.</p> <p>To do this, you may include a review of their risk assessments, and/ or method statements/ and or training/ etc., so please refer to the section on risk assessment above.</p>

14. Traffic Management	Information on how vehicles and people will safely access, move around and leave the venue, and how this will be managed should be clear. Specific details for example, regarding secure areas/ delivery points, traffic routes may be recorded on a stadium plan.
15. Accident Reporting and Investigation	How do you deal with accidents during an event and subsequently manage the situation so that it is made safe, as well as ensure that appropriate first aid or other arrangements are provided to injured persons. Here you should provide information on how accidents are reported, recorded and subsequently investigated to try to reduce the likelihood of them happening again in the future.