

Safety plan

Full name		
Event	Date/time	Location
Name of person responsible for co-ordinating safety arrangements		

Summary of key information about event	
Estimated number of participants	Estimated number of spectators
Estimated number of vulnerable people (eg children, people with disabilities)	
Location and number of emergency exits	
Location of assembly point	
Location of first aid posts	

Think about what could go wrong. Note here what situations might have serious implications for the success of your event, the safety of people involved, and how you would deal with this (your risk assessment may help here):

Concern identified	Action planned	Who will take action?
eg venue becomes unavailable, or vital equipment fails		

On the day there could be an emergency that you need to deal with

Emergency situation	Procedure	Who will take action?
Need to evacuate venue		
Need to contact emergency services		
Need to arrange medical attention		
Other – this will depend on nature of event		

Other things you may need to think about in case something happens (there may be others)

How will you make people aware of information you need them to have?

What equipment and or information facilities are there and where are they located?

What measures will you have in place to control crowds (if this is applicable)?

It may be helpful to have the details of those who you may need to contact if equipment fails, the power goes off, or someone does not turn up

	Name	Contact details (address, phone number)	Responsible for
Macmillan staff and volunteers			
Contractors/ venue management and others			

Emergency contact details. It will be handy to have a list of the people/organisations to contact if something goes seriously wrong

Name	Telephone number	Mobile Number

Safety plan copied to

Signed

Date

Copy of risk assessment attached?

Yes

No