

FOREWORD

This publication provides essential reading for event planners. It offers a detailed picture of every activity required to create a health and safety plan. It also outlines what you need to know to ensure you are clear about the risks, legal implications and the myriad of eventualities that may pose a threat to your event.

Be warned - health and safety is a serious issue so this is not light reading! However, to try and ease the learning process the information has been grouped into three main parts, and then, in Parts Four and Five, handy checklists, useful references, and a glossary.

Chapter 1: Introduction.

Part One: Understanding Health and Safety.

Chapter 2: Understanding Health and Safety law.

Chapter 3: Other legal Requirements.

Chapter 4: Risk management - the process and principles of risk assessment.

Chapter 5: Kinds of risk assessment.

Chapter 6: Essential features of safety management.

Part Two: Beginning the event planning process.

Chapter 7: Roles and Responsibilities.

Chapter 8: The Exploratory Planning meeting.

Chapter 9: Framework for the Health and Safety consultation process.

Part Three: Developing a Health and Safety Plan.

Chapter 10: The Health and Safety Plan as an integral tool in the event Health and Safety management process.

Chapter 11: The contents of the event Health and Safety Plan.

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Chapter 13: Health and Safety Plan – Area and Event Details.

Chapter 14: Health and Safety Plan – Staffing Details.

Chapter 15: Health and Safety Plan – Activities with risk to Health and Safety.

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