

# HEALTH & SAFETY GUIDELINES

These Guidelines are intended as a guide to organisers of Bealtaine event(s) whom very often are using a venue that is not their own. Bealtaine organisers need to pay particular attention to Health and Safety given the intergenerational profile of Bealtaine audiences.

Anyone who organises events or manages places that attract members of the public should have a health and safety management system, safety statement and insurance in place to anticipate, monitor and control potential risks. You should ask the owner or manager of the venue you are using for a copy of their safety statement. You should discuss with the owner or manager of the venue if you are required to organise your own event insurance or if you can avail of their insurance.

**Please see Event Insurance Guidelines for recommendations on Event Insurance.**

## Health and Safety Preparation

Before you hold your event you should carry out a thorough inspection of the venue and identify anything that might cause harm to the visitors you are targeting and discuss with the owner, manager any necessary precautions.

It is important to identify your target groups (e.g. older people, people with special needs, people with different levels of ability, children, etc) as these groups may differ from the usual visitors to the venue. See what obstacles and hidden hazards your target groups may encounter when visiting the building or participating in your event. Often if visitors are not familiar with the layout and facilities of the venue this unfamiliarity forms a hazard. Look out for any physical features or objects that could lead to accidents or overcrowding. These may include: Steep steps; Uneven or slippery flooring; Dead ends and locked gates; Basement Stairs.

## Health and Safety Evaluation

This involves evaluating the risks that you identify in your preparation and decide whether the existing precautions that the venue adheres to are adequate or if more should be done because of your target groups by. Additional precautions could include:

- Closing all areas which could be dangerous.
- Signposting hazards
- Having capable volunteers to point out any hazards to visitors and take charge in an emergency.
- Checking that there is a First-Aid kit and that it is comprehensive for your target groups.
- Making sure that you have access to a working telephone on site.
- Making sure you are aware of the emergency escape and that it is safe and effective for all.
- Liaising with outside organisations such as police and other emergency services if deemed necessary.

## Important Considerations in Choosing a Venue for your Event

- Are there lifts? And are they in good working order?
- Consider what level of wheelchair access is available.
- Consider car parking facilities. Are they adequate? If not where are the nearest car parks?
- Ensure you are equipped to cater for the audience you want to attract. For example if it is an intergenerational event you may need to think about toilet and baby changing facilities as well as lifts and wheel chair access.
- Make it clear in advance to visitors if there are any difficulties with access to the property. This will enable visitors to be prepared.
- Speak to a Fire Safety Officer for advice on fire safety precautions.
- Make sure there is adequate telephone usage and a first aid kit on site.
- With regard to fire, escape routes, all venues should have these clearly marked out with signage.
- Organisers event hosts should outline escape routes at the beginning of the event.

**Please see further information on accessibility here: [www.bealtaine.com](http://www.bealtaine.com)**