Event Safety Management Plan

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| **Activity/Event Management Plan:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(event title)** | | |
| **Nature of Event/Activity:** | **Time & Date:** | **Venue/Location:** |
| **Responsible Individuals:** | **Supporting Individuals/ Agency:** *e.g. Coordinator* | **Responsible Institution:** |
| **Participants:** | **Teachers/Animators/Tutors:** *(including assistants)* | **Other Individuals Supporting the Event/Activity :** *e.g. with logistics* |
| Issues noted on previous occasions (where relevant): | | |
| Procedures to follow prior to the activity/event: | | |
| Procedures to follow during the activity/event: | | |
| Procedures to follow post-activity/event: | | |

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|  |  |  |  |  | Describe the Activity – *Identify all elements of the event from beginning to end* | Management Plan for Specific Risks |
|  |  |  |  |  | Identify Risks  *Something that could happen that results in harm to a child or young person* |
|  |  |  |  |  | Analyse the Risk  *(Likelihood/*  *Consequences)* |
|  |  |  |  |  | Evaluate the Risk  *The level of risk* |
|  |  |  |  |  | Manage the Risk  *Assess the options* |
|  |  |  |  |  | Review  *Nominate who will review after the event/activity* |