

Event Guidance Note 5

After The Event

You should ensure that the following is carried out.

Site Condition

You need to carry out another site inspection to ensure that nothing has been left on the site that could be a hazard to future site users. This inspection can also identify any damage that has been caused by the event. If structures are left overnight you must ensure they are in a safe condition and protected from vandalism. If you have numerous structures you may need to arrange specific security for them.

Accidents

If an accident(s) occurs during the event you will need to:-

- Obtain the names and addresses of witnesses
- The scene should be photographed to identify any causes etc
- Prepare a report on the accident and submit to the landlord or owner of the premises.
- Advise your Insurance Company who may require a report to be completed.

(An Event Accident Report Form Template is provide to assist you in the Forms List)

If a reportable accident or dangerous occurrence has happened then you must take immediate action to prevent further incidents. As the organiser you will need to report the accident and this can be done in the following ways.

- Report on line <http://www.hse.gov.uk/riddor/report.htm>
- Obtain an F2508 form and send to the Local Authority(LA)

(Some activities at events are enforced by the Health and Safety Executive (HSE). The HSE and LA work in partnership and will ensure that the matter is correctly reported)

Claims

If you receive a notification that a person is intending to make a claim following an alleged incident associated with the event then you need to contact your insurers immediately. They may need you to complete a form in respect of the incident.

Debrief

After the event it is good practise to organise a debrief so that any lessons learnt can be noted and help you with planning any future events.