

Kurdish and Middle Eastern Community Event
Finsbury Park, Haringey
Newroz 27/03/2011

EVENT SAFETY COORDINATOR

Role

The Event Safety Coordinator is the person with the overall responsibility for the safe conduct of the event and the safety and welfare of all persons that attend

Responsibilities

- The liaison with the event organiser emergency services throughout the event especially when situations develop that have the potential to compromise public safety
- The Event Safety Coordinator will ensure that the event is safely managed through the command and the control of their senior stewards in each zone and their deputy.

He/she will liaise with performers – if excitability of the audience becomes a factor.

- The Event Safety Coordinator will be responsible for calling the emergency services
- Crowd control – through constant monitoring the Event Safety Coordinator will direct head stewards to disperse groups of people that create the possibility of serious congestion, all access and egress points must be kept free of obstruction.
- In the event of incident on site or a call to alert of presence of a bomb – a joint decision on the movement and evacuation is essential, the Event Safety Coordinator must liaise with the police and fire authority.
- In the event that the emergency services representatives are not immediately available – calm reassuring movement of the public is essential – set up exclusion zone around the problem and clear the immediate area.

Note- coded public address messages –back up with radio messages are for key Personnel.

- In the event of a developing situation the Event Safety Coordinator will be responsible for the redeployment of Security Officers from quieter locations to areas of high activity to support the movement of the crowd.
- Liaison with the Event Manager must be established to ensure that the performance timetable progresses as planned and that organisation matters do not affect safety issues i.e.- event organiser must ensure frequent safe removal of waste from the site to prevent a build up of a possible fire hazard .
- Contractors to ensure no corruption of certificated standards – no unauthorised changes during the event.

The Event Safety Coordinator will ensure that all messages from senior security/emergency services representatives are logged in at events occurrence book timed and dated.