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Soili Martikainen & Tiina Ranta

# A SAFE EVENT - GUIDELINES FOR EVENT ORGANISERS AT SCHOOLS AND HIGHER EDUCATION INSTITUTIONS

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## FOREWORD

The purpose of this guide is to help persons involved in the arrangement of events in educational organisations plan a safe event with proactive safety and security management (SSM) as their starting point. In this context, event refers to a public or private meeting, such as a party, seminar, meeting, conference, concert, exhibition, promotional event, amusement, contest or performance (Assembly Act 530/1999). The event differs from normal teaching and guidance activities practiced by the educational organisation in terms of, for example, participants, time of day, space arrangements, catering or performers.

In a large share of Finnish educational organisations, a prosafety atmosphere supporting the development of safety and security is beginning to emerge: schools want to do systematic work to enable creation of a safe education and working environment. It is good to consider the security work conducted by educational organisations as an entity visible in everything that the organisation does. It is linked with management in particular, giving rise to various responsibilities and obligations. In addition to knowledge and skills, successful security work also requires the desire to enable a safe and comfortable learning and working environment. It requires mastering of the up-to-date legislation and understanding of the fact that only a genuine, tested ability and readiness to act in any situation is the true guarantee of the continuity of operations. (Martikainen & Ranta 2014, 34.) Safety and security also have an impact on the image of the event organiser. Failures in this respect have an impact on how interested sponsors and participants are in the event and the event organiser.

There are challenges associated with the school and higher education institution environment that can be solved by means of systematic safety work and by combining quality management, and safety and security management. Up till now, schools and higher education institution have mostly performed safety work using the right elements, but still in a fragmented manner. Therefore, the methods of implementing safety and security manifest themselves through separate safety and security instructions or actions. The systematic safety work is only beginning to develop and we can only hope that, in the future, it would be built upon the basic tasks of schools and higher education institutions, as actions derived from teaching or education

and research. Another current challenge is the fact that the responsibility for safety work is divided between frag-mented operators. Therefore, the organisations lack a clear picture of the aims of safety work and of who is the party with final responsibility for it. (Martikainen 2016, 146—150; Lanne 2007, 12).

In the first chapter of this guidebook, we take a look at the key concepts related to event safety and security. In the second chapter, we get acquainted with proactive safety and security management (SSM). At first, we examine the model for organisational safety and security drawn up by the Confederation of Finnish Industries (EK). It presents the aspects of safety and security and the key factors linked to them: safety and security management, risk management and safety culture. In addition, we study the reactive and proactive safety cultures. The third chapter addresses risk management, risks, risk assessment and risk treatment. In the fourth chapter, we get acquainted with the legislation concerning event safety and security as well as licences and notifications required for events. The fifth chapter focuses on the practical arrangements of a safe event, such as the contingency plan, safety instructions, orientation, training and the assessment performed after the event. Appendices to the guide provide concrete examples of risks related to events and their causes, consequences, preventive arrangements and preparedness.

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# 1. CORE CONCEPTS

**Contingency plan** consists of the conclusions on the assessments of the dangers and risks; the safety arrangements of the building and the facilities used for the operations carried out in the building or at the site; the instructions for building residents and other persons on how to prevent accidents and what action to take in accidents and dangerous situations; any other measures related to self-preparedness at the site (Rescue Services Act 379/2011, Government Decree on Rescue Services 407/2011). The contingency plan is part of safety and security planning.

**Event** is a public or private meeting, such as a party, seminar, meeting, conference, concert, exhibition, promotional event, amusement, contest or performance (Assembly Act 530/1999). The event differs from normal teaching and guidance activities practiced by the educational organisation in terms of, for example, participants, time of day, space arrangements, catering or performers.

**Hazard** is the source of harm or a risk (SFS-ISO opas 73:2011, 10), such as a hazard of fire, a hazard of slipping or a hazard of food poisoning.

**Risk** is the impact of uncertainty on the goals. It is often described as a combination of the likelihood of occurrence of an incident and the severity of its consequences. The risk

can be positive or negative. (SFS-ISO opas 73:2011, 8.) In this guide, we examine the negative, unwanted risks.

**Risk assessment** is the process consisting of the identification of risks, risk analysis and the assessment of the severity of the risk (SFS-ISO opas 73:2011, 11).

**Risk management** refers to coordinated management and guidance of the organisation in relation to risks (SFS-ISO opas 73:2011, 8—9).

A **risk owner** is any individual or party bestowed with the responsibility or the authority for the management of a risk (SFS-ISO opas 73:2011, 14).

**Risk treatment** is the process of modifying risks. It refers to, for example, taking, preventing, sharing, mitigating, eliminating or preventing risks. In risk treatment, one has to plan in which order each risk treatment step is taken. Risk treatment may change risks or cause new ones, which must also be identified, assessed and treated. (SFS-opas 73:2011, 4; SFS-ISO 31000: 2011, 42—44.)

**Safety** is the state of being safe, with no presence of danger. It means being protected from danger or harm and not being harmed, damaged or lost, and it is an ability to keep or to make somebody or something safe. (Mäkinen 2007, 56; Kielitoimiston sanakirja 2006,

386.) Organisational safety and security consists of nine different aspects: premises and property security; management of misconduct and deviations; preparedness and crisis management; rescue safety; personnel safety; environmental safety; occupational safety, production and operational safety; and data security (Confederation of Finnish Industries 2016).

**Safety and security management (SSM)** consists of the continuous and systematic management of the organisation with the purpose of preventing any incidents that might damage people, property, the environment, data or reputation. It is affected by the organisation's policies, goals and processes related to achieving the goals. Other factors affecting it include the organisation's structure, roles, responsibilities, planning, operations, practices, rules and beliefs. (Lanne 2007, 12; SFS-EN ISO 9000: 2015, 22.)

**Safety culture** refers to the dynamic and adaptable state of an organisation, strongly linked with the organisation's capacity and will to understand what safe operation of an organisation is like and how one acts in a safe way.

Furthermore, it includes the capacity and will to understand what kind of hazards are associated with an organisation's operations and how one can promote safety and security, and prevent hazards. (Reiman, Pietikäinen & Oedewald 2008, 3.)

**Security planning** maintains safety and security as well as the feeling of safety. It is used for reducing disturbances, accidents and crimes and any damage caused by them (Ministry of the Interior & National Council for Crime Prevention 2014, 4).

A **stakeholder** is an individual or a group located inside or outside the organisation, who/that can have an effect on a decision/function or who/that can be affected by a decision/function or who feels that it/he/she can be affected by a decision/function (SFS-ISO opas 73:2011, 10; OHSAS 18001:fi 2007, 16).

**Vulnerability** refers to the organisation or function's internal characteristics that expose it to the source of a risk. The vulnerability may lead to an incident with unwanted consequences. (SFS-ISO opas 73:2011, 13.)



## 2. PROACTIVE SAFETY AND SECURITY MANAGEMENT

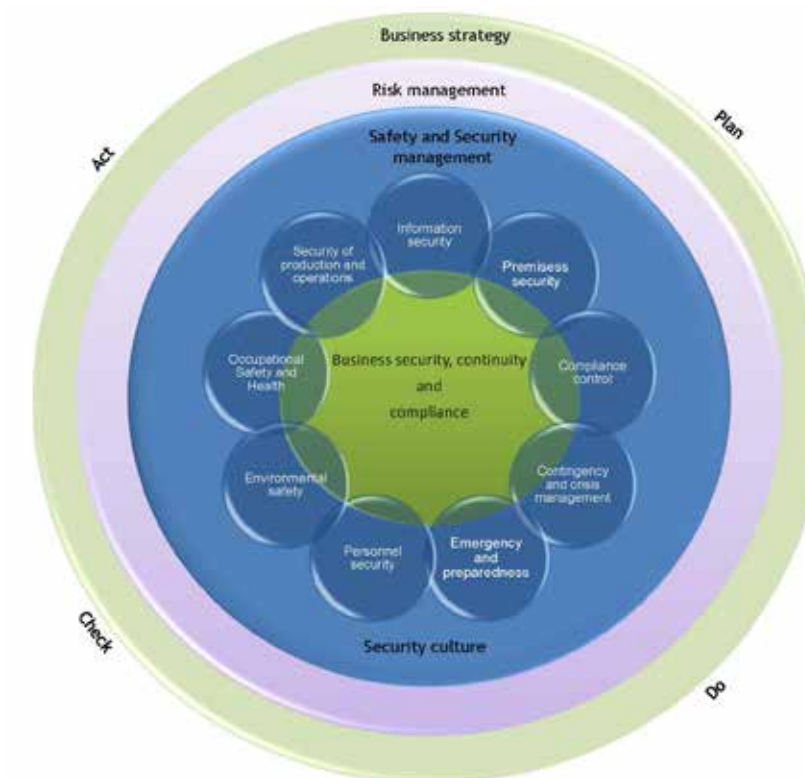
This chapter presents the model for organisational safety and security management developed by the Confederation of Finnish Industries (EK), which highlights the various aspects of safety. Furthermore, it studies the differences between proactive and reactive safety cultures.

### 2.1 The aspects of organisational security

In spring 2016, the Confederation of Finnish Industries updated its model of organisational security in accordance with figure 1. An event is assessed through every aspect presented in figure 1. The significance of each aspect differs by event, organisation and function.

The purpose of the model of organisational security is to ensure the event's continuity, safety and security, and compliance with requirements. Safety and security management is guided by the organisation's strategy and risk management. Security consists of nine different aspects, which can also partly overlap. The development of operations and safety culture also plays an important role. At its best, safety work consists of an entity formed by all the aspects of security. (Confederation of Finnish Industries 2016).

A typical challenge shared by educational organisations is the coordination between the various aspects of security and the balance between how they are prioritised. In such a case, the overall picture of safety and security cannot be formed and it becomes fragmented. (Huovila & Ranta 2015; Martikainen 2016, 146—150.) At best, the principles that guide the safety work are policies confirmed by the highest management from the perspectives of the methods of safety work, level of operations, implementation and responsibilities. Included among these principles are the definition of the safety goals and responsibilities for the work, policies related to risk management, safety and security training and communication, and measuring the



**Figure 1.** Model of organisational security (Confederation of Finnish Industries 2016)

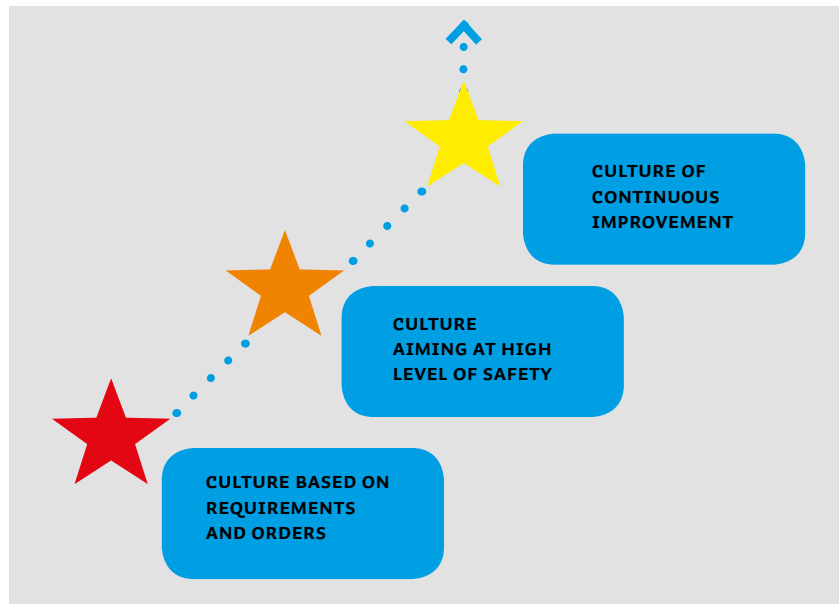
impact of safety work. (OHSAS 18001:fi 2017, 18.) In a small share of educational organisations, we can already speak about safety and security management, which according to Reiman and Oedewald (2008, 3) refers to the aim to promote well-being by means of systematic, goal-oriented and long-term management and programmatic development work.

### 2.2 Reactive and proactive safety culture

According to Ruuhilehto and Vilppola (2000, 22—23), an organisation can have a safety culture reacting to what has already happened or it can have a proactive safety culture. In a reactive safety culture, people “put out fires”, which means that only when an accident happens, the organisation reacts and takes corrective actions. The safety activities may be aimed at reducing accidents, but they may lack any actual safety goals. Nor does the organisation make any plans related to safety, or if it does, they are generally kept at a very general level. Safety instructions are drawn up because it is required by law. Some of the instructions are oral, and detailed instructions are not drawn up until an accident has already happened. In addition, safety and security issues are discussed very rarely. People strive to prevent accidents by

blaming the circumstances or immediate behaviour of particular individuals. Security training is arranged to meet the requirements set by authorities.

In a proactive safety culture, operations within the key areas and behaviour within the organisation are improved by defining criteria for safe practices, by assessing behaviours on a regular and continuous basis, and by giving feedback to the organisation on activities related to safety and security. Safety goals are set for every level of operations and they are integrated with other goal-setting. In addition, personnel are involved in the safety work. Safety instructions are based on the risk assessment of each work task. Both general and detailed work instructions are drawn up for safety. Security matters are regularly included on, for example, meeting agendas. To prevent accidents, the organisational management system is examined. Security training is systematic and it supports the organisation's own safety goals. (International Atomic Energy Agency 2002, 17–19.) The organisation's safety culture develops stage by stage in accordance with figure 2.



**Figure 2.** Stages of development of safety culture (International Atomic Energy Agency 2002, 17–19)

The first stage of development of safety culture is based on requirements and regulations. Safety is regarded as a technical matter that can be achieved by following the rules and requirements. The organisation also sees safety as requirements posed by authorities. Therefore, problems are not anticipated, and the organisation reacts to each one as it occurs. The interaction and cooperation between various functions within the organisation is limited, and units make their decisions on their own. The organisation does not listen to others and learn from the experiences of others. (International Atomic Energy Agency 2002, 17–18.) The first phase represents a reactive safety culture.

The second phase of safety culture already strives for a good level of security. At this level, the organisation understands that safety is an important goal even in the absence of external requirements. The amount of team work increases. Safety and security is managed in a similar manner as the other areas of management, in other words, targets and goals are set for it. The organisation is willing to learn from the experiences of others, particularly about new techniques and best practices. (International Atomic Energy Agency 2002, 18.) The second stage represents a proactive safety culture.

The third stage of safety culture is a culture of continuous improvement, with a strong emphasis on management style, interaction, training, competence and efficiency. The various departments and functions within the organisation cooperate with each other. Problems are anticipated before they occur. Furthermore, there is no goal conflict between safety and production. Learning from others is valued. (International Atomic Energy Agency 2002, 19.) The third stage also represents a proactive safety culture.

Event organisers are expected to have a proactive safety culture, where hazards and risks are identified and the organisers react to them before they occur.



### 3. RISKS AND RISK MANAGEMENT

This chapter outlines the principles of risk management and two different methods for identifying hazards and risks suited for the use of event organisers.

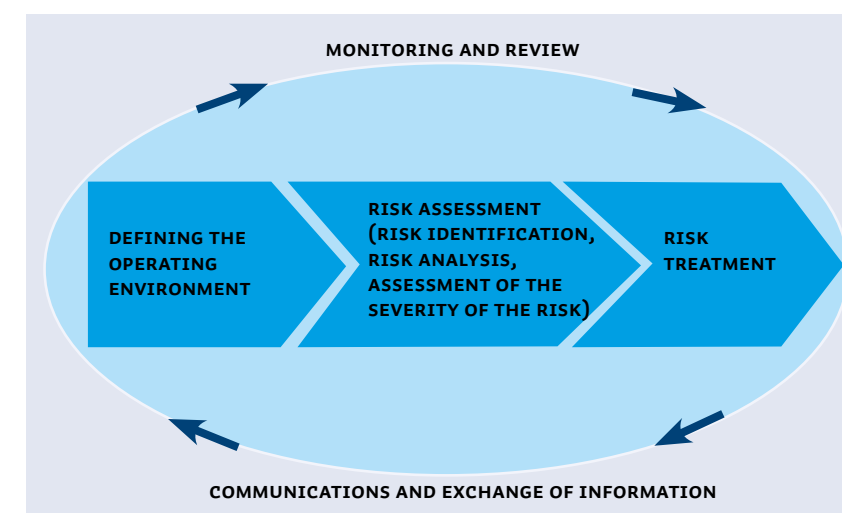


#### 3.1 Risk management

All organisations have internal characteristics, vulnerabilities, that expose the organisation to risks and unwanted incidents (SFS-ISO opas 73:2011, 13). Risk management is used for managing and guiding the organisation in relation to risks. Risk management is also part of organisation's decision-making. It is coordinated, situation-specific, up-to-date activity, which is based on the best possible data available. Risk management also supports the continuous improvement of the organisation. (SFS-ISO 31000:2011, 22.)

Risk refers to the impact of uncertainty on the goals. It is often described as a combination of the probability of occurrence of an incident and the severity of its consequences. Even though according to the publication SFS-ISO opas 73 (2011, 8) a risk can be either positive or negative, in this guide we only examine the negative, unwanted risks. According to the standard OHSAS 18001:fi (2007, 14), acceptable risk refers to a level of risk on which the organisation meets both its legal obligations and its own safety principles.

The risk management process is shown in figure 3.



**Figure 3.** Risk management process (SFS-ISO 31000: 2011, 10)

Risk management refers to coordinated management and guidance of the organisation in relation to risks. It is an overall process that covers definition of the operating environment, risk assessment and risk treatment. Risk assessment includes the identification of risks, risk analysis and the assessment of the severity of risks. Risk analysis is a process aimed at understanding the nature of a risk and assigning a risk rating for it. The purpose of the assessment of the severity of the risk is to define whether the risk is acceptable or whether it needs to be mitigated. Risk treatment modifies the risk. Communications, sharing of information, monitoring and review procedure are essential parts of the risk management process. (SFS-Opas 73:2011, 8—9, 11, 14—15; SFS-ISO 31000: 2011, 10—20.)



### 3.2 Risk assessment

Risk assessment consists of the identification of risks, risk analysis and the assessment of the severity of the risk. Every person in charge of implementing an event must acknowledge and identify the sources of risks related to the upcoming event, their areas of impact, incidents, situations, potential changes in circumstances and the consequences of risks. The repercussions of risks as well as the cumulative effects of risks are also taken into consideration. Risk assessment requires up-to-date information and involvement of persons familiar with the upcoming event, customers and the environment. A list of probable risks is drawn up on the basis of all identified risks. Risk identification is an important phase, since only identified risks can be prepared for. Many tools can be used for risk identification. In this chapter, we present the methods of potential problem analysis and 'What if' technique, both well suited for event organisers.

Risk analysis is a process aimed at understanding the nature of a risk and assigning a risk rating for it. The severity of each risk is assessed so that a decision can be made on whether the risk needs to be mitigated and which methods are to be used for the purpose. The risks of an event are assessed with the help of the likelihood of occurrence and the severity of consequences of each risk, based on which the risk rating can be calculated. (SFS-ISO 31000: 2011, 40—42.) The likelihood of the occurrence of a risk can be assessed with the help of table 1.

| LIKELIHOOD        | CHARACTERISTICS OF LIKELIHOOD                           |
|-------------------|---|
| 1 HIGHLY UNLIKELY | EVENT THAT OCCURS SELDOM OR IRREGULARLY                 |
| 2 UNLIKELY        | EVENT THAT OCCURS EVERY NOW AND THEN, BUT NOT REGULARLY |
| 3 LIKELY          | EVENT THAT OCCURS OFTEN OR REGULARLY                    |

**Table 1.** Assessment of the likelihood of the occurrence of a risk

The likelihood of the occurrence of a risk is assessed on a scale from 1 to 3, where 1 is highly unlikely, 2 unlikely and 3 is likely.

The severity of the consequences of a risk is assessed with the help of table 2.

| CONSEQUENCE        | SEVERITY OF THE CONSEQUENCE   |
|--------------------|---|
| 1 SLIGHTLY HARMFUL | THE INCIDENT CAUSES A TEMPORARY ILLNESS OR HARM. REQUIRES ABSENCE OF NO MORE THAN 3 DAYS.   |
| 2 HARMFUL          | THE INCIDENT CAUSES MORE SERIOUS OR LONGER-LASTING CONSEQUENCES OR HARM WITH LESS THAN SEVERE CONSEQUENCES. REQUIRES ABSENCE OF 3 TO 30 DAYS. |
| 3 VERY HARMFUL     | THE INCIDENT CAUSES PERMANENT OR IRREVERSIBLE INJURY. REQUIRES HOSPITALISATION AND ABSENCE OF MORE THAN 30 DAYS.                              |

**Table 2.** Assessment of the severity of the consequences of a risk

The severity of the consequences of a risk is assessed on a scale from 1 to 3, where 1 is slightly harmful, 2 harmful and 3 is very harmful.

The risk rating is assessed with the help of table 3.

| LIKELIHOOD          | SEVERITY OF THE CONSEQUENCE |               |                  |
|---------------------|-----------------------------|---------------|------------------|
|                     | SLIGHTLY HARMFUL (1)        | HARMFUL (2)   | VERY HARMFUL (3) |
| HIGHLY UNLIKELY (1) | INSIGNIFICANT RISK          | MINOR RISK    | MODERATE RISK    |
| UNLIKELY (2)        | MINOR RISK                  | MODERATE RISK | MAJOR RISK       |
| LIKELY (3)          | MODERATE RISK               | MAJOR RISK    | UNBEARABLE RISK  |

**Table 3.** Assessment of the risk rating

The risk rating of an event can be assessed with the help of the likelihood of occurrence of an incident and the severity of its consequences. The risk can be insignificant, slight, moderate, significant or unbearable. The risk rating can be calculated using the following formula:

- the likelihood of occurrence of an incident x the severity of its consequences; or
- the likelihood of occurrence of an incident x the severity of its consequences<sup>2</sup> (if one wants to emphasise the seriousness of the consequences)

The severity of the risk is assessed on the basis of the risk analysis results, and the results are compared to the risk criteria. The purpose of the assessment of the severity of a risk is to define whether the risk is acceptable or whether it needs to be mitigated. (SFS-ISO 31000: 2011, 42; SFS-opas 73:2011, 13.) An acceptable risk refers to a level of risk on which the organisation meets both its legal obligations and its own safety principles (OHSAS 18001:fi 2007, 14). Accepting a risk is a conscious decision to take the risk (SFS-opas 73: 2011, 14).

### 3.3 Risk treatment

Risk treatment is a risk modification process where different risk treatment methods or techniques are used and implemented. This process includes assessing the actual risk treatment, examining the residual risk, assessing the risk rating and initiating new risk treatment, if necessary. Risk treatment may entail, for example, taking, preventing, sharing, mitigating, eliminating or preventing risks. In risk treatment, one must plan in which order each risk treatment step is taken. In addition, one must bear in mind that risk treatment may change risks or cause new ones, which must also be identified, assessed and processed. (SFS-opas 73: 2011, 14; SFS-ISO 31000: 2011, 42—44.) For every non-acceptable risk, plans must be made for preventive actions, preparatory arrangements, and action to be taken should the risk materialise. An

owner, individual or party bestowed with the responsibility or the authority for the management of a risk is assigned for every risk (table 7).

### 3.4 Potential problem analysis

Potential problem analysis is a hazard and risk identification method. The abbreviation PPA is also used for the method. It allows identification of problems of different types and levels. It is performed in small groups the members of which are well familiar with the object, function or task being examined. The PPA begins with selection and delimitation of the object of examination. No problem types are excluded from the scope of analysis in advance. The requirement for implementing the analysis is that the organisational management gives its support and grants the resources needed for performing the analysis. The goal is to find the key problem areas of the subject, function or work task, and causes of accidents related to the key hazards. (Finnish Risk Management Association 2016a.) PPA, complemented with a risk analysis, assessment of the severity of the risk and risk treatment is presented in table 4 with the help of five stages.

PPA, COMPLEMENTED WITH A RISK ANALYSIS, ASSESSMENT OF THE SEVERITY OF THE RISK AND RISK TREATMENT

| STAGE                         | TASKS  |
|-------------------------------|--|
| STAGE 1: PREPARATION          | <ul style="list-style-type: none"> <li>DURING STAGE 1, THE GROUP LEADER GETS PREPARED FOR THE PPA. HE OR SHE GETS ACQUAINTED WITH THE EXISTING MATERIALS, INVITES THE PARTICIPANTS TO THE SMALL GROUP AND DRAWS UP A TAILORED LIST OF KEY WORDS FOR THE MEETING.</li> <li>AT FIRST, THE SMALL GROUP DECIDES IN WHICH EXACT TERMS THE CHOSEN SUBJECT IS TO BE EXAMINED AND WHICH PERSONS THE SUBJECT CONCERNS, AND IT ALSO LAYS POTENTIAL DELIMITATIONS ON THE SUBJECT.</li> <li>DEPENDING ON THE EXTENT AND COMPLEXITY OF THE CHOSEN SUBJECT, IT CAN BE DIVIDED INTO SMALLER PARTS, TO BE STUDIED SEPARATELY.</li> </ul>   |
| STAGE 2: SILENT BRAINSTORMING | <ul style="list-style-type: none"> <li>EVERYONE WRITES DOWN THE HAZARDS HE OR SHE HAS IDENTIFIED ON A POST-IT NOTE USING FULL SENTENCES AND ATTACHES THE NOTES TO A PLASTIC SLEEVE (FIGURE 4).</li> <li>DURING THE FIRST ROUND, EACH PARTICIPANT WRITES UP TO THREE NOTES AND HANDS OVER THE PLASTIC SLEEVE WITH THE POST-IT NOTES TO THE PERSON SITTING ON HIS OR HER LEFT SIDE.</li> <li>DURING THE NEXT ROUNDS, PEOPLE USUALLY WRITE ONE MORE NOTE PER ROUND.</li> <li>THE PLASTIC SLEEVES WITH THE NOTES CONTINUE TO GO AROUND BETWEEN THE PARTICIPANTS.</li> <li>READING THE NOTES WRITTEN BY OTHER PARTICIPANTS USUALLY HELPS IN FINDING NEW HAZARDS.</li> <li>WHEN THE WRITING OF NOTES BEGINS TO SLOW DOWN, THE GROUP LEADER ACTIVATES THE PARTICIPANTS BY PRESENTING KEY WORDS.</li> <li>WHEN NO NEW NOTES ARE WRITTEN, THE SILENT BRAINSTORMING SESSION ENDS.</li> </ul> |

|   |  |
|---|--|
| STAGE 3: BRAINSTORMING IN THE FORM OF DISCUSSION                                  | <ul style="list-style-type: none"> <li>THE POST-IT NOTES ARE TRANSFERRED ONTO A FLIP BOARD.</li> <li>THE GROUP GOES THROUGH THE NOTES TOGETHER, MAKING SURE THAT ALL GROUP MEMBERS UNDERSTAND THE NOTES IN THE SAME WAY.</li> <li>IF NECESSARY, THE TEXT ON THE NOTES CAN BE COMPLEMENTED FOR INCREASED CLARITY.</li> <li>IF SOMEONE COMES UP WITH NEW HAZARDS, NEW NOTES MAY ALSO BE ADDED.</li> <li>THE MEMBERS GROUP ALL NOTES ADDRESSING THE SAME HAZARD TOGETHER.</li> <li>IF TWO OR MORE NOTES HAVE THE SAME CONTENT, THESE ARE PLACED ON TOP OF EACH OTHER. NONE OF THE NOTES ARE THROWN AWAY.</li> <li>THE GROUP ENSURES ONE MORE TIME THAT THE NOTES GROUPED TOGETHER ARE CONNECTED WITH EACH OTHER AND ADDRESS THE SAME HAZARD.</li> <li>THE GROUP CHECKS IF ONE HAZARD IS A CAUSE OR CONSEQUENCE OF ANOTHER, AND GROUPS THE HAZARDS ON THE FLIP BOARD BASED ON THIS INFORMATION.</li> <li>EACH HAZARD IS WRITTEN DOWN ON THE FLIP BOARD ABOVE THE POST-IT NOTES GROUPED TOGETHER (FIGURE 5).</li> </ul> |
| STAGE 4: RISK ANALYSIS, ASSESSMENT OF THE SEVERITY OF THE RISK AND RISK TREATMENT | <ul style="list-style-type: none"> <li>A RISK ANALYSIS IS MADE AND EACH RISK IS ASSIGNED A RISK RATING. THIS WAY HAZARDS ARE CONVERTED INTO RISKS.</li> <li>THE SEVERITY OF THE RISKS IS ASSESSED BY DEFINING WHETHER THE RISKS ARE ACCEPTABLE OR WHETHER THEY NEED TO BE TREATED. IF NECESSARY, RISKS ARE TREATED BY SUGGESTING AND AGREEING ON WAYS TO MANAGE THEM.</li> <li>OWNERSHIP IS ASSIGNED FOR EACH RISK AND SCHEDULES FOR POTENTIAL CORRECTIVE MEASURES ARE PLANNED.</li> <li>THE RESULTS ARE WRITTEN DOWN ON A FORM.</li> </ul>  |
| STAGE 5: REPORTING  | <ul style="list-style-type: none"> <li>A GOOD FINAL REPORT CONTAINS AT LEAST THE FOLLOWING PARTS: <ul style="list-style-type: none"> <li>INTRODUCTION</li> <li>GOALS AND DEFINITIONS</li> <li>POTENTIAL ASSUMPTIONS AND THEIR JUSTIFICATIONS</li> <li>THE DESCRIPTION OF THE SUBJECT EXAMINED AND THE PARTICIPANTS</li> <li>INITIAL DATA AND ITS SOURCES</li> <li>THE RISK ASSESSMENT TOOLS AND TECHNIQUES USED, INCLUDING ASSUMPTIONS AND VERIFICATION OF ACCURACY/SUFFICIENCY</li> <li>RESULTS</li> <li>CONCLUSIONS AND RECOMMENDATIONS</li> <li>SUMMARY</li> <li>RISK REGISTER</li> </ul> </li> </ul>   |

**Table 4.** PPA, complemented with a risk analysis, assessment of the severity of the risk and risk treatment (Finnish Risk Management Association 2016a; 2016b; SFS-ISO 31000: 2011, 10)



**Figure 4.** Silent brainstorming

Figure 4 shows a silent PPA brainstorming session in process. The silent PPA brainstorming session can be implemented using Post-it notes. The notes are attached to a plastic sleeve to keep the adhesive clean. In figure 5, the Post-it notes are transferred onto a flip board during brainstorming in the form of discussion. Each hazard is written down on the flip board above the Post-it notes grouped together. The risk rating is assigned separately for each note.



**Figure 5.** Hazards derived as a result of brainstorming in the form of discussion

### 3.5 The what-if technique

The what-if technique is a hazard and risk identification method. It is a systematic team work-based method in compliance with standard SFS-EN 31010: 2011 appendix B.9. At the meeting, the group leader presents phrases and prompt words that help participants identify risks. With the team, the group leader examines how deviations in behaviour and normal operations affect the system, organisation or method. (SFS-EN 31010:2011, 70—74.)

The system, method, situation, circumstance and/or a change thereof, such as a customer participating in the event, performer at the event, event organiser, stage, auditorium or parking place, is carefully defined before the examination begins. The preparations must be done carefully to ensure that the working group can use its time efficiently. The group leader must establish the external and internal operating environment with the help of discussions, documents, plans and drawings. The group leader also draws up a list of prompt words and phrases. The group participating in the identification of hazard and risk assessment is required to have experience and expertise, but its members do not need to make much preparations in advance. The group leader must be experienced and competent. Some risks may remain unidentified if the group members are not experienced enough or if the working method used is not comprehensive. For example, the working group should have representatives from all stakeholder groups that are familiar with the subject under examination. If the hazards are examined at the upper level of the organisation only, any complex, detailed or interconnected problems may not come up at all. (SFS-EN 31010:2011, 70—74.)

The group leader encourages the participant to bring up and discuss any known hazards, former events and experiences, known and existing management methods, protection methods and the legal requirements and limitations. The participants discuss presenting ‘What if’ style questions, such as “What would happen if...” “Could someone or something...”, “Has anyone or anything ever...”. (SFS-EN 31010:2011, 70—74.)

For example, the following type of questions can be presented:

- What if sounding the alarm fails?
- What if there is no electricity?
- What if person X is not present?
- What if ventilation cannot be shut down?
- What if we lack information X?
- What if there are no keys?
- What if the door is left open?
- What if there is no mobile phone available?
- What if the information system does not function?
- What if there are dignitaries present?
- What would happen if the announcement system did not function?



The risks are compiled into a summary and the group considers together management methods for them. The risks, their causes and consequences, and the management methods are written down. The group considers whether the management methods are sufficient and efficient enough. If they are found insufficient, the group will define additional management methods. The discussion advances with the help of ‘What if’ questions. The group leader uses a list of prompts to follow the discussion and suggest new subject areas and event alternatives. (SFS-EN 31010:2011, 70—74.)

This method can be applied extensively to all kinds of systems, situations, circumstances, organisations and functions. It is relatively fast, and as a result of a group effort, the biggest hazards and risks can be brought up rapidly. It can be used for identifying opportunities for improving processes and systems, and it can be generally employed for defining measures with high potential of success. The method produces a risk register, and with minor additional effort, a risk treatment plan. If necessary, the qualitative hazards and risks identified using the method can also be used for the purposes of quantitative further study. (SFS-EN 31010:2011, 70—74.)

### **Risks and risk management in a nutshell**

Risk management means coordinated management and guidance in relation to risks. The identification of risks, risk analysis and the assessment of the severity of the risk are key functions in safety and security management, since an unidentified risk cannot be managed. Risk assessment requires up-to-date information and persons familiar with the event, customers and the environment. Communications, sharing of information, monitoring and review are also essential parts of the risk management process.





## 4. LEGISLATION CONCERNING EVENTS, LICENCES AND NOTIFICATIONS

Events are governed by versatile legislation. Table 5 gives examples of legislation re-lated to event safety in terms of general safety and security, fire and evacuation safe-ty, and occupational health and safety.

| SAFETY ASPECT                  | LEGISLATION   |
|--------------------------------|---|
| RIGHT TO PERSONAL SAFETY       | <ul style="list-style-type: none"> <li>• ACT ON UNIVERSITIES OF APPLIED SCIENCES (932/2014)</li> <li>• ASSEMBLY ACT (530/1999)</li> <li>• ADULT VOCATIONAL EDUCATION AND TRAINING ACT (631/1998)</li> <li>• VOCATIONAL EDUCATION AND TRAINING ACT (630/1998)</li> <li>• SECURITY STEWARDS ACT (533/1999); AS OF 1 JANUARY 2017, PRIVATE SECURITY SERVICES ACT (1085/2015)</li> <li>• BASIC EDUCATION ACT (628/1998)</li> <li>• THE CONSTITUTION OF FINLAND (731/1999)</li> <li>• ROAD TRAFFIC DECREE (182/1982)</li> <li>• ROAD TRAFFIC ACT (267/1981)</li> <li>• UNIVERSITIES ACT (558/2009)</li> <li>• ENVIRONMENTAL PROTECTION ACT (527/2014)</li> </ul> |
| FIRE AND EVACUATION SAFETY     | <ul style="list-style-type: none"> <li>• E1 THE NATIONAL BUILDING CODE OF FINLAND. FIRE SAFETY OF BUILDINGS. REGULATIONS AND GUIDELINES 2011</li> <li>• WASTE ACT (646/2011)</li> <li>• RESCUE ACT (379/2011)</li> <li>• MINISTRY OF THE INTERIOR DECREE ON THE MARKING AND LIGHTING OF ESCAPE ROUTES (805/2005)</li> <li>• GOVERNMENT DECREE ON RESCUE SERVICES (407/2011)</li> <li>• GOVERNMENT DECREE ON THE MONITORING OF THE HANDLING AND STORAGE OF DANGEROUS CHEMICALS (855/2012)</li> </ul>   |
| OCCUPATIONAL HEALTH AND SAFETY | <ul style="list-style-type: none"> <li>• YOUNG WORKERS' ACT (998/1993)</li> <li>• OCCUPATIONAL SAFETY AND HEALTH ACT (738/2002)</li> <li>• GOVERNMENT DECREE ON WORK ESPECIALLY HARMFUL AND HAZARDOUS TO YOUNG WORKERS (475/2006)</li> <li>• GOVERNMENT DECREE ON PROTECTING WORKERS FROM HAZ-ARDS CAUSED BY NOISE (85/2006)</li> </ul>   |

**Table 5.** Examples of legislation related to event safety

The police and rescue authorities require that the event organiser make plans for event safety (Assembly Act 530/1999). The event organiser may need several licences and permits from various authorities. The event organiser may also be obliged to notify such authorities as the police, rescue authorities, the municipality or the Centre for Economic Development, Transport and the Environment of the upcoming event. Table 6 shows some examples of the licencing and notification obligations related to events.

## EXAMPLES OF LICENCES, PERMITS AND NOTIFICATIONS RELATED TO EVENTS

| SUBJECT  | KEY CONTENT  |
|--|--|
| NOTICE OF PUBLIC EVENT TO THE POLICE                                   | THE NOTICE OF EVENT MUST BE SUBMITTED TO THE POLICE AT LEAST FIVE DAYS BEFORE THE EVENT WILL TAKE PLACE IF ARRANGING THE EVENT REQUIRES MEASURES FOR THE MAINTENANCE OF PUBLIC ORDER AND SECURITY, OR PREVENTION OF HARM CAUSED TO THIRD PARTIES OR THE ENVIRONMENT, AND/OR ANY SPECIAL TRAFFIC ARRANGEMENTS.<br>THE FIVE-DAY DEADLINE MEANS THAT AT THIS POINT AT THE LATEST THE POLICE MUST HAVE ACCESS TO FULL INFORMATION ABOUT THE EVENT.<br>THE NOTICE MUST BE FILED IF THE ORGANISER CONSIDERS THE EVENT TO REQUIRE THE PRESENCE OF A SECURITY STEWARD OR A TRAFFIC STEWARD OPERATING ON A PUBLIC ROAD. (NOTICE OF PUBLIC EVENT 2016)   |
| NOTIFICATION ON TEMPORARY TRAFFIC ARRANGEMENTS TO THE MUNICIPALITY     | NOTIFICATION ON TEMPORARY TRAFFIC ARRANGEMENTS MUST BE SUBMITTED TO THE MUNICIPALITY AT LEAST SEVEN DAYS BEFORE THE EVENT.<br>(ROAD TRAFFIC ACT 267/1981 AND ROAD TRAFFIC DECREE 182/1982)   |
| NOTICE OF A FIREWORK DISPLAY TO THE POLICE AND RESCUE AUTHORITIES      | THE LOCAL POLICE AND THE RESCUE SERVICES MUST BE NOTIFIED OF ANY PLANS TO ARRANGE A FIREWORK DISPLAY AT LEAST 14 DAYS BEFORE THE EVENT IS HELD. NOTICE OF A FIREWORK DISPLAY MUST BE GIVEN EVEN IF THE FIREWORK DISPLAY IS TO BE PART OF SOME OTHER PUBLIC EVENT.<br>(NOTICE OF A FIREWORK DISPLAY 2016)   |
| NOTICE OF THE USE OF PYROTECHNICS TO THE POLICE AND RESCUE AUTHORITIES | THE LOCAL POLICE AND THE RESCUE AUTHORITIES MUST BE NOTIFIED OF ANY PLANS TO USE PYROTECHNICS AT LEAST SEVEN DAYS BEFORE THE PLANNED USE.<br>(NOTICE OF THE USE OF PYROTECHNICS 2016)  |
| NOTIFICATION OF PRIVATE OCCASIONS TO POLICE WHERE ALCOHOL IS SERVED    | ACCORDING TO THE ALCOHOL ACT (1143/1994), DRINKING OF ALCOHOLIC BEVERAGES IS ALLOWED IN A PRIVATE, CLOSED OCCASION IF THE ARRANGER OF THE OCCASION HAS NOTIFIED THE POLICE OF THE MATTER. THE DUTY TO NOTIFY ONLY APPLIES TO THE SERVING OF ALCOHOL AT THE OCCASION. A SPECIAL LICENCE IS REQUIRED FOR SELLING ALCOHOL.<br>THIS ALSO APPLIES TO INDIRECT SELLING, SUCH AS OCCASIONS WHERE THE PRICE OF A DINNER VOUCHER INCLUDES ALCOHOL SERVED WITH THE FOOD.<br>NO NOTIFICATION IS REQUIRED FOR OCCASIONS HELD IN PRIVATE VENUES (SUCH AS PRIVATE RESIDENCES) OR PRIVATE FUNCTIONS HELD IN A RESTAURANT, CAFÉ OR OTHER SIMILAR PLACE WHERE FOOD AND REFRESHMENTS CAN BE PURCHASED.<br>(NOTIFICATION OF PRIVATE OCCASIONS WHERE ALCOHOL IS SERVED 2016) |

| SUBJECT   | KEY CONTENT   |
|---|---|
| NOTIFICATION OF TEMPORARY ACCOMMODATION TO FIRE AUTHORITIES                                 | THE PARTY ARRANGING TEMPORARY ACCOMMODATION MUST NOTIFY RESCUE SERVICES OF TEMPORARY ACCOMMODATION AT LEAST 14 DAYS BEFORE THE TEMPORARY ACCOMMODATION IS PLANNED TO BEGIN. TEMPORARY ACCOMMODATION REFERS TO SHORT-TERM ACCOMMODATION IN PREMISES THAT HAVE NOT BEEN APPROVED FOR ACCOMMODATION PURPOSES IN THE PRESENTLY VALID BUILDING PERMIT. TEMPORARY ACCOMMODATION IN SUCH PREMISES IS POSSIBLE IF THE RESCUE AUTHORITIES HAVE APPROVED THE PREMISES FOR USE AS TEMPORARY ACCOMMODATION. THE DURATION OF TEMPORARY ACCOMMODATION MUST NOT EXCEED SEVEN DAYS. ACCOMMODATION RECURRING ON A WEEKLY BASIS IS NOT CONSIDERED TEMPORARY ACCOMMODATION.<br>(TEMPORARY ACCOMMODATION 2016). |
| NOTIFICATION OF NOISE TO THE CENTRE FOR ECONOMIC DEVELOPMENT, TRANSPORT AND THE ENVIRONMENT | NOTIFICATION OF NOISE ON THE USE OF AMPLIFIERS AND FIREWORKS MUST BE SUBMITTED AT LEAST 30 DAYS BEFORE THE EVENT WILL BE HELD.<br>(ENVIRONMENTAL PROTECTION ACT 527/2014)   |

**Table 6.** Examples of licences, permits and notifications related to events

### Legislation concerning events, licences and notifications in a nutshell

Events are governed by extensive and versatile legislation. Event organiser may need several permits or licences or it may be obliged to notify various authorities of the upcoming event. The organisers should get acquainted with the legislation, and the licences and notifications needed as soon as the planning of the event begins. If the organiser is in any way uncertain about whether a licence is needed or not, it should contact the relevant authority at as early a stage as possible.



## 5. SECURITY PLANNING OF AN EVENT

**T**his chapter highlights what kind of security planning, instructions, orientation and training are needed for an event and how the contingency plan for an event is drawn up. In addition, we outline how to implement a post-event assessment.

### 5.1 Initiating security planning

The most certain way of ensuring a successful event is when the event organisers and other parties responsible for the event perceive security planning as one of the key elements of success at the very beginning of event planning. A safe event is every participant's right and, at the same time, the event organiser's duty. Therefore, it is important that a security organisation is created for the event at the early stages of planning. Its composition should be considered from the perspectives of both responsibilities and duties.

#### **The target group of the event**

The event organiser should focus on the venue of the event and its particular nature from the very early stages of planning. The target group affects directly the security arrangements needed and the safety requirements. If there are any such groups as children in day care or elderly people attending the event, very special attention needs to be paid to the responsibilities related to the arrangements. The target group of the event is always an important factor affecting safety.

#### **Estimate of the number of participants**

An estimate of the number of participants – both target figure and expected attendance – is needed already in the early stages of planning. Having the estimate alone



sets the process in motion in terms of defining the necessary security arrangements, let alone other needs related to organising the event. One can expect more participants to arrive at a free-access event with, for example, a popular band playing than such an event as “the open day” at the campus with no popular speakers or performers.

It is important to examine any regulations applicable to the venue of the event at the very beginning of planning. One key factor is the estimate of the number of participants. This does not include the guests only, but also those in charge of the arrangements. In the everyday university life, the organising party may consist of a large group of students, which is also apparent in the number of participants. The maximum capacity of the venue is defined in the building permit. It is affected by the building's fire rating, floor area and the width of escape routes. As a rule, the maximum capacity for outdoor events is calculated such that there is 1m<sup>2</sup> of free space per person, excluding the area occupied by the stage, and the toilet and storage facilities. The width of usable escape routes may limit the maximum capacity. The maximum capacity given in the building permit for the event location or the maximum capacity calculated for an outdoor event must be adhered to. The number of people on location must be monitored throughout the event by counting the number of people entering and leaving the event and by monitoring the movements of people within the event area. If the maximum capacity for the event area has been reached, other people seeking to enter must be denied access.

### Maintenance of order

Maintenance of order is one of the key elements of a successful and safe event. The Security Stewards Act (533/1999) and the Private Security Services Act (1085/2015) are important guidelines to observe when beginning to plan an event. When security stewards need to be assigned is prescribed by law (1085/2015, Section 26). As a rule, event safety is about the right of the organiser of a public meeting or event to assign security stewards to a public meeting or event referred to in the Assembly Act (530/1999). This, on the other hand, is affected by what kind of an event is in questions in terms of the nature and target group of the event, and the number of participants. It is important that the organisers get acquainted with the requirements concerning security stewards through, for example, the police website already when planning the event.

Some schools and higher education institutions have decided to procure the maintenance of order from companies selling security services with no exceptions. This procedure can be recommended for various reasons: in such a case, the maintenance of order is performed by professionals who not only have the training required for the task, but also sufficient competence to act both under normal conditions and in the event of potential incidents.

### First-aid capacity

First-aid capacity is an important part of the security arrangements of an event. It is advisable to start planning it already when the decision to arrange an event has been made. The purpose of first-aid capacity is to ensure that anyone who has been injured or taken suddenly ill can receive first aid already at the event venue. Another goal is to ensure that in case of emergency the call to the emergency centre is made correctly and units sent by the authority are appropriately guided to the scene of the accident. (Contingency plan for public events 2016)

### Safe evacuation

If necessary, people have to be able to evacuate the building or the public event area in case of fire or another emergency. The escape routes (exits) must be fit for use and unobstructed and they must open easily in the direction for evacuation should an emergency situation arise. The building or the event area must have at least two separate, appropriately located escape routes the combined minimum width of which is calculated in accordance with the size of the area or the number of people attending the event. In general, the escape routes must be at least 1,200 mm wide. If the number of people on the premises is up to 60, one of the escape routes may be 900 mm wide. The combined minimum width of the escape routes is 1,200 mm for the first 120 people, and the width is increased by 400 mm for every subsequent 60 people. The overhead clearance of an exit must be at least 2,100 mm. The passage to the escape route must not exceed 45 metres. In public events, the escape routes and the passageways planned for accessing them must be marked and lit.

### Emergency access roads

Emergency access road is an access way for emergency vehicles, which makes it possible for rescue services to operate in emergency situations. It is the event organiser's duty to keep the emergency access roads serviceable and free of obstructions throughout the event. The emergency access roads must also be appropriately marked. Vehicles may not be parked on emergency access roads, nor may other obstacles be placed on them. An emergency access road may not be located on a lawn. The width on a straight stretch of an emergency access road must be at least 3.5 metres and the carrying capacity 32,000 kg. The minimum width of an ambulance route is 3.0 metres. (Contingency plan for public events 2016)

### Fire compartmentation

During a public event, the fire compartmentation of a building must not be weakened. The fire doors must be kept closed and barred shut. Potential wires and cables drawn from one fire compartment to another must be installed in such a way that they do not wedge fire doors open. The appropriateness of fire compartmentation must be checked before the event and at regular intervals during the event. (Contingency plan for public events 2016)



## 5.2 Contingency plan for an event

A contingency plan is an action plan drawn up for a specific venue for cases of emergency. A separate contingency plan must be drawn up for every event, and it cannot be a copy of a plan drawn up for an earlier event. For the contingency plan, the organisers must establish

1. any foreseeable hazardous situations and their consequences
2. measures for preventing hazardous situations
3. provision of evacuation routes and emergency shelters, and organisation of fire fighting and rescue tasks
4. availability and reservation of safety personnel and their training, and providing other members of the staff or residents with orientation to the plan
5. availability of required materials, such as first-aid extinguishing equipment, rescue equipment and clearing equipment, as well as personal protective equipment based on anticipated hazardous situations
6. provision of instructions for different accident and hazardous situations anticipated on the basis of stage 1
7. how the content of the plan is communicated to the parties concerned. (Rescue Services Act 379/2011, Government decree on Rescue Services 407/2011, Palo- ja pelastussanasto 2006, 98.)

The purpose of a contingency plan drawn up in accordance with figure 7 is to guide the personnel and students participating in the arrangement of events to act safely and responsibly. The plan also seeks to clarify the different responsibilities and duties relating to safety. The contingency plan presented above is based on a template drawn up by the Central Uusimaa Rescue Department (The contingency plan template for public events 2016). Appendix 6 provides detailed information on the safety arrangements for events.

First, the organisers write down the name, date and time of the event and its exact address on figure 7. Next, they specify who is the organiser-in-charge for the event, its business ID, and the contact person for the organiser and his or her contact information. The name and contact information of the safety official for the event is also given in the plan. Then, a description of the security staff for the event is provided: the number, placement and tasks of security stewards and other security staff. Any special features of the event organiser and security staff are also described. Next, the organiser describes the target group or customers of the event, whether they are adults, children, elderly or physically impaired. In the plan, the organisers also estimate the number of participants, which consists of the number of customers and personnel present at the event at the same time.

Next, they give a detailed description of the course of events and the programme, as well as potential special features of the event. The plan lists the matters that make the event itself somehow special, out of the ordinary. Regarding the event,

### INFORMATION REQUIRED FOR CONTINGENCY PLAN FOR AN EVENT

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>◆ Name the even (exact name)</li> <li>◆ Write down the date and time of the event</li> <li>◆ Write down the location and address of the event</li> <li>◆ Register the organiser-in-charge for the event and its business ID</li> <li>◆ Register the contact person for the event organiser and his or her contact information</li> <li>◆ Name the event organiser</li> <li>◆ Name the safety official for the event and his or her contact information</li> <li>◆ As regards the security staff of the event, describe the number, placement and tasks of security stewards and other security staff</li> <li>◆ Describe any special features of the event organiser and security staff</li> <li>◆ Specify the target group and/or customers of the event</li> <li>◆ Make an estimate on the number of people expected to be present at the event at the same time; include both customers and staff</li> </ul> | <ul style="list-style-type: none"> <li>◆ Describe in detail the way the event is expected to proceed and the programme of the event</li> <li>◆ Describe any potential special features of the event, such as liquid gases, flammable liquids, open fire, pyrotechnics, fireworks, fire displays, extreme sports, temporary accommodation and camping</li> <li>◆ Describe potential special features of the event location, such as cliffs/rocks, climbable structures, water bodies, major traffic routes, isolated location, darkness, organising the event in open terrain, challenging access and island location</li> <li>◆ Furthermore, describe the security management of the training organisation with contact information, such as: the headmaster/president, chief of security, deputy to the chief of security, caretaker/facilities superintendent</li> <li>◆ Estimate the risks and describe risk treatment (see table 8)</li> <li>◆ Complement the contingency plan with appendices             <ul style="list-style-type: none"> <li>• Floor plan</li> <li>• Checklist for event safe-ty (appendix 7)</li> <li>• If necessary, a first-aid plan and, for example, a fire display notification and notice of the use of pyrotechnics</li> </ul> </li> </ul> |
|--|---|

**Figure 7.** Information required for the contingency for an event

matters that need to be considered include the use of liquid gas, or the possibility to use different inflammable fluids or open fire, and such questions as whether the artist booked for the event uses pyrotechnics in his or her performance, or whether fireworks or some fire display are part of the event. Additional special features that need to be taken account of in advance include inclusion of some extreme sports in the event programme or accommodation on school or university premises. The potential special features of the event venue itself also have an impact on what kind of safety solutions are required. It is clear that in an outdoor event such features as the surrounding terrain, cliffs/rocks, water bodies, busy traffic routes, isolated location, darkness, challenging access, island location or some other factors deriving from the environment, must be identified already in the planning stages. Next, the plan names the security management of the training organisation with contact information.

The event programme is often complemented as the planning goes forward. If any changes are made to the event in the planning stages, they should also always be examined with regard to security tasks. Risk assessment is extended to any factors and processes related to the event, from planning to the end of the event.

By participating in the implementation of a public event, every person involved also commits him- or herself to adhering to the contingency plan and to ensuring on his or her part the maintenance of common safety. Each member of the school and university community is responsible for the safety of his or her own work. Supervisors are responsible for keeping the study and work environment safe in all conditions. Furthermore, every member of the school and university community is obliged to report any safety incidents which they may observe.

Any person in charge of carrying out the event must be aware of what dangers and risks are present, what they might be caused by, and what their possible consequences would be. Every event has its own, typical risks and they cannot be prepared for before people have identified them together. For every non-acceptable risk observed, plans must be made for preventive actions, preparatory arrangements, and action to be taken should the risk materialise.

With respect to safety, it is important that the risks of each event are assessed separately. The risks cannot be copied from an event held earlier. The risks of an event are assessed using, for example, a potential problem analysis (PPA) method described in this guidebook or with the help of the what-if technique. The assessment of risk rating is presented in table 3. After this, information concerning the risks is filled in in the contingency plan as presented in table 7. You begin filling in the table by adding the unbearable risks first. After that you move on to significant risks, then to moderate risks and finally to minor risks.

On the event location, keep an eye on the following matters in particular:

1. Identify dangers of tripping, slipping or falling, such as electrical leads running across passageways and uneven or slippery structures/terrain/floors.
2. Prevent movement within danger areas and remedy the problem as the situation allows.
3. Watch out for any dangers from falling objects such as snow, ice, trees and tree branches and temporary structures. Prevent movement within danger areas and remedy the problem as the situation allows.
4. Prevent members of the public from accessing or coming into contact with dangerous objects or areas, such as grills and other hot objects, storage or usage areas for liquid gas and flammable liquids, and generator units.
5. Monitor customers' behaviour and physical condition and take preemptive action.

Table 7 outlines risks of an event from the viewpoints of an accident, sudden illness, overcrowding, disruptive behaviour, a challenging customer situation and fire. The causes, consequences, preventive arrangements, preparedness and risk owner are written down separately for every risk. Each risk is described in a separate table. The risk, such as slipping, is written on the table under "risk description". All concrete causes of a risk are entered under "causes". All actual consequences of the risk in question are written under "consequences". The measures already taken or to be taken before the event to prevent the risk from materialising are written under "preventive arrangements". The section "preparedness" describes what action will be taken during the event should the risk begin to materialise. The name/s of the person/s, who is/are in charge of managing the risk in question is/are written down under "risk owner".

| RISK                    | RISK DESCRIPTION |
|-------------------------|------------------|
| CAUSES                  |                  |
| CONSEQUENCES            |                  |
| PREVENTIVE ARRANGEMENTS |                  |
| PREPAREDNESS            |                  |
| RISK OWNER              |                  |

**Table 7.** Information concerning the risks of an event

Appendices 1 to 5 give examples of risks related to events with respect to accidents, attacks of illness, overcrowding, disruptive behaviour, encountering a challenging customer situation and fire.

## 5.3 Safety instructions

Concise safety instructions are drawn up specifically for every event. The simpler the matters are expressed in the instructions, the better. The instructions should be so brief that they can be understood at a single glance. The starting point for drawing up the instructions is that they correspond to the risk assessment made. The purpose of the instructions is to serve as a “quick aid” in situations where decisions need to be made fast and where contact information of, for example, important stakeholders with a view to the arrangement of the event is needed. Concise instructions also serve well as content material for security orientation.

For every event, instructions are needed for both preventive measures and actions in emergency situations. Attachments to the contingency plan include the floor plan, the map of the event area, the checklist of event safety (appendix 7), and, if necessary, the first-aid plan, fire display notification and notice of the use of pyrotechnics.

### 5.3.1 Instructions for prevention of accidents

The responsibility for the prevention of accidents lies with the event organiser, who is tasked with ensuring the safety of working practices and tools, drawing up operating instructions and providing staff orientation. The best operating instructions include the kind of descriptions the school or university has drawn up and written itself in the middle of its everyday operations. The more concisely written the instructions, the better they function both as part of orientation and in emergency situations, if needed.

Examples of risks related to accidents are outlined in appendix 1.

### 5.3.2 Instructions in the event of a sudden illness or accident

1. **Call the event’s first-aid provider to the location by telephoning xxxx.** Act in accordance with the instructions he or she provides. If the first-aid provider cannot come immediately, act according to the following instructions:
2. **Find out what has happened. Can the affected individual be revived?** Try bringing him or her round by speaking to him or her and shaking him or her. If the person does not revive,

#### **call the emergency number 112.**

You can also shout for help and request those present to call the emergency number 112. Follow the instructions given by the emergency centre.

3. **Turn the person onto his or her back and find out if he or she is breathing normally. Open his or her airway.**

Tilt the person’s head by lifting the tip of the chin with one hand and pressing the forehead with the other. **Observe, listen to, and feel for any breathing.** Assess whether the breathing is normal, abnormal, or absent. If you are unsure, act as if breathing was not normal.

#### **➔ Breathing is normal.**

Turn the individual to his or her side. Check that his or her airway is clear and that he or she is breathing normally. Continue to monitor his or her breathing until professional help arrives.

#### **➔ Breathing is not normal or is absent entirely.**

Begin resuscitation

4. **Begin CPR.**

Place the base of your palm in the middle of the person’s sternum and place your other hand over the first one. Your fingers should be interlocked. With your arms straight, press straight down 30 times hard enough so that the sternum drops 5–6 cm each time. Allow the chest to rise back to its normal position between each compression. The average rate of compressions should be 100 times a minute, and should not exceed 120. Count the compressions out loud.

5. **Breathe 2 times.**

Open the airway. Place your mouth tightly over the person’s mouth and close his or her nostrils with your fingers. Calmly breathe the air into the person’s lungs. While giving the breath, check that the person’s chest rises (moves). Repeat the breathing. The length of each breath should be 5 seconds.

6. **Continue resuscitation without pausing using the same rhythm 30:2** (30 compressions and 2 breaths) until the person regains consciousness (moves, opens his or her eyes and breathes normally), or until either a professional helper gives you permission to stop or you are unable to continue.

#### **Instructions for chest pain**

1. Lay the individual to rest in a half-sitting position.
2. If nitroglycerin does not help or it is not available, give the patient a half tablet of Disperin.
3. Call the emergency number 112 and inform them about a person with chest pain.
4. Calm down the person and observe his or her condition.

### Instructions for fainting

1. Lay the person on his or her back.
2. Lift his or her legs up.
3. Let the person rest for as long as necessary.

### Instructions for an epileptic seizure

1. Do not try to prevent the seizures.
2. Provide protection so that the person will not hurt him- or herself.
3. Do not put anything in the person's mouth.
4. If the person does not recover, call the emergency number 112.
5. Let the person rest after the seizure.
6. Place an unconscious person on his or her side to ensure that he or she can breathe.

### Instructions for abdominal pain

1. Let the person stay in a position he or she finds comfortable, but usually keeping knees bent is the best position.
2. Do not give the person anything to eat or drink.
3. If the person begins to show symptoms of shock, give him or her first aid according to the instructions for shock.
4. Take the patient to seek medical care.

### Instructions for diabetic shock

1. If the person is conscious, give him or her something sugary to eat or drink.
2. If the person does not come around soon, take him or her
3. to seek medical care or call the emergency number 112.
4. If the person is unconscious, turn him or her on his or her side and call the emergency number 112.

### Instructions for heat stroke and sun stroke

It is important to cool the person down and alleviate dehydration.

1. Guide the person immediately to a shady place and help him or her remove any unnecessary clothing.
2. Pour or sprinkle cold water on the person's skin and head area or wrap him or her in cool cloths. Place the cloths particularly in head, neck and pelvic areas.
3. Enhance cooling with the help of a fan or by fanning him or her with something, such as clothes.
4. Give the person cold water to drink.

Call the emergency number if the person shows serious symptoms, such as severe exhaustion, confusion, visual disturbances or he or she faints.

Examples of risks related to attacks of illness are outlined in appendix 1.

### 5.3.3 Instructions for prevention of overcrowding

Begin by identifying the risks related to overcrowding. Based on the risks, you can make decisions on which steps to take.

### Instructions for preventing overcrowding

Every member of the event staff must comply with the following instructions and keep watch to ensure that members of the public also comply with them. The event organiser must be notified of any situations that might compromise safety and the relevant measures taken. Notification is to be made to person xx at number xx. In addition, every person participating in safety operations is required to submit a report to the system at the organisation's disposal on any safety incidents which they have either observed themselves or received information about.

### In the event of overcrowding

Report the overcrowding IMMEDIATELY to the person at number xx and act according to the following instructions.

1. Try to calm down the members of the public.
2. Direct the public away from the overcrowded area.
3. Prepare for evacuating the event location.
4. If the event location has to be evacuated, either entirely or in part, direct the public to use the closest escape route, provided that it is safe to do so.

Examples of risks related to overcrowding are outlined in appendix 2.

### 5.3.4 Instructions for prevention of disruptive behaviour

Every member of the event staff must comply with the following instructions and keep watch to ensure that members of the public also comply with them. The event organiser must be notified of any situations that might compromise safety and the relevant measures taken. Notification is to be made to person xx at number xx. In addition, every person participating in safety operations is required to submit a report to the system at the organisation's disposal on any safety incidents which they have either observed themselves or received information about.

1. Keep an eye on the condition of members of the public and watch out for any signs of the beginnings of disruptive behaviour. Intervene pre-emptively in any situations arising.
2. Check at the entrance points that members of the public do not have any banned objects or substances with them.
3. Monitor adherence to alcohol laws in accordance with the instructions you have received.

Examples of risks related to disruptive behaviour are outlined in appendix 3.



### 5.3.5 Instructions for challenging customer service situations

1. Show that you are willing to be of service.
2. You can always ask: "Can I be of help?"
3. If the individual appears to be agitated, try yourself to remain calm. In situations where the person's goal is to be provocative, seek to be flexible and compliant. Recognise the other's persons desire for conflict and seek to avoid it. Insisting on being right serves nobody's interests.
4. Listen calmly to what the person has to say and try not to interrupt him or her.
5. Keep eye contact with the person and follow what he or she is doing. However, do not stare at him or her.
6. Try to understand the person's expectations and needs. If you are not yourself able to help, try to direct the person towards someone who will be able to provide immediate help for his or her situation.
7. Speak calmly. Avoid all kinds of agitated movements. Seek to behave in a manner which is both relaxed and assertive.
8. Never embarrass the other person. Give the person the opportunity to back down without publicly losing face.
9. If it seems to you that the situation is not under your control and the other person is still trying to be provocative, request help from someone else present.
10. If the person does not leave the location and the situation continues to be threatening, call the emergency number 112. Contact should be made with the emergency centre as soon as the situation begins to feel at all threatening.
11. Give the address and describe the situation.
12. Do not end the call until you are told to do so.
13. Prepare to back out as soon as you detect in the situation the slightest threat.
14. Go through all the above options before the event and agree on a joint line of action.
15. Remember that in a conflict-sensitive customer service situation you can in the end only influence your own behaviour. Recognise the situations in which you can get provoked.
16. Report every abnormal situation as agreed.

### 5.3.6 Instructions for prevention of fire

Everyone must comply with the following instructions and keep watch to ensure that members of the public also comply with them. The event organiser must be notified of any situations that might compromise safety and the relevant measures taken. Notification is to be made to person xx at number xx. In addition, every person participating in safety operations is required to submit a report to the system at the organisation's disposal on any safety incidents which they have either observed themselves or received information about.

Check the following matters:

1. All electrical devices and installations are in working order. Broken or faulty electrical devices or leads must not be used.
2. In outdoor spaces, only electrical appliances and leads designated for outdoor conditions are used.
3. Smoking only takes place in the designated smoking areas and the ash-trays used are made from non-flammable material.
4. There are no objects located on the escape routes and all escape routes and passageways are unobstructed.
5. First-aid extinguishing equipment is available, can be easily accessed and is appropriately marked.
6. The fire doors are closed and barred shut.
7. Emergency access roads are unobstructed.

#### In the event of fire

##### Rescue and alert

- Keep your calm. Act calmly and carefully, but also quickly.
- Rescue and warn those in immediate danger. Do not, however, put your own life at risk.

##### Extinguish

- Try to extinguish the fire or limit its spread using the extinguishing equipment while it is still possible to bring the fire under control.
- Do not extinguish oil fires with water, as oil fires expand explosively with the addition of even a small amount of water.
- Do not inhale smoke fumes. Only approach the fire once you have the extinguishing equipment ready for use.
- If it is not possible to safely extinguish the fire, try to limit its spread by closing the door. Do not put your own health at risk. If the door leading to the room where the fire is located is closed and the door handle or the door itself is hot, do not open the door.

**Ring for help** by calling the emergency number 112.

- Remember! Smoke kills. So, do not stay in a space that is on fire. Never evacuate via a smoke-filled room.

**Limit** the spread of the fire by closing the doors, windows and ventilation.

**Direct** rescue personnel to the location of the fire.

The order of the actions taken may vary according to the situation!

#### EMERGENCY NUMBER 112

1. Call the emergency number yourself if you are able to do so
2. Say what has happened
3. Give the exact address and municipality
4. Answer any questions asked
5. Follow the instructions given
6. Do not end the call until you are told to do so.

Direct rescue personnel to the location of the fire. Call again if the situation changes.

Examples of risks related to fire are outlined in appendix 4.

#### 5.4 Safety orientation

One of the most important safety tasks before an event is to make everyone in charge of the event familiar with the correct, safe way of action with the help of the contingency plan. Handing out the contingency plan to the persons involved and hoping that they would read it is not the proper way of providing safety orientation. Orientation has been successful when everyone who has a work role in the event knows how to act correctly during the event. The contingency plan also describes how the event staff is provided orientation to meet the requirements described above. Safety orientation can be provided in connection with other kind of orientation.

Examples of risks related to safety orientation are outlined in appendix 5.

#### 5.5 Exercises before the event

In a large or otherwise challenging public event, many surprising things can happen. A tried and proved method to prepare for what is coming is to arrange an exercise in the event area or premises. Only these exercise situations will show how the planning has succeeded, since matters described on paper may appear quite different on the actual event location. For example, carrying out communications smoothly in a way that supports the other activities at the actual event is a relatively challenging task for many non-professionals. There may be people involved who have never attended similar events before. Therefore, it is important to practice the situations that may come up in any possible way.

#### 5.6 Post-event assessment

Improving operations and learning from earlier mistakes requires, first and foremost, a confidential atmosphere. Encouraging employees to openly record and share any safety observations and incidents is useful both during the event and afterwards. When those involved dare and, more importantly, want to share their observations concerning nearmiss situations, it is possible to find ways to act even more safely, responsibly and proactively the next time around. Gathering feedback from the event's participants, exhibitors and staff afterwards is a good method for finding out which things worked well and which could be improved.

#### Security planning of an event in a nutshell

The event organiser must do security planning for an event, consisting of safety instructions, orientation and exercises carried out for the event. In addition, it is usually necessary to draw up a contingency plan for the event. It is planned separately for every event, and it cannot be a copy of a plan drawn up for an earlier event.



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# APPENDICES

## APPENDIX 1: RISKS RELATED TO ACCIDENTS AND SUDDEN ILLNESS

Accidents can be caused by such things as tripping, falling, slipping, unevenness of the floor structures at event location, dropping objects, toppling structures, getting stuck in a lift and traffic accidents. Below, information on risks relating to tripping, falling, slipping, getting stuck in a lift and traffic accident on the event location.

At an event, sudden illness may be caused by, for example, food poisoning, dehydration, heat stroke or perhaps the person's pre-existing condition. The attack of an illness may manifest itself as chest pain, fainting, abdominal pain, acute difficulty to breathe, convulsions etc.

### TRIPPING ON AN ILL-PLACED ELECTRICAL LEAD

| RISK                    | TRIPPING ON AN ILL-PLACED ELECTRICAL LEAD  |
|-------------------------|--|
| CAUSES                  | <ul style="list-style-type: none"> <li>◆ ELECTRICAL LEADS OR CABLES HAVE BEEN DRAWN TO THE LOCATION OR PREMISES IN A CARELESS AND DANGEROUS MANNER</li> <li>◆ UNPROTECTED ELECTRICAL LEADS OR CABLES HAVE BEEN PLACED ON A BUSY ROUTE DESIGNATED FOR PASSAGE</li> </ul>  |
| CONSEQUENCES            | <ul style="list-style-type: none"> <li>◆ PERSONAL INJURY</li> <li>◆ CANCELLATION OR TEMPORARY INTERRUPTION OF THE EVENT</li> <li>◆ AN ELECTRICAL LEAD OR CABLE COMING DETACHED MAY INTERRUPT AN ESSENTIAL MEASURE FOR THE EVENT</li> <li>◆ HARM TO REPUTATION</li> </ul>   |
| PREVENTIVE ARRANGEMENTS | <ul style="list-style-type: none"> <li>◆ PROTECTING CABLES AND LEADS LOCATED IN PASSAGEWAYS AND EXIT ROUTES.</li> <li>◆ DELIMITING AND MARKING DANGEROUS AREAS.</li> <li>◆ ENSURING SAFE POSITIONING OF ELECTRICAL LEADS AND CABLES.</li> <li>◆ CHECKING THAT THOSE PARTICIPATING IN THE EVENT AS EXHIBITORS HAVE COM-PLIED WITH THE INSTRUCTIONS ON SAFE POSITIONING OF ELECTRICAL LEADS AND CA-BLES</li> <li>◆ MONITORING CUSTOMERS' BEHAVIOUR AND PHYSICAL CONDITION AND TAKING PRE-EMPTIVE ACTION</li> </ul> |
| PREPAREDNESS            | <ul style="list-style-type: none"> <li>◆ RESERVING A SUFFICIENT NUMBER OF FIRST-AID PROFICIENT STAFF</li> <li>◆ ACQUIRING A SUFFICIENT AMOUNT OF FIRST-AID EQUIPMENT AND MATERIALS</li> <li>◆ CLEARLY MARKING THE FIRST-AID POINT</li> <li>◆ TRAINING THE EVENT STAFF TO ACT IN THE EVENT OF AN ACCIDENT</li> <li>◆ PLANNING AN OPERATING MODEL AND USING IT TO TRAIN THE STAFF TO RAISE THE ALARM AND GUIDE PEOPLE IN THE RIGHT DIRECTION.</li> <li>◆ CALLING THE EMERGENCY CENTRE, IF NECESSARY</li> </ul>     |
| RISK OWNER              | XXX  |

### FALLING IN STAIRS

| RISK                    | FALLING IN STAIRS  |
|-------------------------|--|
| CAUSES                  | <ul style="list-style-type: none"> <li>◆ OVERCROWDING</li> <li>◆ HASTE</li> <li>◆ CARELESSNESS</li> <li>◆ WET STAIRS</li> </ul>  |
| CONSEQUENCES            | <ul style="list-style-type: none"> <li>◆ SPRAIN</li> <li>◆ STRAIN</li> <li>◆ FRACTURES</li> </ul>  |
| PREVENTIVE ARRANGEMENTS | <ul style="list-style-type: none"> <li>◆ MONITORING CUSTOMERS' BEHAVIOUR AND PHYSICAL CONDITION AND TAKING PRE-EMPTIVE ACTION</li> </ul>   |
| PREPAREDNESS            | <ul style="list-style-type: none"> <li>◆ PROVIDING THE NECESSARY FIRST-AID EQUIPMENT AND MATERIALS</li> <li>◆ GETTING PREPARED FOR GIVING FIRST-AID ON LOCATION</li> <li>◆ CALLING THE EMERGENCY CENTRE, IF NECESSARY</li> </ul> |
| RISK OWNER              | XXX  |

### TRAFFIC ACCIDENT ON THE EVENT LOCATION

| RISK                    | TRAFFIC ACCIDENT ON THE EVENT LOCATION   |
|-------------------------|--|
| CAUSES                  | <ul style="list-style-type: none"> <li>◆ PEOPLE FAILING TO OBEY THE TRAFFIC REGULATIONS ON EVENT LOCATION</li> <li>◆ A DRIVER SPEEDING AND NEGLECTING THE SAFETY OF OTHERS NEAR A PEDESTRIAN CROSSING</li> </ul>   |
| CONSEQUENCES            | <ul style="list-style-type: none"> <li>◆ POTENTIAL PERSONAL INJURY</li> <li>◆ POTENTIAL TRAFFIC JAM</li> </ul>   |
| PREVENTIVE ARRANGEMENTS | <ul style="list-style-type: none"> <li>◆ INFORMING THE GUESTS ABOUT THE TRAFFIC HAZARDS ON THE EVENT LOCATION</li> <li>◆ MARKING DANGEROUS AREAS</li> <li>◆ ARRANGING TRAFFIC GUIDANCE AND SUPERVISION</li> <li>◆ PLANNING TRAFFIC ARRANGEMENTS TO AVOID ANY HAZARDS</li> </ul>  |
| PREPAREDNESS            | <ul style="list-style-type: none"> <li>◆ GETTING PREPARED FOR TRAFFIC GUIDANCE</li> <li>◆ PROVIDING THE NECESSARY FIRST-AID EQUIPMENT AND MATERIALS</li> <li>◆ GETTING PREPARED FOR GIVING FIRST-AID ON LOCATION</li> <li>◆ IF AN ACCIDENT OCCURS, THE FIRST-AID PROVIDERS CAN BE CALLED TO THE SCENE WITHOUT DELAY</li> <li>◆ CALLING THE EMERGENCY CENTRE, IF NECESSARY</li> </ul> |
| RISK OWNER              | XXX  |

## LIFT GETTING STUCK

| RISK                    | LIFT GETTING STUCK   |
|-------------------------|--|
| CAUSES                  | <ul style="list-style-type: none"> <li>◆ LIFT MALFUNCTION</li> <li>◆ POWER FAILURE</li> <li>◆ TOO MANY PEOPLE IN THE LIFT</li> </ul>   |
| CONSEQUENCES            | <ul style="list-style-type: none"> <li>◆ PERSONAL INJURY</li> <li>◆ HARM TO REPUTATION</li> <li>◆ POTENTIAL DAMAGE TO REAL PROPERTY AND MOVABLES IN THE EVENT OF PANIC/ MALFUNCTION</li> </ul> |
| PREVENTIVE ARRANGEMENTS | <ul style="list-style-type: none"> <li>◆ ARRANGING READINESS TO PROVIDE FIRST AID</li> <li>◆ GETTING PREPARED TO GUIDE PEOPLE IN USING THE LIFTS</li> </ul>                                    |
| PREPAREDNESS            | <ul style="list-style-type: none"> <li>◆ IF THE RISK MATERIALISES, INFORMING THE CARETAKER/FACILITIES SUPERINTENDENT AND CALLING THE LIFT MAINTENANCE</li> </ul>                               |
| RISK OWNER              | XXX  |

## FOOD POISONING

| RISK                    | FOOD POISONING  |
|-------------------------|---|
| CAUSES                  | <ul style="list-style-type: none"> <li>◆ SPOILED FOOD</li> </ul>  |
| CONSEQUENCES            | <ul style="list-style-type: none"> <li>◆ CANCELLATION OR TEMPORARY INTERRUPTION OF THE EVENT</li> <li>◆ HARM TO REPUTATION</li> </ul>   |
| PREVENTIVE ARRANGEMENTS | <ul style="list-style-type: none"> <li>◆ SELF-MONITORING PLAN AND COMPLYING WITH IT</li> <li>◆ GOOD HAND HYGIENE</li> <li>◆ USING HIGH-QUALITY FOOD INGREDIENTS</li> <li>◆ USING SEPARATE UTENSILS FOR RAW AND COOKED FOODS</li> <li>◆ CAREFUL WASHING OF DISHES AND FOOD PREPARATION EQUIPMENT</li> <li>◆ COOKING MEATS WELL</li> <li>◆ RAPID COOLING DOWN OF FOOD</li> <li>◆ KEEPING THE FOOD REFRIGERATED</li> <li>◆ UNBROKEN COOL CHAIN</li> <li>◆ MONITORING THE TEMPERATURES IN ACCORDANCE WITH THE SELF-MONITORING PLAN</li> </ul> |
| PREPAREDNESS            | <ul style="list-style-type: none"> <li>◆ PLANNING AN OPERATING MODEL AND USING IT TO TRAIN STAFF TO PERFORM SELF-MONITORING AT THE EVENT, AND TO REPORT AND MANAGE FOOD POISONING SITUATIONS</li> <li>◆ TEMPERATURE MONITORING AND APPROPRIATE TRANSPORT/STORAGE EQUIPMENT</li> </ul>   |
| RISK OWNER              | XXX   |

## APPENDIX 2. RISKS RELATED TO OVERCROWDING

Overcrowding may be caused by such reasons as a threat, high level of interest towards the event, a large quantity of people arriving or leaving simultaneously, excessive numbers allowed into the event location, deficient exit routes, an aggressive individual participating in the event, and lack of guidance and signposting for the public.

Examples of risks related to overcrowding are shown in the table below.

### OVERCROWDING

| RISK                    | OVERCROWDING   |
|-------------------------|--|
| CAUSES                  | <ul style="list-style-type: none"> <li>◆ A LARGE QUANTITY OF PEOPLE ARRIVING OR LEAVING SIMULTANEOUSLY</li> </ul>  |
| CONSEQUENCES            | <ul style="list-style-type: none"> <li>◆ CANCELLATION OR TEMPORARY INTERRUPTION OF THE EVENT</li> <li>◆ PERSONAL INJURY</li> <li>◆ DAMAGE TO PROPERTY</li> <li>◆ HARM TO REPUTATION</li> </ul>   |
| PREVENTIVE ARRANGEMENTS | <ul style="list-style-type: none"> <li>◆ SETTING THE MAXIMUM CAPACITY FOR THE EVENT BEFOREHAND AND ADHERING TO THE MAXIMUM CAPACITY FOR THE AREA/FACILITIES</li> <li>◆ PLANNING AND MARKING THE ESCAPE ROUTES APPROPRIATELY</li> <li>◆ PLANNING THE PROGRAMME ORDER SUCH AS TO AVOID CROWDING</li> <li>◆ RESERVING A SUFFICIENT NUMBER OF STAFF</li> <li>◆ TRAINING THE STAFF ON PREVENTION OF OVERCROWDING</li> <li>◆ PERFORMING CONTINUOUS SURVEILLANCE AND MONITORING THE CROWD MOVEMENTS ON THE EVENT LOCATION, AND ADDRESSING ANY PROBLEMS PRE-EMPTIVELY</li> <li>◆ HAVING MEGAPHONES OR COMPREHENSIVE LOUDSPEAKER SYSTEMS AVAILABLE FOR ISSUING INSTRUCTIONS TO THE PUBLIC</li> <li>◆ INSTRUCTING MEMBERS OF THE PUBLIC AND</li> <li>◆ GUIDING THEM USING BOTH SIGNS AND PUBLIC ANNOUNCEMENTS</li> </ul> |
| PREPAREDNESS            | <ul style="list-style-type: none"> <li>◆ KEEPING THE ESCAPE ROUTES CLEAR AND EASY TO OPEN MARKING THE ESCAPE ROUTES IN AN APPROPRIATE MANNER</li> <li>◆ REACTING IMMEDIATELY IN THE EVENT OF AN ACCIDENT, INFORMING THE PUBLIC AND GIVING INSTRUCTIONS ON WHAT TO DO</li> <li>◆ PROVIDING THE NECESSARY FIRST-AID EQUIPMENT AND MATERIALS</li> <li>◆ GETTING PREPARED FOR GIVING FIRST-AID ON LOCATION</li> <li>◆ CALLING THE EMERGENCY CENTRE, IF NECESSARY</li> </ul>  |
| RISK OWNER              | XXX  |

### APPENDIX 3. RISKS RELATED TO DISRUPTIVE BEHAVIOUR

The reasons for disruptive behaviour may include an aggressively behaving customer, an intoxicated customer or a violently behaving customer.

Examples of risks related to disruptive behaviour are shown in the table below.

#### AGGRESSIVELY BEHAVING CUSTOMER

| RISK                    | AGGRESSIVELY BEHAVING CUSTOMER   |
|-------------------------|--|
| CAUSES                  | <ul style="list-style-type: none"> <li>◆ DISAPPOINTMENT</li> <li>◆ IRRITATION</li> <li>◆ ILLNESS</li> </ul>  |
| CONSEQUENCES            | <ul style="list-style-type: none"> <li>◆ CANCELLATION OR TEMPORARY INTERRUPTION OF THE EVENT</li> <li>◆ PERSONAL INJURY</li> <li>◆ DAMAGE TO PROPERTY</li> <li>◆ HARM TO REPUTATION</li> </ul>   |
| PREVENTIVE ARRANGEMENTS | <ul style="list-style-type: none"> <li>◆ PLANNING THE COURSE OF EVENTS AND EVENT AREA CAREFULLY</li> <li>◆ RESERVING A SUFFICIENT NUMBER OF STAFF TO SECURE SMOOTH RUNNING OF THE EVENT</li> <li>◆ TRAINING THE PEOPLE IN CHARGE TO PREVENT DISRUPTIVE BEHAVIOUR</li> <li>◆ PERFORMING CONTINUOUS SURVEILLANCE ON THE EVENT LOCATION AND KEEPING THE THRESHOLD TO INTERVENE IN ANY BEGINNING DISRUPTION LOW</li> </ul> |
| PREPAREDNESS            | <ul style="list-style-type: none"> <li>◆ RESERVING A SUFFICIENT NUMBER OF PEOPLE IN CHARGE TO ENSURE EVENT SECURITY</li> <li>◆ PLANNING AN OPERATING MODEL AND USING IT TO TRAIN THE PEOPLE IN CHARGE TO CALL ASSISTANCE AND GUIDE IT IN THE RIGHT DIRECTION</li> </ul>  |
| RISK OWNER              | XXX  |

#### A PERSON ACTING VIOLENTLY DISTURBS THE EVENT

| RISK                    | A PERSON ACTING VIOLENTLY DISTURBS THE EVENT   |
|-------------------------|--|
| CAUSES                  | A PERSON UNDER THE INFLUENCE OF INTOXICANTS APPEARS ON THE EVENT LOCATION  |
| CONSEQUENCES            | <ul style="list-style-type: none"> <li>◆ CANCELLATION OR TEMPORARY INTERRUPTION OF THE EVENT</li> <li>◆ PERSONAL INJURY</li> <li>◆ DAMAGE TO PROPERTY</li> <li>◆ APPEARANCE OF AN AGGRESSIVE PERSON ON THE SITE MAY CAUSE FEAR, WHICH MAY LEAD TO PANIC</li> </ul> |
| PREVENTIVE ARRANGEMENTS | CONTINUOUS TRAINING OF THE STAFF ORGANISING EVENTS   |
| PREPAREDNESS            | CALLING THE EMERGENCY CENTRE IF THE SITUATION BECOMES THREATENING AND THE UNINVITED INDIVIDUAL REFUSES TO LEAVE  |
| RISK OWNER              | XXX  |

### APPENDIX 4. RISKS RELATED TO FIRE

A fire can be caused by such reasons as defective electrical device, smoking or vandalism.

Examples of risks related to fire are shown in the table below.

#### FIRE

| RISK                    | FIRE   |
|-------------------------|--|
| CAUSES                  | DEFECTIVE ELECTRICAL DEVICE  |
| CONSEQUENCES            | <ul style="list-style-type: none"> <li>◆ CANCELLATION OR TEMPORARY INTERRUPTION OF THE EVENT</li> <li>◆ PERSONAL INJURY</li> <li>◆ DAMAGE TO PROPERTY</li> <li>◆ HARM TO REPUTATION</li> </ul>   |
| PREVENTIVE ARRANGEMENTS | <ul style="list-style-type: none"> <li>◆ INSPECTING ELECTRICAL DEVICES AND INSTALLATIONS BEFORE USE AND REMOVING ANY DEFECTIVE DEVICES FROM USE</li> <li>◆ PERFORMING CONTINUOUS SURVEILLANCE ON THE EVENT LOCATION</li> <li>◆ TRAINING THE EVENT STAFF ON FIRE PREVENTION AND FIRST-AID EXTINGUISHING</li> </ul>  |
| PREPAREDNESS            | <ul style="list-style-type: none"> <li>◆ RESERVING ENOUGH FIRST-AID EXTINGUISHING EQUIPMENT, AND PLACING AND MARKING THE EQUIPMENT APPROPRIATELY</li> <li>◆ KEEPING THE ESCAPE ROUTES CLEAR</li> <li>◆ MONITORING THAT THEY REMAIN THAT WAY</li> <li>◆ THROUGHOUT THE EVENT</li> <li>◆ KEEPING THE FIRE DOORS CLOSED AND BARRED SHUT, BUT ENSURING THAT THEY ARE SAFE TO USE IN CASE OF EMERGENCY</li> <li>◆ KEEPING THE EMERGENCY ACCESS ROADS CLEAR</li> <li>◆ CALLING THE EMERGENCY CENTRE, IF NECESSARY</li> </ul> |
| RISK OWNER              | XXX  |

## APPENDIX 5. RISKS RELATED TO SAFETY ORIENTATION

Risks related to safety orientation may include neglecting the provision of safety orientation or providing insufficient instructions to exhibitors

Examples of risks related to safety orientation are shown in the table below.

### NEGLECTING THE PROVISION OF SAFETY ORIENTATION

| RISK                    | NEGLECTING THE PROVISION OF SAFETY ORIENTATION  |
|-------------------------|---|
| CAUSES                  | <ul style="list-style-type: none"> <li>NECESSARY SAFETY INSTRUCTIONS HAVE NOT BEEN DRAWN UP AND DISTRIBUTED, AND NO RELEVANT ORIENTATION HAS BEEN PROVIDED</li> <li>RESPONSIBILITIES HAVE NOT BEEN IDENTIFIED OR ASSIGNED. PEOPLE DO NOT KNOW HOW TO ACT IN AN EMERGENCY</li> </ul> |
| CONSEQUENCES            | <ul style="list-style-type: none"> <li>PERSONAL INJURY</li> <li>DAMAGE TO PROPERTY</li> <li>HARM TO REPUTATION</li> <li>IF PEOPLE DO NOT KNOW HOW TO TAKE CORRECT ACTION ON THE EVENT LOCATION IN CASE OF AN ACCIDENT, THIS MAY CAUSE FURTHER ACCIDENTS</li> </ul>                  |
| PREVENTIVE ARRANGEMENTS | <ul style="list-style-type: none"> <li>PLANNING, IMPLEMENTING AND DISTRIBUTING SAFETY INSTRUCTIONS TO THOSE PARTICIPATING IN THE EVENT IN ADVANCE</li> </ul>  |
| PREPAREDNESS            | <ul style="list-style-type: none"> <li>MONITORING THAT THOSE PARTICIPATING IN THE EVENT COMPLY WITH THE INSTRUCTIONS</li> </ul>   |
| RISK OWNER              | XXX   |

### PROVISION OF INSUFFICIENT SAFETY INSTRUCTIONS TO EXHIBITORS

| RISK                    | PROVISION OF INSUFFICIENT SAFETY INSTRUCTIONS TO EXHIBITORS  |
|-------------------------|--|
| CAUSES                  | <ul style="list-style-type: none"> <li>BAD PLANNING OF EVENT ARRANGEMENTS</li> <li>INSUFFICIENT PROVISION OF INFORMATION</li> </ul>  |
| CONSEQUENCES            | <ul style="list-style-type: none"> <li>PERSONAL INJURY</li> <li>DAMAGE TO PROPERTY</li> <li>HARM TO REPUTATION</li> <li>IF THE INSTRUCTIONS PROVIDED TO EXHIBITORS HAVE REMAINED INSUFFICIENT OR THEY HAVE BEEN TOTALLY NEGLECTED, AT WORST, THE ACTION THEY TAKE IN AN ACCIDENT SITUATION MAY COMPROMISE THE SAFETY OF THE WHOLE AUDIENCE.</li> </ul> |
| PREVENTIVE ARRANGEMENTS | <ul style="list-style-type: none"> <li>PLANNING, IMPLEMENTING AND DISTRIBUTING SAFETY INSTRUCTIONS TO EXHIBITORS IN ADVANCE</li> </ul>   |
| PREPAREDNESS            | <ul style="list-style-type: none"> <li>MONITORING THE EXHIBITORS' ACTIONS BEFORE THE EVENT AND DURING IT</li> </ul>  |
| RISK OWNER              | XXX  |

## APPENDIX 6. DETAILED SAFETY ARRANGEMENTS

Every event has its own detailed safety arrangements that depend on the nature of the event. The most important issue is that the event organiser identifies the special features of the event and the need for safety arrangements warranted by them and writes them down in a contingency plan. If the nature of the event is such that, for example, no liquid gas is handled there, then this point is excluded from the plan. Examples of potential detailed safety arrangements are shown in the table below.

### DETAILED SAFETY ARRANGEMENTS

| SAFETY ARRANGEMENTS   | NECESSARY MEASURES   | CHECK WITH AUTHORITIES <sup>Q</sup>  |
|---|--|--|
| FIRE EXTINGUISHING EQUIPMENT (PORTABLE FIRE EXTINGUISHER, FIRE BLANKET, HOSE REEL AND STIRRUP PUMP) | <ul style="list-style-type: none"> <li>RESERVE A SUFFICIENT AMOUNT OF APPROPRIATE FIRE EXTINGUISHING EQUIPMENT TO ASSEMBLY FACILITIES AND PUBLIC EVENTS</li> <li>ENSURE THAT THE FIRE EXTINGUISHING EQUIPMENT HAS BEEN APPROPRIATELY PLACED</li> <li>ENSURE THAT ACCESS TO THE FIRE EXTINGUISHING EQUIPMENT REMAINS UNOBSTRUCTED THROUGHOUT THE EVENT</li> <li>MARK THE LOCATIONS OF FIRE EXTINGUISHING EQUIPMENT ON THE FLOOR PLAN OF THE EVENT LOCATION</li> <li>TELL THE EVENT STAFF WHERE THE FIRE EXTINGUISHING EQUIPMENT IS LOCATED</li> </ul>   | THE ORGANISER IS RESPONSIBLE FOR STUDYING THE INSTRUCTIONS PROVIDED BY RESCUE SERVICES ON SPECIAL REQUIREMENTS (LOCATION, QUALITY) CONCERNING FIRE EXTINGUISHERS |
| AUTOMATIC FIRE DETECTION SYSTEM   | <ul style="list-style-type: none"> <li>IF THE EVENT VENUE HAS BEEN EQUIPPED WITH AN AUTOMATIC FIRE DETECTION SYSTEM, AND DEVICES AND PRODUCTS USED DURING THE EVENT PRODUCE SMOKE, THE ORGANISER MUST INFORM THE PROPERTY OWNER OR TENANT ABOUT THIS. THE PARTIES MUST COLLABORATIVELY FIND OUT WHAT ARE THE PRACTICAL ARRANGEMENTS RELATED TO THE FIRE DETECTION SYSTEM IN SUCH A CASE. ANY ARRANGEMENTS REQUIRING DISCONNECTION OF THE FIRE DETECTION SYSTEM HAVE TO BE AGREED WITH THE PROPERTY OWNER OR TENANT. THE SYSTEM CAN BE DISCONNECTED ONLY BY A PERSON ASSIGNED TO MANAGE THE FIRE DETECTION SYSTEM, AND IN SUCH A CASE FIRE WATCH NEEDS TO BE ARRANGED TO THE LOCATION. A FIRE WATCHMAN NEEDS TO BE ASSIGNED TO SUPERVISE THE PREMISES WHERE THE SYSTEM HAS BEEN DISCONNECTED. HE OR SHE MUST NOT HAVE ANY OTHER TASKS TO PERFORM AT THE SAME TIME. EXCEPTION TO THE RULE ARE ANY FIRE DETECTION SYSTEMS INSTALLED ON A VOLUNTARY BASIS. IN SUCH A CASE, THE FIRE WATCH ARRANGEMENTS ARE DEFINED BY THE PROPERTY OWNER OR TENANT.</li> <li>DRAW UP A DESCRIPTION OF HAVING THE AUTOMATIC FIRE DETECTION SYSTEM DISCONNECTED AND INCLUDE IT IN THE CONTINGENCY PLAN.</li> </ul> |  |



| SAFETY ARRANGEMENTS | NECESSARY MEASURES  | CHECK WITH AUTHORITIES  |
|---------------------|---|---|
| LIQUID GAS          | <ul style="list-style-type: none"> <li>IT IS NOT ALLOWED TO STORE ANY MORE LIQUID GAS ON THE EVENT LOCATION AND PUBLIC EVENTS THAN IS NEEDED IN ANY GIVEN SITUATION.</li> <li>THE AMOUNTS STORED ON LOCATION NEED TO BE KEPT AS SMALL AS POSSIBLE.</li> <li>IN CASE OF A LARGE OUTDOOR EVENT, ENERGY SOURCES OTHER THAN LIQUID GAS SHOULD BE USED FOR PREPARATION OF FOOD AS THE SITUATION ALLOWS.</li> <li>IN THE CONTINGENCY PLAN, THE ORGANISER MUST STATE THE AMOUNT OF LIQUID GAS TO BE STORED AND EXPLAIN WHY IT NEEDS TO BE USED.</li> <li>IN THE CONTINGENCY PLAN, THE ORGANISER MUST ALSO DEFINE THE RISKS CAUSED BY LIQUID GAS, THE RELEVANT SAFETY ARRANGEMENTS AND THE INSTRUCTIONS DERIVED FROM THEM FOR PREVENTION OF ACCIDENTS AND HAZARDOUS SITUATIONS, AS WELL AS INSTRUCTIONS IN CASE OF EMERGENCY.</li> </ul>  | <p>THE ORGANISER IS RESPONSIBLE FOR MAPPING IN ADVANCE HOW MUCH LIQUID GAS WILL BE NEEDED DURING THE EVENT IN TOTAL AND NEGOTIATING ABOUT THIS WITH THE RESCUE AUTHORITIES WELL BEFORE THE EVENT IS SET TO BEGIN.</p> <p>IF MORE THAN 200 KG OF LIQUID GAS IS HANDLED OR STORED AT A PUBLIC EVENT, THE OPERATIONS ARE SUBJECT TO NOTIFICATION.</p>  |
| FLAMMABLE LIQUIDS   | <ul style="list-style-type: none"> <li>IT IS NOT ALLOWED TO STORE MORE THAN THE AMOUNT OF FLAMMABLE LIQUIDS CONSIDERED NECESSARY FOR PERFORMING THE NECESSARY OPERATIONS IN ASSEMBLY ROOMS AND OTHER SIMILAR FACILITIES AND IN PUBLIC EVENTS.</li> <li>THE AMOUNTS STORED ON LOCATION NEED TO BE KEPT AS SMALL AS POSSIBLE.</li> <li>FLAMMABLE LIQUIDS, AEROSOLS AND FLAMMABLE GASES MUST BE STORED SEPARATELY FROM IGNITION SOURCES PRIMARILY IN A SEPARATE STORAGE SPACE OR ROOM FORMING A FIRE TECHNICAL COMPARTMENT OF ITS OWN, OR IN A SERVICE ROOM OR SIMILAR SPACE SEPARATE FROM OTHER OPERATIONS.</li> <li>IT MUST BE ENSURED THAT FLAMMABLE LIQUIDS CANNOT HEAT UP AND CAUSE A DANGER.</li> <li>IN THE CONTINGENCY PLAN, THE ORGANISER MUST DEFINE THE AMOUNT OF FLAMMABLE LIQUIDS AND EXPLAIN WHY THEY ARE NEEDED.</li> <li>THE ORGANISER MUST ALSO DESCRIBE POTENTIAL RISKS CAUSED BY FLAMMABLE LIQUIDS, THE RELEVANT SAFETY ARRANGEMENTS AND THE INSTRUCTIONS DERIVED FROM THEM FOR PREVENTION OF ACCIDENTS, AS WELL AS INSTRUCTIONS ON ACTIONS IN CASE OF AN ACCIDENT OR EMERGENCY.</li> <li>THE LOCATIONS OF THE FLAMMABLE LIQUID USAGE POINTS AND STORAGE LOCATIONS ARE MARKED ON THE FLOOR PLAN OF THE EVENT LOCATION.</li> </ul> | <p>IF ANY FLAMMABLE LIQUIDS ARE HANDLED OR STORED AT THE EVENT, THE ORGANISER MUST GET ACQUAINTED WITH THE RELEVANT INSTRUCTIONS AND REGULATIONS AVAILABLE ON THE RESCUE SERVICES WEBSITE.</p> <p>THE ORGANISER IS RESPONSIBLE FOR MAPPING IN ADVANCE HOW MUCH FLAMMABLE LIQUIDS WILL BE NEEDED DURING THE EVENT IN TOTAL AND NEGOTIATING ABOUT THIS WITH THE RESCUE AUTHORITIES WELL BEFORE THE EVENT IS SET TO BEGIN.</p> <p>IF THE AMOUNT OF CHEMICALS TO BE HANDLED OR STORED AT A PUBLIC EVENT EXCEEDS THE CRITERIA DEFINED IN THE GOVERNMENT DECREE ON THE CONTROL OF HANDLING AND STORAGE OF DANGEROUS CHEMICALS (855/2012, SECTION 5), THEIR HANDLING AND STORAGE IS SUBJECT TO NOTIFICATION.</p> |

| SAFETY ARRANGEMENTS  | NECESSARY MEASURES  | CHECK WITH AUTHORITIES   |
|--|---|--|
| FIRST AID  | <ul style="list-style-type: none"> <li>THE EVENT ORGANISER IS ALSO OBLIGED TO RESERVE A SUFFICIENT FIRST-AID CAPACITY FOR THE EVENT, DEPENDING ON ITS NATURE.</li> <li>THE NUMBER OF FIRST-AID PROFICIENT STAFF IS SET IN PROPORTION TO THE NUMBER OF PEOPLE ATTENDING THE EVENT, THE RISKS INVOLVED, AND THE SIZE OF THE EVENT LOCATION.</li> <li>IN THE NUMBER, ORIENTATION AND TRAINING OF FIRST-AID PROFICIENT STAFF, SPECIAL ATTENTION NEEDS TO BE PAID TO THE SPECIFIC RISKS POSSIBLY RELATED TO THE EVENT. SUCH RISKS MAY INCLUDE WEATHER CONDITIONS, EXTREME SPORTS, MOTOR RACING, DIFFICULT TERRAIN CONDITIONS, MAJOR TRAFFIC ROUTES, ISOLATED LOCATION, OR ISLAND OR WATER BODY LOCATION.</li> <li>THE AMOUNT AND QUALITY OF FIRST-AID EQUIPMENT ALSO NEEDS TO BE SCALED IN ACCORDANCE WITH THE NATURE OF THE EVENT.</li> <li>EVENTS WITH 200-2,000 ATTENDANTS DO NOT REQUIRE A SEPARATE FIRST-AID PLAN, BUT THE FIRST-AID CAPACITY IS DESCRIBED IN THE CONTINGENCY PLAN.</li> <li>THE CONTINGENCY OR FIRST-AID PLAN MUST INDICATE THE PARTY RESPONSIBLE FOR AND/OR MANAGING THE FIRST-AID CAPACITY AND WHAT PREPARATIONS HAVE BEEN MADE FOR GIVING FIRST AID.</li> <li>FOR EVENTS WITH 200-2,000 ATTENDANTS A FIRST-AID PROVIDER, WHO HAS PASSED AT LEAST THE FIRST-AID COURSE EA 1 OR SIMILAR, MUST BE ASSIGNED. OTHER FIRST-AID STAFF MUST HAVE SUFFICIENT FIRST-AID PROFICIENCY.</li> <li>THE LOCATION OF THE FIRST-AID POINT IS MARKED ON THE FLOOR PLAN OF THE EVENT LOCATION.</li> </ul> | <p>TUTUSTU ENSIAPUSUUNNITELMAN TARKEMPAAN SISÄLTÖÖN PELASTUSLAITOKSEN OHJEISTA.</p> <p>ENSIAPUVALMIUDEN MINIMIVAATIMUSTEN RIITTÄVYYS ARVIOIDAAN ALUEEN PELASTUSVIRANOMAISEN SEKÄ ALUEEN ENSIHOIDON VASTUULÄÄKÄRIN TOIMESTA TAPAUSKOHTAISESTI TAPAHTUMAN LUONTEEN MUKAAN.</p> |
| EMERGENCY ACCESS ROAD  | <ul style="list-style-type: none"> <li>AS REGARDS EMERGENCY ACCESS ROADS AND OTHER ACCESS ROUTES, THE PARTIES RESPONSIBLE FOR GUIDING THE RESCUE SERVICES TO THE SITE ARE RECORDED IN THE CONTINGENCY PLAN.</li> </ul>  | MORE INFORMATION ON THE DIMENSIONING AND MARKING OF EMERGENCY ACCESS ROADS IS AVAILABLE IN THE LOCAL INSTRUCTIONS ON EMERGENCY ACCESS ROADS.   |
| EVACUATION ARRANGEMENT   | <ul style="list-style-type: none"> <li>AS REGARDS EVACUATION ARRANGEMENTS, THE COMBINED WIDTH OF ESCAPE ROUTES (IN MILLIMETRES) REQUIRED BY THE AMOUNT OF PEOPLE IN AN OUTDOOR EVENT IS RECORDED IN THE ESCAPE PLAN.</li> <li>THE EVACUATION ARRANGEMENTS ARE MARKED ON THE FLOOR PLAN OF THE EVENT LOCATION.</li> </ul>  | FOR MORE INFORMATION, SEE E1 THE NATIONAL BUILDING CODE OF FINLAND, EVACUATION IN CASE OF FIRE; MINISTRY OF THE INTERIOR DECREE ON THE MARKING AND LIGHTING OF ESCAPE ROUTES (805/2005)  |
| FURNISHINGS AND DECORATIONS (E.G. CURTAINS, CUSHIONED SEATS, RUGS, BANNERS AND FABRICS USED FOR PROPS) | <ul style="list-style-type: none"> <li>THE FURNISHINGS AND DECORATIONS USED MUST NOT POSE A FIRE HAZARD OR THE DANGER OF FIRE SPREADING, SO, THEY NEED TO HAVE A FLAMMABILITY RATING OF 1 (FIRE-RESISTANT SL1 OR EQUIVALENT).</li> </ul>  | EXAMINE THE REQUIREMENTS RELATED TO FURNISHINGS AND DECORATIONS FROM THE INSTRUCTIONS AND REGULATIONS PROVIDED BY THE RESCUE SERVICES.   |

| SAFETY ARRANGEMENTS                                   | NECESSARY MEASURES  | CHECK WITH AUTHORITIES  |
|---|---|---|
| TEMPORARY STRUCTURES (MOVABLE SEATING, TENTS, STAGES) | <ul style="list-style-type: none"> <li>◆ THERE ARE DETAILED REGULATIONS CONCERNING TENTS (E.G. MAXIMUM NUMBER OF PEOPLE, TENT FABRIC FLAMMABILITY RATING, ESCAPE ROUTES, SIGNS FOR EXITS, FASTENING AND PLACEMENT OF TENTS, AND EMERGENCY ACCESS ROADS)</li> </ul>  |   |
| TEMPORARY ELECTRICAL INSTALLATIONS                    | <ul style="list-style-type: none"> <li>◆ TEMPORARY ELECTRICAL INSTALLATIONS REQUIRE SPECIAL CARE FROM EVENT ORGANISERS ALREADY IN THE PLANNING STAGES OF THE EVENT.</li> <li>◆ ELECTRICAL INSTALLATIONS MUST BE CARRIED OUT BY COMPANIES AND PERSONS WITH THE REQUIRED QUALIFICATIONS.</li> <li>◆ ANY LEADS OR CABLES PLACED ON PASSAGEWAYS OR ESCAPE ROUTES MUST BE PROTECTED USING, FOR EXAMPLE, CABLE CHANNELS OR RUBBER MATS, OR BY BURYING THEM OR LIFTING THEM UP.</li> <li>◆ IN OUTDOOR SPACES, NO OTHER ELECTRICAL APPLIANCES AND LEADS THAN THOSE INTENDED FOR OUTDOOR CONDITIONS MUST BE USED.</li> <li>◆ ELECTRICAL APPLIANCES MUST BE PROTECTED FROM RAIN AND HUMIDITY.</li> <li>◆ AN INSTALLATION CERTIFICATE MUST BE PREPARED FOR TEMPORARY ELECTRICAL INSTALLATIONS, AND THIS MUST BE KEPT AVAILABLE FOR VIEWING ON THE EVENT LOCATION.</li> <li>◆ MARK THE LOCATIONS OF GENERATOR UNITS ON THE FLOOR PLAN OF THE EVENT LOCATION.</li> </ul> | JOS KÄYTÄT TAPAHTUMASSA AGGREGAATTEJA, PEREHDY PELASTUSLAITOKSEN ANTAMIIN OHJEISIIN.  |
| FIRE DISPLAYS AND PYROTECHNICS                        | <ul style="list-style-type: none"> <li>◆ FIRE DISPLAYS AND PYROTECHNICS NEED TO BE TAKEN INTO ACCOUNT WHEN MAKING A RISK ASSESSMENT.</li> <li>◆ ATTACH THE NOTIFICATION SUBMITTED TO RESCUE AUTHORITIES TO THE CONTINGENCY PLAN.</li> </ul>   | IF THERE ARE PLANS TO CARRY OUT A FIRE DISPLAY OR USE PYROTECHNIC SPECIAL EFFECTS AT THE EVENT, FILE A SEPARATE NOTIFICATION WITH THE LOCAL RESCUE AUTHORITIES. |

## APPENDIX 7. CHECKLIST FOR EVENT SAFETY

| THE SUBJECT TO BE OBSERVED AND CHECKED   | NO MEASURES REQUIRED | NOT APPLICABLE TO THE EVENT | NEEDS TO BE REPAIRED/ COMPLETED AND THE PERSON IN CHARGE FOR THIS | BY WHICH DATE |
|--|----------------------|-----------------------------|---|---------------|
| A CONTINGENCY PLAN HAS BEEN DRAWN UP FOR THE EVENT AND IT HAS BEEN SUBMITTED TO THE RESCUE SERVICES AT LEAST 14 DAYS BEFORE THE BEGINNING OF THE EVENT.  |                      |                             |   |               |
| THE CONTINGENCY PLAN HAS BEEN SENT TO THE HEAD OF SAFETY OR SECURITY, OR PERSON IN CHARGE OF SAFETY AND SECURITY AT LEAST 21 DAYS BEFORE THE EVENT.  |                      |                             |   |               |
| THE REQUIRED AUTHORIZATIONS FROM, FOR EXAMPLE, THE REGIONAL STATE ADMINISTRATIVE AGENCY, THE POLICE OR THE CENTRE FOR ECONOMIC DEVELOPMENT, TRANSPORT AND ENVIRONMENT HAVE BEEN TAKEN NOTICE OF AND THEY ARE IN ORDER.   |                      |                             |   |               |
| THE RESCUE AUTHORITIES HAVE BEEN NOTIFIED OF A FIRE DISPLAY OR OTHER SIMILAR PERFORMANCE AT LEAST 14 DAYS BEFORE THE EVENT.  |                      |                             |   |               |
| THE RESCUE AUTHORITIES HAVE BEEN NOTIFIED OF THE USE OF PYROTECHNIC SPECIAL EFFECTS AT LEAST SEVEN DAYS BEFORE THEY WILL BE USED.<br><br>NOTE. IF THERE ARE PLANS TO CARRY OUT A FIRE DISPLAY OR USE PYROTECHNIC SPECIAL EFFECTS AT THE EVENT, FILE A SEPARATE NOTIFICATION WITH THE LOCAL RESCUE AUTHORITIES. WHEN YOU HAVE DONE THIS, ATTACH THE NOTIFICATION AS PART OF THE CONTINGENCY PLAN. |                      |                             |   |               |

| THE SUBJECT TO BE OBSERVED AND CHECKED  | NO MEASURES REQUIRED | NOT APPLICABLE TO THE EVENT | NEEDS TO BE REPAIRED/ COMPLETED AND THE PERSON IN CHARGE FOR THIS | BY WHICH DATE |
|---|----------------------|-----------------------------|---|---------------|
| THE POLICE HAVE BEEN NOTIFIED OF THE PLANS FOR A FIREWORK DISPLAY AT LEAST SEVEN DAYS BEFORE THE SHOW.  |                      |                             |   |               |
| THE RESCUE SERVICES HAVE BEEN NOTIFIED ABOUT TEMPORARY ACCOMMODATION SUFFICIENTLY EARLY.  |                      |                             |   |               |
| THE EVENT STAFF HAVE BEEN PROVIDED ORIENTATION TO THE CONTINGENCY PLAN AND THE STAFF KNOW HOW TO ACT ACCORDINGLY.   |                      |                             |   |               |
| A SUFFICIENT AMOUNT OF FIRE EXTINGUISHING EQUIPMENT HAS BEEN RESERVED FOR THE EVENT. THERE IS UN-OBSTRUCTED ACCESS TO THE EQUIPMENT AND ITS LOCATION IS CLEARLY MARKED WITH SIGNS TO THOSE ATTENDING THE EVENT. |                      |                             |   |               |
| THE RISKS OF THE EVENT HAVE BEEN ASSESSED, AND SUFFICIENT FIRST-AID CAPACITY HAS BEEN RESERVED ON THE BASIS OF IDENTIFIED RISKS.  |                      |                             |   |               |
| THE MAXIMUM CAPACITY FOR THE LOCATION OR PREMISES HAS BEEN ESTIMATED AND INFORMED TO THOSE INVOLVED, AND MONITORING HAS BEEN ARRANGED ON WHEN IT IS REACHED.  |                      |                             |   |               |
| THE EMERGENCY ACCESS ROADS ARE APPROPRIATELY MARKED. THEY WILL BE KEPT FREE OF OBSTRUCTIONS THROUGHOUT THE EVENT.   |                      |                             |   |               |

| THE SUBJECT TO BE OBSERVED AND CHECKED   | NO MEASURES REQUIRED | NOT APPLICABLE TO THE EVENT | NEEDS TO BE REPAIRED/ COMPLETED AND THE PERSON IN CHARGE FOR THIS | BY WHICH DATE |
|--|----------------------|-----------------------------|---|---------------|
| THE ORGANISERS OF THE EVENT ARE AWARE OF THE REGULATIONS AND INSTRUCTIONS CONCERNING THE FLAMMABLE LIQUIDS AND LIQUID GAS TO BE USED OR STORED AT THE EVENT, AND THEY WILL BE COMPLIED WITH IN EVERY RESPECT.                      |                      |                             |   |               |
| THE APPLICABLE REGULATIONS AND GUIDELINES REGARDING TEMPORARY ELECTRICAL INSTALLATIONS MADE FOR THE EVENT WILL BE COMPLIED WITH.   |                      |                             |   |               |
| THE REGULATIONS AND GUIDELINES REGARDING TEMPORARY STRUCTURES BUILT FOR THE EVENT HAVE BEEN OBSERVED. POTENTIAL INSTRUCTIONS PROVIDED BY THE MANUFACTURER ARE ALSO KNOWN AND COMPLIED WITH.  |                      |                             |   |               |
| ESCAPE ROUTES HAVE BEEN PLANNED IN ADVANCE AND ACCESS TO THEM IS UNOBSTRUCTED.   |                      |                             |   |               |
| THE EVENT ORGANISER IS AWARE OF THE LOCATIONS OF FIRE DOORS. THEY WILL BE KEPT CLOSED AND BARRED SHUT, AND THEY MUST NOT BE WEDGED OPEN. HOWEVER, IN CASE OF EMERGENCY UNOBSTRUCTED AND SAFE PASSAGE THROUGH THEM WILL BE ENSURED. |                      |                             |   |               |
| SUFFICIENT INSPECTIONS RELATING TO FURNISHINGS AND DECORATIONS HAVE BEEN PERFORMED – THEY HAVE A FLAMMABILITY RATING OF 1 (FIRE-RESISTANT SL1 OR EQUIVALENT).  |                      |                             |   |               |


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*Together we are stronger*


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## A SAFE EVENT - GUIDELINES FOR EVENT ORGANISERS AT SCHOOLS AND HIGHER EDUCATION INSTITUTIONS



Today, schools and universities function actively as event organisers, and it has been a pleasure to see how versatile and varied events are on the offer to all of us. This guidebook was generated by the need to offer a safe and, therefore, a successful event experience to everyone attending such events. Safety and security also have an effect on the image of the event organiser. Failures in this respect have an impact on how interested sponsors and participants are on the event and the event organiser. Therefore, the purpose of this guide is to provide event organisers at schools and universities with a solid foundation on which they can build other planning of the event. When safety and security have been taken into account in the very first stages of event planning and included in the relevant plans and actions to be taken, at the final stretches, you can focus on other important work for ensuring a successful event.

Safety and security of events is regulated by versatile legislation the obligations of which we have also wanted to describe in this guidebook. But first and foremost, we want that, through risk identification, assessment and treatment, risks are made the starting point for creating a safe and comfortable event. The standard saying within the security business, “one can only prepare for identified risks”, also applies to events.