

# Safety & Security

## at your events

*from* **MINISTRY OF CULTURE PTE LTD** [www.moc.com.sg](http://www.moc.com.sg) *“Resource Library”*

Apart from events that require high security, there are some general rules of thumb to observe to manage risks at any event. Some steps to observe at each phase of the event.

### **The Event Organizer’s responsibilities:**

1. Appoint someone as a “Safety & Security Officer” for your event. This person shall be responsible for planning any equipment and services needed e.g. Fire Extinguishers, First-Aid Kits, Ambulance and Paramedics, lifeguards, security professionals etc; as well as conducting checks on the event day to ensure that the event ground is managed in this aspect.
2. Check the condition of your venue to ensure that there are no structural faults or impending natural occurrence that might pose as threat. Find out the history of the events that have been conducted there and if there are any potential hazards to avoid.
3. Find out all emergency exit routes and plans of that venue and create your own routes and procedure for your event.
4. Ensure that there are no strangers lurking around your event site and put away all personal belongings and event equipment properly.
5. Give a safety briefing with all event crew to ensure good practice of safe set-up procedures and remind them to look out for one another.
6. Create a list of phone numbers that you might need, such as: local police stations, hospitals, emergency helplines and embassies (if you are overseas) etc.
7. Check that all event crew are in good health on the day of the event. Ensure that your Event Crew is insured and that your Suppliers and Vendors also cover their own crew’s safety and insurance needs.
8. Exercise good sense to stop any activity that might cause danger.
9. Inform the participants of your event should they require special gears, equipment, training, certification of good state of health etc for the event that they shall be participating in.
10. Food Safety should also be observed. Work with a trusted caterer with good hygiene standards and check that the water is not contaminated.

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### **The Organizing Committee’s responsibility:**

1. Appoint a “Safety & Security Officer” to liaise with the Event Organizer and work together on the event day.
2. Create a name list of the participants of your event and take attendance to ensure that everyone is accounted for.
3. Appoint I/Cs to look after small groups so that everyone is in the communication loop.
4. Inform the Event Organizer if you have any people in your group that requires special attention.
5. Conduct a Safety Briefing with your I/Cs on some simple procedures to ensure that everyone knows what to do should a situation arise.
6. Inform your participants in advance if there is anything that they need to prepare for in terms of clothing, fitness, gears, equipment, etc
7. Ensure that all your participants are in suitable health conditions, dressed in the right attire and so on the event day.
8. Report any strange occurrence that you observe to the Event Organizer.
9. Keep all personal belongings away carefully.
10. Look out for one another and exercise good sense to stop should you feel unwell or uncomfortable at any point in time during the event.