



Procedure for Managing Public Events

1. Introduction

London is one of the world's most culturally diverse cities, and providing an ambulance service that is responsive to the needs of the different communities that make up the capital's population presents the Trust with many challenges.

Research has shown that different communities have different perceptions of the London Ambulance Service NHS Trust (LAS) in terms of the work it does, the help it can provide and what it offers as an employer. Some of these perceptions are born out of people's own experience of the Trust, others from what they hear, see or read about the organisation.

Public education can play a key role in increasing people's knowledge and understanding of the organisation. As well as educating people about how and when to access an ambulance, or about the alternative places they can go to for more appropriate care for their needs, public education work can also help overcome barriers to understanding that may exist as a result of language or cultural issues.

Public events can be an excellent forum for developing and strengthening community links, and can provide real benefits for all participants by breaking down barriers and increasing confidence, understanding and trust. However, to be successful they must be well planned so that they meet the organisation's needs and are carried out safely.

An event can be initiated directly by the Trust, or by an external organisation or individual, but in terms of the Trust's involvement, this procedure should be applied in each case regardless of the nature of the event, the organising body or individual, or the location.

2. Scope

This procedure applies to any activity where the LAS can interact with members of the public in significant numbers in a non-operational

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environment for the purpose of raising awareness about its role or delivering specific educational or healthcare messages or training. This includes:-

- School and college visits (from Primary school age upwards)
- Careers fairs
- Ambulance station open days
- Community events
- Fetes and fairs
- Exhibitions and conferences
- Heartstart or similar training courses

3. Objectives

The objectives of this procedure are to enable staff:

1. to carry out public events that are well planned, safe, meet organisational objectives and are recorded.
2. to understand and comply with the health and safety requirements associated with planning and carrying out a public event on behalf of the Trust.

4. Procedure

4.1 Planning

4.1.1 Careful planning is crucial to the success of any event, and before committing the Trust to participate, it must be established that there is sufficient time ahead of the event for the planning process to take place, ensuring that all eventualities are considered and that all stages of the planning are documented.

4.1.2 There should be no potential for damage to occur to the reputation of the Trust, or its intellectual property and Line management approval should be sought at all times prior to undertaking a public event.

4.1.3 Although each event will be different, many of the same principles will apply during the planning stages. [The Event Checklist](#) (at Appendix 1) must be completed for the following :

- **Where and when** – event location, date and duration
- **Aims and objectives** – It is important to ensure that the objectives for an event are clearly defined and the benefits of the organisation's involvement must be demonstrated. The purpose of the event and what it aims to achieve should be clarified; staff

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should identify the target audience and what they want to deliver in terms of messages. This is particularly important where participation is likely to incur financial expenditure or the involvement of significant resources (staff, vehicles, etc).

- **Achieving identified aims** - What type of event will achieve your aims? Interactive demonstrations? Lecture or presentation? Who will be involved? Is it a 'stand alone' London Ambulance Service event or are other organisations involved?
- **Resources needed** – number of staff and support from other departments, vehicles or equipment, display stands and material, mobile information unit, merchandise, audiovisual equipment or materials, etc. Are there any costs involved that will have to be met by the LAS and how will these be covered, or does the event present income generation opportunities?
- **Action Plan** - Detail the actions needed to ensure that the event takes place successfully.
- **Evaluation** – Complete the Post event evaluation section in the Event Checklist. (see Section 4.8)

4.2 Health and Safety & Risk Assessment

4.2.1 Whilst carrying out official duties, all employees have an obligation to take all reasonable steps to comply with the Trust's health and safety policies. This is to ensure their safety and that of their colleagues, as well as members of the public that they may come into contact with during the course of their work.

4.2.2 Breaches of health and safety legislation are a serious matter and, if proven, the staff concerned may be subject to formal action in accordance with the Trust's disciplinary procedures. In certain cases breaches of health and safety may also result in prosecution. It is therefore vital that all relevant Trust health and safety requirements for events are adhered to and a structured approach to risk assessment is essential as detailed below.

4.2.3 The Trust requires a full risk assessment to be carried out for all events that it participates in regardless of who is organising the event, or whether the event is taking place on Trust premises or at an external location. A specific risk assessment form for events ([LA168](#)) has been created for this purpose and a sample can be found at Appendix 2.

4.2.4 The assessment must be carried out in advance of the event, allowing sufficient time for any potential problems to be identified and

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addressed in association with the event organisers (if not a London Ambulance Service event).

4.2.5 An early site visit could identify potential problems that may need to be considered when the appropriate time comes to carry out the full risk assessment. Raising any concerns with the organisers well ahead of the event may also help to make the risk assessment a less onerous task. The assessment must also be checked on the day of the event.

In terms of completing the assessment, the [LA168](#) covers four specific categories:

- People
- Place
- Plant and equipment
- Policies and procedures

Potential risks, who they might affect, and the potential consequences are defined for each category, together with the existing control measures that have been considered the minimum necessary in each case. A scoring matrix enables the assessor to grade each risk area appropriately, and if necessary, individual controls should be upgraded and recorded accordingly.

If it does become necessary to upgrade a control, additional measures must be put in place ahead of the date of the event.

All sections of the form are to be completed, and copies must be signed and distributed as specified. Where appropriate, guidance should be sought from the Safety and Risk team.

4.3. Use of vehicles and equipment at events

The nature of our work and the vehicles and equipment that we use are an obvious source of interest to the public and it is inevitable that they may be a significant attraction at an event. In such cases, it is imperative that the safety of visitors is protected at all times while they are inside or in close proximity to a Trust vehicle.

- **Adhere to Trust policy** - vehicles must be operated in accordance with the Trust policy on the Driving and Care of Service Vehicles.
- **Radios** - vehicles used for events must be fitted with a functioning Trust radio
- **Inspections** - as with any service vehicle, a vehicle daily inspection (VDI) must be carried out and documented before any event

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- **Parking area** - the area where the vehicle will be parked must be inspected and approved as part of the risk assessment process and in accordance with the requirements of LA168. If an assessment suggests that the designated area is unsuitable and presents possible risk, then an alternative area should be sought, or consideration given to withdrawing the vehicle if no other suitable area can be provided. **Every effort should be made to park demonstration vehicles on flat land. If it is necessary to park the vehicle on an incline, chocks should be placed under the wheels as an added safety measure. Consideration should also be given to parking the vehicle across the incline if this is feasible.**
- **Parking** - the vehicle's handbrake must be fully applied and the gear selector placed in the P (Park) position in the case of an automatic transmission, or in first or second gear if a manual gearbox. Ignition keys must also be removed.
- **Supervision at event**
At least two members of staff must be present to ensure adequate supervision of a vehicle exhibit. Whilst members of the public are in the cab or patient area of the vehicle they must be supervised at all times. If it is not possible to provide or maintain this level of supervision then access to certain areas of the vehicle (for example the cab) must be prohibited and the area must be secured accordingly. If at any time during an event it becomes apparent that allowing access to a vehicle may pose a risk to visitors, access must be terminated and the vehicle securely locked. When members of the public are looking around the cab or front of a vehicle, a member of staff must occupy one of the seats in the cab.
- **Use of equipment** - where items of equipment are being demonstrated or displayed, the relevant Trust policies or protocols that apply to the equipment (defibrillator safety, sharps disposal, cleanliness of resuscitation manikins, medical gasses, etc) should be adhered to at all times. Equipment should be made safe or put out of reach when not being supervised.

4.4. Informing the control room

4.4.1 The Emergency Operations Centre must be made aware of the Trust's involvement at events and form [LA 168a](#) (see example at Appendix 3) should be completed and faxed to the Loggist on the day before the event, or as soon as possible before the event takes place with confirmation of the call sign, fleet number and staff names, location of the event, and length of duty.

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This information will be put into CTAK and will appear on the appropriate sector controller's screen until the crew have booked off duty.

Staff must report that they are mobile on the appropriate sector channel, and again when they report back to their base station.

Should an emergency response be required to attend the site a priority call is to be made on the service R/T.

4.4.2 The call signs allocated to these vehicles will be PE 01-10

Spoken this will be: 'Papa Echo 1' (for example PE01) with number range set from 1-10. This should be adequate to cover any events that staff may be required to attend.

To assist staff with choosing the correct R/T channel for the event they are attending the following list may prove useful.

Area	R/T channel	Area	R/T channel
SW London	4	North East London	2
SE London	3	West London	1
Central London (south of London Bridge)	3	Central London (East of London Bridge)	11
NW London	8	FRU/HEMS	10

4.5. Use and distribution of merchandise or literature

4.5.1 At some of the events corporate merchandise or literature may be displayed and distributed to visitors if considered appropriate to the event – for example, DVDs, information leaflets or posters. The objectives for attendance by the organisation will have been previously defined and any merchandise should meet the needs of the event. It should be appropriate to the audience and should reinforce the key messages that the Trust is seeking to deliver at that time.

4.5.2 If it is necessary to have material specially produced it must be in accordance with the corporate identity guidelines used by the Trust. Content should be checked for accuracy (spelling, data, etc) by the Communications Team and any photographic images or video material used must take account of patient dignity and confidentiality. TP/024 – Managing Patient Confidentiality when dealing with the media, states that images are only used where the consent of staff, or the patient or their family has been previously obtained. Photographic images or video material should be relevant to the event, but should not be of a nature that could cause offence or distress.

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4.5.3 The Trust is an organisation that embraces diversity and any display or promotional material should appropriately reflect this fact.

4.5.4 No merchandise should be displayed or distributed that implies endorsement by the London Ambulance Service of any products or services provided by other organisations unless such endorsement is approved and active at the time of the event; for example, if the Trust is actively involved in a partnership project. If necessary, guidance should be sought from the Communications Team.

4.5.5 Advice on corporate identity guidelines, design or any other intellectual property matters should be obtained from the Communications Team at Headquarters and all new promotional material must be submitted to Communications Department for approval.

4.6. Income generation and donations

4.6.1 Currently, the Trust does not have a range of corporate merchandise that has been approved as being appropriate for sale to the public. The Trust may consider developing items in the future and make them available for sale at events. Until then, there should be no attempt to display merchandise at events for the purpose of income generation unless approved by the Director of Finance, and approved arrangements have been put in place to process the income in accordance with Standing Financial Instructions.

4.6.2 From time to time, individuals or organisations may wish to make specific bequests or donations to the Trust and this issue may be raised during attendance at an event. This is catered for within the Trust's procedure note for 'handling donations and gratuities'. Using the event to actively solicit donations on behalf of the Trust is not permitted. An exception may be if such donations are for a charity formally adopted and identified as the Chief Executive's official charity, but even then, approval should be sought beforehand.

4.6.3 Some events may present opportunities for income generation where there is a legitimate reason to charge for our participation – for example, if we are providing training under a pre-agreed arrangement. If such opportunities are identified, measures should be put in place through the Finance Department to ensure that the income is properly managed. Staff representing the London Ambulance Service at events should not solicit or accept personal payment.

4.7. The media

The Trust has a high profile and it is possible that an event that we are involved in might attract media interest. This may be small, perhaps

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from just a local newspaper, or high profile, involving television or radio as well as print media. As the Trust is always keen to develop opportunities for positive media coverage and this should be considered during event planning. However, you must always contact a member of the Communications Team at Headquarters and provide them with details about the event, the nature of our involvement, including any potential or confirmed media interest, VIPs, etc. They will provide advice and support on how to best manage media issues on behalf of the Trust. This may involve:

- Liaison with media representatives from co-organisers, journalists, etc
- Preparation of news releases or statements
- Arranging video or photographic coverage of the event
- Arranging and briefing staff to take part in interviews, photo opportunities, etc
- Identifying and planning for any post event media interest

4.8. Feedback from public events

4.8.1 A Public Education Strategy has been developed which commits the Trust to improving the quantity and standard of its public education activities. The future success of this work will depend on feedback from each event and the organiser must complete the evaluation section of the Event Checklist at Appendix 1 in order to:

- identify any requirement for further staff support in the future – for example, training in skills and competencies that are needed by staff carrying out public education work
- assist with the development of and budgeting for resources (literature, DVDs, etc)
- ensure that where possible, the objectives of the Trust’s Strategic Plan are reflected
- allow for formal evaluation to take place if appropriate
- monitor the extent to which public education activities form part of staff personal development plans

References: TP/023- Driving and Care of Service Vehicles.

[TP/024 - Managing Patient Confidentiality when dealing with the media.](#)

[OP/026 - Procedure for Vehicle Inventory and Checking Service Vehicles.](#)

Signature:



**Peter Bradley CBE
Chief Executive Officer**

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Event checklist

Staff who are planning an event should use this checklist to help plan the event.

Name of the Event:**Location:**.....**Date:**.....

PART 1

What are you aiming to achieve?

Aims and Objective for this event: *Define the purpose of the event and what you want to achieve from it. Who is the target audience, and what messages are you going to share with them?*

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How will you achieve your aim?

Consider: *What approach/tactics are you going to use to achieve your aim, for example, attendance at an exhibition, a school visit etc? Who else needs to be involved in order to achieve this?*

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What resources do you need?

For example:-		Details:
<i>Meeting rooms</i>	✓	
<i>Admin</i>		
<i>Staff</i>		
<i>Materials</i>		
<i>Information</i>		
<i>Equipment</i>		
<i>Vehicles</i>		
<i>Translation/interpretation other</i>		

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What arrangements need to be made?

For Example:-	✓	Details:
<i>Inform line manager</i>		
<i>Time/dates</i>		
<i>Location</i>		
<i>Budget</i>		
<i>Staff support</i>		
<i>Staff development</i>		
<i>Partners/other department support</i>		
<i>Inform Resource Centre</i>		
<i>Inform Communications Dept</i>		
<i>Inform PPI Manager</i>		
<i>Inform Schools and Events team</i>		
<i>Location recognisance</i>		
<i>Risk assessment</i>		
<i>Complete LA168 & LA168a</i>		
<i>Access</i>		
<i>Power supply</i>		
<i>Site security</i>		
<i>Parking</i>		
<i>Catering</i>		
<i>Standard operation procedures</i>		
<i>Display equipment</i>		
<i>Literature</i>		
<i>Contact information</i>		

PART 2

How will you evaluate and inform?

It is important to evaluate what has been done so you can determine how successful it has been. Identify areas where there is room for improvement and consider this for next time and/or share your findings.

When this form is complete please forward a copy to the Events and Schools Team.

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**RISK ASSESSMENT and CHECK LIST FOR LAS STAFF ATTENDING EXTERNAL PUBLIC EVENTS and SCHOOLS
or visits by the GENERAL PUBLIC to LAS PREMISES and LAS MUSEUM.**

This is an assessment of known foreseeable hazards associated with all external and internal Public or School Events and visits presented by the LAS Events & Schools Team, Museum Team or local LAS Ambulance Station staff, vehicles and associated equipment to be held at:

(name / location):.....on (date).....and has been undertaken for and

on behalf of the LAS prior to the EVENT or visit by (name & service title):.....

For the purposes of this assessment the term 'EVENT' means visits to community organisations and schools by the LAS or, visits to the LAS Museum or Ambulance Stations for Open Day or Road-Show displays and demonstrations attended by the public.

This assessment **[1 to 4]** must be completed by a member of LAS staff prior to the EVENT. Column **[5]** details reason or recommended upgrade. Column **[6]** shows the new controls or measures are in place and have been 'CHECKED BY' on the day of the EVENT in column **[7]**. Any new risks or hazards identified should be noted on page 11 and detail what controls or measures are in place prior to the EVENT. For guidance, a list of potential hazards is outlined on page 11. This list is not exhaustive and other hazards may be identified by the person undertaking the Risk Assessment. These must be clearly documented and, as part of the Risk Assessment process, considered for inclusion in the generic assessment. Form **LA168A -Public Event / Notice of Attendance** should also be completed and faxed to the Emergency Operations Centre prior to the event detailing date of the event, staff names, base station, mobile phone numbers and RT callsigns.

When completed this assessment and checks form must be approved by (line manager).....(date)..... and held by the relevant DSO with Health & Safety responsibilities on the local Complex main station with a copy sent to the Events & Schools Team, Ilford Ambulance Station. Copies must also be sent to the Health, Safety and Risk Department at Pocock Street. If the Event is postponed or cancelled for any reason this must be reported to the Events & Schools Team, Ilford Ambulance Station at the earliest opportunity.

LAS RISK GRADING MATRIX

Risk Scoring					
Impact	5	10	15	20	25
Catastrophic	5	10	15	20	25
Major	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
None / Insignificant	1	2	3	4	5
Descriptor	Rare	Unlikely	Possible	Likely	Certain
Frequency	Not expected to occur annually	Expected to occur at least annually	Expected to occur at least every 6 months	Expected to occur at least monthly	Expected to occur at least weekly
Probability	< 1%	1 – 5%	6 – 25%	26 – 60 %	>60%
	Will only occur in exceptional circumstances	Unlikely to occur	Reasonable chance of occurring	Likely to occur	More likely to occur than not
Likelihood of Recurrence					
Grading Bands	1-3 = LOW	4-6 = MODERATE	8-12 = SIGNIFICANT	15-25 = HIGH	

Risk Impact Indicator

	1	2	3	4	5
Descriptor	Catastrophic	Major	Moderate	Minor	Insignificant
Injury (To anyone)	Death or major permanent incapacity	Major injuries, or long term incapacity / disability (loss of limb)	Reportable to external agencies / statutory bodies (e.g. RIDDOR, HSE, NPSA, etc)	Minor injury or illness, first and treatment needed	Minor injury not requiring first aid
Patient Experience	Totally unsatisfactory patient care / working practices	Serious mismanagement of patient care – major permanent harm / breach of working practices	Mismanagement of patient care requiring more than first aid treatment and is likely to take more than one month to recover / breach of working practices	Unsatisfactory patient experience involving first aid treatment – readily resolvable	Unsatisfactory patient experience no injury
Complaint / Claim Potential	Claims of large value	Multiple justifiable complaints. Claim above excess or significant value	Justifiable complaint involving lack of appropriate care / management. Claim below excess or smaller value claim	Justifiable complaint peripheral to clinical care / management	Locally resolved complaint
Objectives / Projects	>25% over budget / schedule slippage. Does not meet primary objectives	10 – 25% over budget / schedule slippage. Does not meet secondary objective(s)	5 – 10% over budget / schedule slippage. Reduction in scope or quality requiring approval	<5% over budget / schedule slippage. Minor reduction in quality / scope	Insignificant cost increase / schedule slippage. Barely noticeable reduction in scope or quality
Service / Business Interruption	Loss / interruption > 24 hours	Loss / interruption > 8 hours and < 24 hours	Loss / interruption >1 hour and < 8 hours	Loss / interruption > 1/2 hour and < 1 hour	Loss / interruption < 1/2 hour
Human Resources / Organisational Development	Non delivery of key objective / service due to lack of staff. Very high turnover. Critical error due to insufficient training	Uncertain delivery of key objective / service due to lack of staff (recruitment, retention or sickness). Serious error due to insufficient training.	Late delivery of key objective / service due to lack of staff (recruitment, retention or sickness). Minor error due to insufficient training. Ongoing unsafe staffing level(s)	Ongoing low staffing level reduces service quality	Short term low staffing level temporarily reduces service quality (<1day)
Financial	> £5M	> £1M<£5M	>£20k<£1M	>£2k<£20k	>£2k
Inspection / Audit	Prosecution Zero rating. Severely critical reports.	Enforcement action. Low rating. Critical report Multiple challenging recommendations. Major non-compliance with standards	Reduced rating. Challenging recommendations. Non-compliance with core standards. Reportable to associated external/statutory agencies.	Recommendations given. Non-compliance with standards	Minor recommendations. Minor non-compliance with standards
Adverse Publicity / Reputation	Public inquiry National meeting	National Media < 3 days. Local MP concern	Local Media – Long term	Local Media – short term	Rumors

[1]	[2]				[3]	[4]	[5]	[6]	[7]
RISK/HAZARD DESCRIPTION	WHO MIGHT BE AFFECTED	Risk Impact (Score)	Risk Likelihood (Score)	Risk Grading (Score & Band)	EXISTING CONTROLS	CHECKED IN PLACE (Circle as appropriate. If 'No' or 'NA' give REASON)	REASON and RECOMMENDED UPGRADE	UPGRADE or MEASURES IN PLACE ON DAY OF EVENT Yes / No (If 'No' consider postponement / cancellation or give reasons to continue with EVENT)	CHECKED BY : (name)..... ON THE DAY OF EVENT <input checked="" type="checkbox"/> RELEVANT BOXES BELOW

PEOPLE No external or organisation Risk Assessment completed	Guests at the EVENT or Visitors to LAS property ↓				Events & Schools Team, Museum Team, nominated LAS staff, LAS Event organisers or nominated station staff to liaise with proposed host or visiting organisation about foreseeable hazards associated with the EVENT site, intended audience and whether EVENT licence applicable.	Yes / No <u>The external organiser's Risk Assessment must be inspected prior to the EVENT</u> If 'No' then Reasons [5] column must be completed		Yes / No	
	The LAS Trust - potential for litigation ↓				All LAS Event and Museum staff have passed LAS Operational driving course / test	Yes / No / NA		Yes / No	
					All LAS Operational staff undertake driver training during their initial training.	Yes / No / NA		Yes / No	

Injuries to members of public accessing LAS property, vehicles or, collision with moving vehicles or equipment / apparatus with moving parts, i.e. tail-lifts	↓ Guests at the EVENT or Visitors to LAS Property				All LAS vehicles will have handbrakes fully applied and if manual gear box, engaged in 1 st or 2 nd gear if facing uphill or placed in reverse facing downhill or if in 'Park' if automatic transmission. Wheel chocks to be placed under rear wheels of LAS vehicles if parked on incline. Motorcycle display set on centre stand with additional wooden block support under its stand.	Yes / No Yes / No			
Access to vehicles including climbing on motor cycles or other static equipment is NOT controlled		The LAS Trust- potential for litigation				Access prohibited to front (driver's seat / cab) of LAS vehicles by locking & securing all doors (front and rear) Or Supervision provided at all times by nominated LAS staff. This includes constant supervision in the driver's cab <u>and saloon</u> and at static motor cycle displays.	Yes / No/NA Yes / No / NA		
Lack of supervision at a school / educational establishment or Public EVENT	↓					A minimum of 2 staff will be responsible for supervision at the EVENT (where a vehicle is to be used for display/demonstration purposes). Consideration should be given to numbers of staff needed at all EVENTS based on numbers of visitors/group size.	Yes / No		Yes / No
Minor Injury to members of public, school					EVENT host will provide First Aid	Yes / No		Yes / No	

children, staff or guests					cover for all minor injuries.				
Non recognition of LAS staff.	↓ Guests at the EVENT or Visitors to LAS property				LAS Staff will conform at all times with the LAS Dress Code for Uniformed Staff and carry a LAS identity card (ID) or, wear historical uniform and ID card	Yes / No		Yes / No	
LAS staff are NOT protected from verbal abuse or physically assault whilst in attendance at the EVENT					A uniformed member of the LAS Events & Schools Team, Museum Team or Ambulance Station staff will be in attendance at all times and/or, The EVENT organiser / host will be responsible for providing local discipline / security.	Yes / No / NA (Should an abuse incident occur at any EVENT, LAS staff must complete LA277- Abuse & High Risk Address Report)		Yes / No	
No access to suitable welfare facilities at the EVENT		The LAS Trust-potential for litigation				LAS staff have access to organiser / host facilities or, Visitors / guests at LAS premises will have access to facilities (Consider if wheelchair access is available)	Yes / No / NA		Yes / No
<u>PLACE</u> The EVENT location is NOT suitable.	↓					The area where the EVENT is to be held is a building or other suitable temporary enclosed space for the sole purpose of the EVENT (LAS Museum capacity for 20 persons + LAS staff)	Yes / No		Yes / No

Poor access to the EVENT	↓				Access to EVENT has clear signage or is clearly directed	Yes / No		Yes / No	
Inadequate security of area where EVENT is to be held	Guests at the EVENT or Visitors to LAS property				Main EVENT area secured by fencing / security guards / Marshals.	Yes / No / NA		Yes / No	
					LAS property / show stand supervised at all times by LAS member of staff.	Yes / No / NA		Yes / No	
Vehicle / equipment parking / site arrangements NOT suitable	The LAS Trust-potential for litigation				Hard standing for LAS vehicle and equipment parking is on a paved, gravel or tarmac surface	Yes / No / NA		Yes / No	
EVENT has environmental issues (i.e. exhaust fumes / engine / sirens noise, domestic waste)					EVENT host is responsible for on site domestic waste disposal. ----- Accidental spillages of fuel, oil etc. will be the responsibility of LAS	Yes / No / NA		Yes / No	
	↓								

Inadequate storage facilities available at EVENT location	Guests at the EVENT or Visitors to LAS property				All equipment not being exhibited or used will be secured in LAS Events van - secured on LAS property or, Events and Museum vehicles and equipment will be taken back to Ilford nightly or at end of each day. or, EVENT host will provide secure lock-up.	Yes / No / NA Yes / No /NA Yes / No /NA		Yes / No Yes / No Yes / No	
Inclement weather conditions.		↓			Events & Schools / Museum Team and LAS station staff are issued with operational high visibility weather resistant clothing. ----- Local arrangements provided by EVENT host and may include umbrellas, tarpaulin covers.	Yes / No Yes / No / NA		Yes / No Yes / No	
Inadequate Fire precautions.	The LAS Trust-potential for litigation				LAS Operational vehicles are fitted with appropriate AFFF foam extinguishers.	Yes / No (If 'No' LA52 must be completed)		Yes / No	
					Approved independent free standing fire extinguishers will be provided by the EVENT host and these will be appropriately placed at the EVENT location with adequate fire exits and signage	Yes / No		Yes / No	
	↓				EVENT host to provide additional fire precaution equipment.	Yes / No (If 'Yes' detail type of additional equipment, e.g. fire blanket)		Yes / No	

<u>PLANT & EQUIPMENT</u> Equipment not inspected prior to use.	Guests at the EVENT or Visitors to LAS property ↓				All LAS designated high risk plant and equipment is monitored and inspected in accordance with LAS Work Equipment Procedure.	Yes / No / NA		Yes / No	
					Dedicated Event and Museum vehicles checked and LA1 completed in accordance with LAS <u>Vehicle Daily Inspection Procedures OP/026</u> available via the pulse ***	Yes / No / NA		Yes / No	
					Dedicated EVENTS LAS operational ambulances vehicles serviced on 6 monthly basis	Yes / No / NA		Yes / No	
					Dedicated Museum ambulance vehicles used at EVENT serviced on 12 monthly basis	Yes / No / NA		Yes / No	
	The LAS Trust-potential for litigation ↓				Operational ambulance vehicles used at EVENT serviced on a 6 weekly basis	Yes / No / NA		Yes / No	
					Operational FRU/MRU vehicles serviced on 4 weekly basis	Yes / No / NA		Yes / No	
					Operational PTS vehicles serviced on 6 monthly basis	Yes / No / NA		Yes / No	
					Visual inspection of static equipment undertaken by Events and Museum, station staff prior to the commencement of the EVENT.	Yes / No / NA		Yes / No	
				Drugs pack, paramedic or EMT bags to be locked in a secure place at all times <u>when not being supervised/used by LAS staff</u>	Yes / No / NA		Yes / No		

Unstable stand / hording	↓				Complete LA168A - Public Event / Notice of Attendance form and <u>fax to EOC</u> prior to event.	Yes / No		Yes / No	
	Guests at the EVENT or Visitors to LAS property				Supervising LAS staff to inspect prior to EVENTS commencement	Yes / No / NA			
<u>POLICY/ PROCEDURES</u>					LAS Employer's liability insurance	Yes / No			
No Insurance cover for LAS EVENT and/or Public or School EVENT	↓				LAS Public Liability insurance	Yes / No			
	The LAS Trust – potential for litigation.				Organisers EVENT Liability insurance	Yes / No /NA			
					All operational staff trained in accordance with <u>Handling Operations Procedure</u> available via the pulse **	Yes / No			
No COSHH control measures					All operational staff trained in <u>Infection Control Procedure</u> available via the pulse **	Yes / No			
					COSHH guidance see HS/005 <u>Control of Substances Hazardous to Health</u> available via the pulse** and Trust's COSHH Register available on station complex.	Yes / No			

** <http://thepulse/managing/1048156928.html>
 *** <http://thepulse/operational/1048000442.html>

NEW OR ADDITIONAL IDENTIFIED RISKS OR HAZARDS

[1] RISK/HAZARD DESCRIPTION	[2] WHO MIGHT BE AFFECTED ↓	Risk Impact (Score)	Risk Likelihood (Score)	Risk Grading (Score & Band)	[3] EXISTING CONTROLS	[4] CHECKED IN PLACE (Circle as appropriate. .If 'No' or 'NA' give REASON)	[5] REASON and RECOMMENDED UPGRADE	[6] UPGRADE or MEASURES IN PLACE ON DAY OF EVENT Yes / No (If 'No' consider postponement / cancellation or give reasons to continue with EVENT)	[7] CHECKED BY : (name)..... ON THE DAY OF EVENT ✓ RELEVANT BOXES BELOW
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NEW OR ADDITIONAL IDENTIFIED RISKS OR HAZARDS

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Remarks/Comments:

{Continuation on page 13 }

{continued from page 12}

Guidance on other potential hazards that may require consideration include: Slips, trips, and falls; trapping; contact with hot surfaces; sharp edges; clinical waste; entry into unauthorised areas; infection control; vehicle movement hazards etc.

LA168 A.

London Ambulance Service
NHS Trust

PUBLIC EVENT

Notice of Attendance

To: Loggist- EOC

Fax Number: 0207 921 5151/5231

From:

Date:

Date of Event: Start Time: End Time:

Location:

Site contact name: Phone:

Names of staff in attendance: Mobile:

Mobile:

Fleet Number: Call Sign:

Base Station:

This section to be completed by the Loggist/EOC Sector Controller

Call Sign placed on roster by:

Shift times entered by:

Date of event entered by:

Fleet details and call sign passed to relevant sector R/T operator by:

Sector controller confirms that the call sign is visible on CTAK and changes the status of the vehicle to unavailable.

Sector Controllers Initials:

Date: