



## **MEDICAL EVENTS**

A SIMPLE GUIDE TO PLANNING &  
BOOKING YOUR EVENT



## MEDICAL SERVICES

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## RESPONSIBILITIES OF THE EVENT ORGANISER .

It is the responsibility of the event organiser to ensure that medical, ambulance and first-aid assistance are available to all those involved in your event, whether spectating or participating.

The event organiser needs to minimize the effects of an event on the healthcare provision for the local population and, wherever possible, reduce its impact on the local NHS facilities and ambulance service.

Experience suggests that approximately 1-2% of an audience/crowd or participants will require medical assistance at some point. This figure will rise where factors such as extremes of weather or other hazards are present.

### *Special Considerations:*

Consider the availability of medical, ambulance and first-aid provision during build up and break down of the event.

Information on the location of first-aid facilities must be available to those attending. Consider printing in brochures and/or provision of signage.

Consider additional medical cover in case there is a need to transport a casualty from the site. Does your event require an ambulance/doctor to be present on site for the event to run?

Communications – can you communicate easily with the medical staff? Can they contact you? Mobile phones are restricted by coverage in some remote areas or in times of peak demand.

At any event that lasts for more than four hours, consideration should be given to the provision of catering, rest areas and toilet facilities. Where possible, these should be separate from the general public.

Medical Indemnity Insurance is a must have. Most reputable companies will hold at least £1million liability. A copy of which should be available on request.

## LEVEL OF COVER REQUIRED.

The level of medical provision and type will depend on a number of specific factors including –

- Size/number attending
- Nature of event
- Location and venue type (indoor/outdoor, seated/standing, town/country, open pasture/wooded area)
- Seasonal/weather factors
- Activities/additional attractions (catering/amusements/displays)
- Proximity/capability of local medical facilities
- Minimum requirements of governing/regulating body
- Risk assessment/guidance

The overall provision of medical, ambulance and first-aid resources should take account of all activities taking place within the venue.

No event should have less than two first-aiders. The recommended minimum for small, non-risk events is 2 per 1000. This should not include those employed/involved in other tasks such as security/crowd marshalling.

Please contact us if you need help and advice when planning your event. We have many years of experience within the ambulance service, local authority safety advisory group and incident/event management. We can also provide help and advice on fire and general Health + Safety related matters through our partner companies.

## DEFINITIONS + COMPETENCIES FOR MEDICAL WORKERS .

### First-Aiders:

- Must be at least 16 years old and not over 65 years old.
- Must hold at least Emergency First-Aid certificate or other HSE approved qualification.

### Paramedic:

- Is a registered professional with the HCPC
- Is trained to provide specialist interventions such as intravenous drug therapy, cannulation and advanced airway management.

### Ambulance Technician:

- Is qualified with the IHCD or similar body.
- Is trained to provide ambulance aid which includes airway management, defibrillation, fracture management, medical gases and some essential medications (aspirin, ventolin, glucose)

### Emergency Medical Technician (EMT):

- Is qualified to technician level equivalency – such as FPOSi/FRECC.
- Is trained to provide ambulance aid which includes airway management, defibrillation, fracture management, medical gases and some essential medications (aspirin, ventolin, glucose)

### Emergency Care Assistant:

- Is employed by the NHS ambulance service

### **\* NOTE: All medical staff should have:**

- Appropriate medical indemnity insurance
- Have no other duties or responsibilities
- Have/wear identification
- Have protective clothing  
(PPE – HiVis, Helmet, Eye protection, Foot protection, Gloves)

## RISK ASSESSMENTS .

The management of Health and Safety at Work regulations 1999 require all employers and self-employed people to assess the risks to workers and others who may be affected by their work.

The purpose of a risk assessment is to identify hazards that could cause harm, assess the risks that may arise from those hazards and decide on suitable measures to eliminate or control them.

A hazard is anything that has the potential to cause harm to people. This could be a dangerous property, an item or substance, a condition, situation or activity.

Risk is the likelihood that the harm from a hazard is realized and the extent of it. In a risk assessment, risk should reflect both the likelihood that harm will occur and its severity.

There are five steps to assess the risk –

1. Identify the hazard. Where and how it is to be undertaken.
2. Identify who may be harmed
3. Identify existing safe systems of work
4. Evaluate the risk
5. Decide on further actions that may be required.

We have included a basic risk assessment form/layout that you may find helpful when undertaking this task.

To calculate your risk score – work out the likelihood of occurrence (x) the severity- using the tables below. Your score will indicate the risk (high – low) and what actions to take (monitor – immediate action).

HAZARD	RISK	RISK GROUP	CONTROL MEASURES REQUIRED	LEVEL OF RISK/SCORE
WEATHER				
PARTICIPANTS		ADULT CHILDREN DISABLED		
GROUND Venue Environment				

1 - 6	LOW	monitor
8 - 10	MEDIUM	Minor actions required
12 - 16	HIGH	Urgent actions required
20 - 25	UNACCEPTABLE	Immediate actions required

SEVERITY RATING		
1	No Injury	
2	Slight Minor Injury	First Aid only Up to 3 day absence from work
3	Moderate Injury	3 day – 1 month absence
4	Serious Injury Serious Injury	Over 1 month absence Permanent Disability
5	Death Multiple Deaths	

LIKELYHOOD RATING	
1	Probably will not occur
2	Very unlikely
3	Unlikely
4	Likely
5	Probably will occur

		LIKELYHOOD				
SEVERITY		5	4	3	2	1
	5	25	20	15	10	5
	4	20	16	12	8	4
	3	15	12	9	6	3
	2	10	8	6	4	2
	1	5	4	3	2	1

## **BOOKING AN EVENT.**

To book your event medical cover, review the literature provided and undertake a risk assessment to establish your requirements (help with this is available if required).

Contact one of our staff or email your requirements to us (details at the front of this booklet). We aim to respond to your enquiries within 48 hours.

You will need to supply the following when you book –

- Your details
- Your contact information (in case of query)
- Date of the event
- Type of event
- Cover required

When your booking is confirmed, we will normally ask you to pay a deposit as security. Sorry but this is non-refundable in most cases but may be transferable where the event is rescheduled to a later date.

Thank you for your interest. We hope this simple guide has been of help to you in planning and preparing for your event.

We look forward to hearing from you.

**Paul Mitchell. BSc(hons)**

**Managing Director**