FACTORS OF SAFETY CONSIDERATIONS FOR PLANNING AND MANAGEMENT OF EVENTS & ACTIVITIES

1. Suitable use of Place/Venue, Sea &/or Land Route
   a. Recce the place/venue, sea &/or land routes to be used during planning
   b. Time of recce take into consideration actual event time
   c. Confirm any use of public road or places, sea lane/channel
   d. Obtain relevant authorities’ official approval or you may need to keep them informed for advisory, e.g. Traffic Police, National Parks, MPA, ...
   e. Note & mark the hazard & risky areas due to terrain, vehicular & human traffic
   f. Light condition, illumination required of the venue / stretches of route
   g. Safe areas for arrival & dispersal of vehicles
   h. Large area for mass assembly. Safe area for starting and finishing points, off-road/off access way designated rest areas and pit-stop along the route
   i. Ease of mass evacuation & quick dispersal of crowd
   j. Available covers/shelters for taking refuge from lightning & thunderstorm
   k. Availability of ambulance access & casualty pick-up areas/points
   l. Re-confirm the safety aspect of the place/route 2 hours before execution or just before the commencement of the activities

2. Transportation
   a. Proper & correct vehicle to be used
   b. Licensed driver & driving experience, driver must have sufficient rest
   c. Familiarisation of route & danger areas
   d. Proper & suitable location for loading & unloading
   e. Park the vehicles safely. Ensure brakes and wheel-choke are applied, especially parking on slopes
   f. Carrying of load & people within allowable limits in compliance to Traffic Police Act
   g. Proper securing of load & bulky objects
   h. Deployment of traffic cones & marshals
   i. Use of Vehicular Rear Anti-Collision Devise / Cushion while working along public road
   j. Proper safety distance between vehicles traveling in convoy / group
   k. Command, Control & Communication in dispatching, control & monitoring of vehicle convey

3. Material Handling
   a. Handling of heavy load, allocation of manpower & equipment
   b. Use of Material Handling Equipment (MHE) i.e. crane, scissor lift, etc… & licensed operator
   c. Limitations on height & load bearing
   d. Cordon & warning of MHE working area
   e. Each individual must know correct technique of lifting heavy equipment or carrying items in a safe manner
4. **Electrical Work**
   a. Danger of overloading of electrical power source
   b. Employment of licensed commercial electricity generator, its area of deployment, preventive cordon & fire preventive measures
   c. Additional fire extinguisher to be placed onsite for the generator and ensure the generator is earthed to the ground
   d. Safe laying, tapping down & covering of wires to prevent trip hazards
   e. All electrical items used must bear the Singapore safety mark

5. **Structural Work & Hot Work (hot works are not allowed in NUS for students and staff events & activities)**
   a. All structural & hot works are to be carried out externally at a vendors workshop
   b. For learning purpose pointer to look for structural and hot works, as follows:
      i. Overall load bearing on the platform or structure
      ii. Use suitable material for construction
      iii. Securing of the platform & its stability
      iv. Engage licensed contractor & Professional Engineer certification
      v. Use of proper power tools with proper license, training, proficiency & safety measures in place
      vi. Use of hot work e.g. soldering, welding, etc… with proper license, training, proficiency & safety measures in place
      vii. Ensure work place is clean, safe, free of obstacles, dangerous materials, flammable materials & gases
      viii. Obtain relevant authorities’ official approval, if required

6. **Sales or Provision of Food & Drinks**
   a. Subject to OSHE Directives on the sales of food & Drinks which essentially only allows pre-packed food
   b. For learning purpose pointers for consideration are:
      i. Comply with NEA guidelines for trade fair / fun fare permit application for sales of food
      ii. Engage qualified & certified food caterer/vendor
      iii. Obtain relevant authorities’ official approval, if required
      iv. Proper hygiene measures & practices in preparing food & drinks
      v. Length of time between food preparation & consumption
      vi. Proper & appropriate storage of food & drinks pending consumption
      vii. Comply and take care of fire safety requirements when heating elements are used

7. **Traffic Control**
   a. Closure of road/area
   b. Employment & deployment of Safety Barricades
   c. Sufficient Traffic Marshals to man the hazards & risky areas along the route
   d. Traffic Marshals to wear bright colour / reflective clothing
   e. Use of Safety Vests, traffic control batons & light sticks
   f. Proper training and safety briefings for traffic marshals before deployment
   g. Deploy Traffic Marshals at brightly lit, easily observed from oncoming traffic & safe location to manage the risky areas
   h. Deployment of mobile patrol (using bicycle or motor-vehicle)
i. Command, Control & Communication
j. Obtain relevant authorities’ official approval

8. Medical Coverage & Evacuation
   a. Command, Control & Communication
   b. Locations & contact numbers of Medical Facilities (hospital, polyclinic, private clinic) to be used in time of emergency
   c. Location of medical post
   d. Availability of medical doctor
   e. Sufficient number of current & qualified medics &/or lifeguards
   f. Identify & employ those organisers & participants who have knowledge on First-Aid, CPR & AED
   g. Availability of medical equipment & supplies (including AED & Resuscitator)
   h. Availability of safety vehicle &/or boat
   i. Licensed driver & driving experience
   j. Availability of Vehicle Commander/Assigned Personnel to accompany casualty/victim/patient to the medical facility e.g. hospital, clinic, etc
   k. Recce & familiarisation of casualty pick-up point
   l. Recce & familiarisation of evacuation route to medical facilities

9. Weather & Its Effects
   a. Lightning risk
   b. Thunderstorm risk
   c. Risk of strong wind & gust of wind
   d. Risk of flash flood, risk near river, streams...
   e. Risk of potential dead fall in vegetated/forested area
   f. Wet weather effect on road conditions for walking, jogging, climbing, competitive running, cycling & vehicular movement
   g. Wild fire & fire prevention during dry spell/session
   h. Command, Control, Monitoring & Communication

10. Hydration Plan
    a. Participants’ hydration before events & activities
    b. Number & location of water points
    c. Supply & re-supply of water or other drinkable fluid for mass

11. Special Safety Arrangement / Instructions
    a. Accounting of personnel before, during & after conduct of activities
    b. Health check & declaration of participants before & after activities
    c. Assign buddy system for participants before the start of the event
    d. Risk of snake bite, hornet, wasps & wild animal attack
    e. Risk of sudden drop in water depth (seaside & riverside)
    f. Potential dangerous & high risk areas to be avoided venturing into, especially high areas and slippery terrain
    g. Risk of flash flood risk near river, stream
    h. Risk of potential dead fall in vegetated/forested area

12. Sufficient/Special Training Required
    a. Participants to receive sufficient or special training on risky activity, performance, sports e.g. mid-air flip & free fall in human pyramid
b. Enforce minimum requirement of participants’ proficiency in risky activities

c. Availability of Qualified Trainer

d. Compliance to the code of practice, established rules & regulations of Professional Bodies in Singapore

e. Compliance to NUS Sports safety guidelines, e.g. cheerleading…

13. Attire & Footwear
   a. Proper & appropriate attire & footwear for the safe participation

14. Special Identification/Marking of Participants
   a. Identification of less proficient / weaker / higher risk participants in potentially risky event, e.g., swimming, cycling, etc
   b. Night marking for individuals

15. Participants’ particulars
   a. Essential particulars, NOK’s contact
   b. Blood Group, special medical condition & any allergy
   c. Photocopy of participants’ passports or travel documents (for organized overseas trip) for safe keeping by organizer on site & in office

16. Conduct of Briefing on the Conduct of Activities & Safety Plan
   a. Briefing to cover Preparation, Execution & Recovery phases
   b. Detail briefing to Organisers, helpers & Workers
   c. Detail briefing to Participants