

Dear Clerk of the Course,

Please find below details of the Event / Spectator Safety Officer Workshops being held during the second half of 2018. We invite you to nominate one individual who is CURRENTLY working as either Event and/or Spectator Safety Officer on your event to attend this workshop.

The dates are as follows:

1. 12 August Chester
2. 20 October Stirling area
3. 17 November Cardiff area
4. 08 December Northern Ireland

Can you please complete the section below with their name and contact details and return it via email to training@msauk.org by 29th July 2018.

Name	Event	Role	Date First choice	Date Second choice
email		phone		

Following receipt of this email, we will send out confirmation of the location and the date that is available. For anyone not able to attend one of these workshops, other WILL be available during the first half of 2019. Delegates will be able to claim their travel expenses (by BACS) and a claim form plus BACS form for their bank details will be provided.

EVENT & SPECTATOR SAFETY OFFICER WORKSHOP TIMETABLE

- 08:45 - 09:30 Coffee will be available at the Hotel.
- 09:30 - 13:00 Morning Workshop sessions (including coffee break)
- 13:00 - 14:00 Lunch
- 14:00 - 17:00 Afternoon Workshop session (including tea break)

THE EVENT SAFETY WORKSHOP WILL CONSIST OF:

- Roles & Responsibilities for the Event and MSA personnel
- Stage Rally Safety Requirements and the appendices
- Organisation Structure and The Chain of Command
- The role of the ESO/SSO
- Producing Safety & Incident Management Plans
- Risk Management
- Delivering to the plan - logistics, contingency planning, incident management
- Skills Required

The overall programme will recognise their experience and will ensure that the current best practice is discussed and shared in order that we can all learn from each other. It will include a combination of classroom based theory and practical scenarios,

With all best wishes, we are very much looking forward to seeing your ESO/SSO on the day.

Sue Sanders
sue.sanders.consultant@msauk.org

Alan Page
Training Executive, MSA.