GREEN EVENT – good practice for all events

Events designated as 'Green' are those that could be classified as 'everyday' events – for example:

Events or activities that someone might attend in their private life (such as visits to restaurants, public places, public shows not organised or funded by the Royal Society of Chemistry)

Supervised factory visits (where you are confident that the risk management aspects have been entirely taken on by the host).

For this type of activity, detailed risk management is not required by the organiser. However, the following points may be relevant during the planning of the event or activity. These points are not necessarily health and safety issues, but may help contribute to a successful event.

Access for disabled attendees
If there are any disabled people in the group, check on the nature of their disability, and ensure that access and other facilities will be suitable.

Coach hire
Use a coach company that is reputable and has modern vehicles. In particular, make sure that the vehicles are fitted with seat belts for all passengers.

Dietary requirements
If the event involves food and catering, try to use venues and suppliers that can cater for people with specific requirements, such as vegetarians or those with specific allergies or food intolerances. If necessary, compile a list of such requirements and notify the caterers in advance. Some people with allergies and intolerances may wish to speak to the caterers directly, in which case make sure that the contact details are available.

Do your research
Use venues that come recommended by others, where possible, and check to see that they are appropriate for your group.

Domestic arrangement briefings
Make sure that the group is briefed on the domestic arrangements, such as fire procedures, any special medical arrangements required and locations of facilities.

Get feedback
After an event, ask people to let you know what they thought of the venue and other aspects of the day, so you can take account of any issues in future.