



# Gloucester Event Medics

## Booking Form

### Instructions

1. Please complete the form below as we need accurate information to generate a risk assessment for your event. We will then advise on the optimum first aid cover related to published guidance such as the Event Safety Guide, HSG195 (1999) and the Guide To Safety At Sports Grounds (1997).
2. Expected attendance please be accurate. If unsure, please tick the maximum number expected.
3. Type of event you may tick more than one choice.
4. Help with this form If you are uncertain about anything on this form then please contact Steve Price on phone 01452 721729 or Email [gloucestereventmedics@gmail.com](mailto:gloucestereventmedics@gmail.com)
5. Please remember that your bill pays for medical equipment, running our ambulance fleet and training. Refreshments will be needed for our staff. Also, a mention of GEMS in your programme and when thanking the helpers would be most appreciated.
6. Multiple bookings If all events are the same, then one form can be used, but fill in all the dates. If your events differ then separate booking forms are required.
7. Equipment All our ambulances are fully equipped to a high standard. However If emergency transport to hospital is required the statutory ambulance service will be contacted IF they are not available then and in the patient best interest and by order of county ambulance service one of our vehicle will have to leave site.
8. Qualifications All our first aid members hold at least HSE First Aid at Work Certificate (or its equivalent), while our ambulance staff hold the Ambulance Medical Technician Training Certificate (or its equivalent).
9. Insurance Gloucester Event Medics holds: Medical indemnity, vehicle, and public liability insurance. Evidence of insurance is available on request

### Confirmation of booking and payment

- Please note that verbal bookings can be made but they must be confirmed in writing (letter, booking form, email or fax) within 14 days. If we do not receive confirmation within that time then that date will no longer be reserved. Ideally we would like confirmation of bookings at least 30 days prior to the event. However, we are pre-booked up to a year in advance for some events, especially in the Summer months, so please contact us as soon as you have dates and we will be able to advise you of our availability. You will receive confirmation of receipt of your request by email or phone within 12 working days. If you do not hear from us by then please re-contact us as soon as possible, in case your documents did not reach us. We aim to confirm or refuse a booking as soon as we can, depending on availabilities. Following confirmation, we will check with you approximately one week before the event that it is still going ahead and clarify any other details. If for any reason you have to cancel your event please let us know as soon as possible so we may offer the date to other organisations.
- We rely entirely on quick payment to maintain our service, please pay on the day or within seven days to the address at the bottom of the page. Please make cheque payable to Gloucester Event Medics

### Patient Confidentiality

- Gloucester Event Medics is required by law to comply with the Data Protection Act, 1998, to ensure the confidentiality of any patient records held. Details can only be disclosed to third parties with the consent of the individual or by virtue of some overriding lawful authority. An event incident report, omitting all personal details, may be made available to the event organisers on request.



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### 1. Event Details

Title of event:		Date(s) of event
Organisation Name:		
<b>Event start time</b>		<b>Event finish time</b>
What time would you like us on site?		
Event location / address /directions		
<b>Event postcode</b>		
Nearest A&E (and postcode, phone number)		
Organiser: Name Address Phone e-mail		
<b>Contact on the day</b>	<b>Name</b>	<b>Number</b>

### 2. Facilities

Will complimentary refreshments be provided?	Are there toilets on site?
Are refreshments available for purchase?	Do you have a radio system on site?
Will there be a vegetarian option?	

### 3. First Aid Requirement

Doctor	<b>Yes / No</b>	Response vehicle	<b>Yes / No</b>
Paramedic	<b>Yes / No</b>	First Aider	<b>Yes / No</b>
Ambulance	<b>Yes / No</b>	First Aid Post	<b>Yes / No</b>
Ambulance 4x4	<b>Yes / No</b>		

### 4. Risk Assessment Information

Type of Event	Hazards	Expected Competitors	Expected Public
Public Exhibition	Parachute Display	50 or less	100 or less
Country Show	Contact sport	50-100	100-500
Motorsport	Camping on site	100-200	500-1000
Bonfire / Fireworks	Bouncy castle	200-300	1000-3000
Festival	Tug of war	Over 300	3000-5000
Equestrian	Show jumping	People	5000-10,000
Field/track sport	Street Theatre	Full family mix	<b>Location</b>
Musical	Carnival	Over 65 years	Indoor
Community	Helicopter	18-25 years	Outdoor Confined Area
Other	Funfair	Under 18 years	Outdoor Widespread
	Bar /alcohol on Site	If under 16s specify age range	

- Is an ambulance essential for insurance? **Yes / No**
- Do you require Police or Local Authority permission for your event? **Yes / No**

### 5. Previous Event History

<b>Incidents</b>	<b>Previous First aid cover</b>
Number of casualties	Number of First aiders
Number of 999 calls	Number of Ambulances
No data available	Other (please specify)

#### Additional Information

Sign.....Date.....