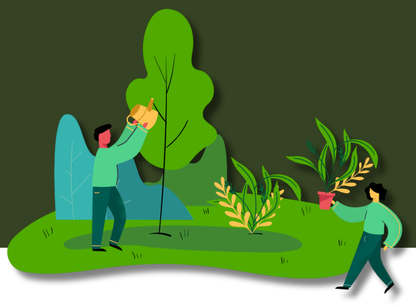
Health and Safety at Community Park Events

These Health and Safety tips are intended for park groups hosting small community events in urban parks or nature spaces.

Health and Safety issues may come up during a park event. This list will help you to identify and be prepared for those issues so you can support community well-being during your event.

Below you'll find information on:

- Permits and insurance
- General safety plans
- First Aid
- Emergency contacts
- Weather and landscapes
- Hazardous materials
- Unwanted behaviour



1. REQUIREMENTS

Different cities may have different requirements for hosting park events.

Many cities require you to have a permit(s) and insurance and to show proof. (For example, by displaying printed documents at your event.)

Please check to see what's required in your city.



Permits and insurance

What type(s) of permit(s) do I need to have at my event, based on my activities?

- A park permit and/or a permit for a venue rental
- A permit for special amenities, such as a bake oven, BBQ, or fire pit
- A permit for certain activities, such as playing music or setting up a tent
- Permissions for removing invasive species or planting on public land

What if I'm serving food? What type(s) of permit(s) do I need?

Serving pre-packaged snacks, such as granola bars or juice boxes, does not usually require a permit. For other food, you will need to meet local public health rules – such as having a permit to serve food and a place to wash your hands, and removing any trash after the event.

- All public health forms filled and rules met
- A permit for serving alcohol (if serving)

Where can I get insurance if my city requires it?

- Through the community centre or NGO you made the park booking with
- Through the city
- Through a third-party insurance provider for events (See Duuo)
- Using your personal insurance (Toronto)

2. RECOMMENDATIONS

Unlike permits and insurance, the following Health and Safety measures are not required. However, they are **recommended ways to support community well-being.**

General safety plans

Clearly communicate to event attendees:

- Where washrooms and water fountains are located
- Where your First Aid kit is located
- Your emergency meeting point (e.g., in case of a lost child)
- Your evacuation plan if you need to leave the park
- One person who can help to lead in case of an emergency and who knows your emergency contacts (i.e., 911, 311, police, fire, and/or ambulance)

First aid

Have First Aid supplies on hand at your event, which can include:

- A basic First Aid kit (i.e., bandages, gauze, tape, scissors, alcohol wipes)
- Face masks and hand sanitizer
- Water (i.e., for cleaning a cut or to prevent dehydration)
- A fire blanket or fire extinguisher if your event will have open flames
- An EpiPen for people with allergies

Emergency Contacts

Make a one-page handout with the following information:

- Your event location (include the closest intersection)
- Contact information for someone in your group or organization
- 911 for emergencies
- 311 for non-emergencies (Toronto)
- 988 for mental health crises and suicide prevention
- Local police, fire, and/or ambulance information



Weather and landscapes

Watch and clearly communicate to event attendees any changing weather, and inform them of any hazards of the land that you're on. Vulnerable communities, such as seniors, children, and people with disabilities, can be impacted more by extreme heat (above 25 degrees celsius) or extreme cold (below -25 degrees celsius), or by other landscape hazards:

- Make a rain plan in case the event can't proceed (i.e., new date or location)
- Suggest how others can be prepared for warm weather (i.e., sunscreen or sun safe clothes, water bottles, hats, sunglasses, inhalers, etc.)
- Suggest how others can be prepared for cold or wet weather (i.e., layered clothing, hand warmers, proper boots, hats and mittens, etc.)
- Make a plan for especially poor weather, which can be dangerous (i.e., high winds, thunder and lightning, flooding, wildfires, poor air quality, high humidity, extreme heat or cold)
- Suggest how others can stay safe around landscape hazards (i.e., bodies of water, steep slopes, poisonous plants, etc.)

Hazardous materials

Look for hazardous materials that could harm your event attendees:

- Discarded needles or drugs – do not touch them
- Broken glass or rusted metal – use caution
- Tripping hazards (e.g., hard-to-see electrical cords) – cover them with mats
- Materials that could catch fire (e.g., BBQ propane, balloon helium, aerosols such as spray paint, etc.) – store them away from open flames
- Tents, play structures, or large signs – tie and/or weigh them down

Unwanted behaviour

Make a plan for how you can **deal with unwelcome/unwanted behaviour:**

- Ask for help from park or community centre staff to de-escalate
- Relocate or reschedule the event (i.e., if someone makes a threat)
- Employ community support services or security services if needed
- Report the behaviour to police or other authorities if needed