



Event Booking and Assessment Plan

Event Organiser			
Email		Tel	
Invoice Address	Event Location		

Event Details

Event Dates		Event Timings	
Start	Finish	From	To
		Medical Cover Required	
		From	To
Nature of Event			
Demonstrations/Marches/Political Events only			
Venue		Standing/Seated	
Audience Profile		Expected Numbers	
Past History			
Expected Queuing		Time of Year	
Additional Hazards			

Additional Considerations/Comments/Requirements

Other Agencies Involved

Security		Tel	
Stewarding		Tel	
Other		Tel	
Other		Tel	
Other		Tel	

Risk Assessments

Event Organiser	Date	
Security	Date	
Other	Date	

Onsite Facilities

Shelter/Gazebo Electrical Supply Hot/Cold Water Lighting

Parking



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For Office Use Only

Proximity to Definitive Care (A&E)	
Profile of Definitive Care	
Additional On-Site Facilities	

Total Score	
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Recommended Personal

First Responder	
Event Care Assistant	
Event Medical Technician	
Emergency Care Assistant	
Emergency Medical Technician	
Paramedic	
Nurse	
Doctor	
Event Medical Manager	
Event Support Staff	
Ambulance	
Rapid Response Vehicle	
Cycle Response Unit	
Portable Treatment Unit	
Other Resources	

NARU Score Grid

Score	Ambulance	First Responder	Ambulance Personnel	Doctor	Nurse	Event Manager	Support Staff
<20	0	4	0	0	0	0	0
21-25	1	6	2	0	0	0	0
26-30	1	8	2	0	0	0	0
31-35	2	12	8	1	2	1	1
36-40	3	20	10	2	4	1	1
41-50	4	40	12	3	6	2	1
51-60	4	60	12	4	8	2	1
61-65	5	80	14	5	10	3	2
66-70	6	100	16	6	12	4	2
71-75	10	150	24	9	18	6	2
>75	15+	200+	35+	12+	24+	8+	4+



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Privacy Statement

Opelwood Ltd T/A North East Medical Services takes your privacy seriously.

Why do we need your information? We need your details in order that we can accurately assess your event and provide you with the right level of cover.

What happens to your details? On completion of this form, we use the information provided to create a Medical Plan (if needed) and we share it with our staff who are attending your event.

Who has access to your details? Within Opelwood Ltd, the Managing Director, General Manager, Logistics Manager and those staff who will be working.

Do we share your information? Opelwood Ltd does not share or sell your data outside of the company unless required to do so by a regulatory or legal authority.

How long to we hold your details for? Details of your event will be held for 12 months from the date of your event. Medical Plans will be held for 3 years electronically in case of any complaints or litigation arising from the event.

Opelwood Ltd has adapted its policies and procedures to ensure it is compliant with the GDPR. This document has been produced to represent our current status and will be reviewed annually and updated as processes are developed.

Under the GDPR, individuals have certain rights when it comes to the control of personal data:

The right to be informed. Each individual has the right to be given information about how their data is being processed and why.

The right of access. Opelwood Ltd has a duty to comply with the requirements of Subject Access Requests (SAR)

The right to rectification. The GDPR includes a right for individuals to have inaccurate personal data rectified or completed if it is incomplete.

The right to be forgotten. You have the right to ask Opelwood Ltd to remove your data.

The right to restrict processing. You may restrict processing for a legitimate reason, we would still have the right to hold that information.

The right to data portability. You may be able to obtain the information we hold about you and use it for your own purposes. Conditions apply.

Should you wish to exercise any of your rights above, please email info@ne-medical.co.uk stating the following information:

Name

Contact details

Relationship to Subject

Full details of information relating to your request

Reason for request and the right being exercised

You will be asked to verify your identity if you are the subject, alternatively you will be asked to provide consent from the subject if you are a representative.

Should we require further information we will contact you.

Your request will be dealt with within 1 month of receipt of your request