



RISK MANAGEMENT PRINCIPLES

Things to consider

Managing risk

- Have you identified and documented the risks to the public arising from your event?
- Have you developed an Emergency Management/Evacuation Plan in case of fire, violence, accidents or other events?
- Have you developed strategies or plans, or carried out activities to manage specific identified risks?
- Have all necessary permits or licences for your activities been obtained?
- Do you need to inform emergency services or other authorities about your event?

Risks to your organisations

- Are you an incorporated body?
- Do you have adequate Public Liability and other insurance protection?
- Do all your contractors carry appropriate insurance protection?
- Are the insured amounts held by all parties adequate to cover potential losses arising from your event?
- Do cross-liability, indemnity, hold harmless or joint-named clauses need to be included (ask your broker)?
- Some contractual arrangements may not be honoured under your, or the other party's, insurance policy. Always check with your broker/insurer for any potential impact on your cover by entering into an agreement.

Risk focus

- Does a specific member of your event staff have responsibility for public safety?
- Are all event staff aware of their general responsibilities to members of the public and to each other?
- Do you ensure that donated materials / items are adequate / appropriate for re-use before doing so?
- Do the risk management activities of each party need to be spelt out in the agreement?

Venue risks

- Is your event venue appropriate for your purposes?
 - Floors/surfaces appropriate for your activities, e.g. dancing, sports
 - Heating and lighting adequate for your activities
 - Rotundas/stages sound enough for choirs/bands and their equipment
 - Chemical storage cabinets/rooms locked or inaccessible to children/unauthorised people
 - Adequate and clean bathroom / toilet change room facilities
 - First aid station/facilities established and supplied

- Restricted access areas (e.g. where cash, medicines, personal records, or other items are kept)
 - Enough space for the expected number of participants
 - Temporary stages/seating appropriately constructed and tested
 - Electrical safety certificate, where appropriate
 - Temporary lighting or other installed equipment “fit for purpose”
- Are your fuel supplies and chemicals securely stored safely and away?
 - Are only qualified electricians used?
 - Is second hand electrical equipment brought onto the premises tested by a qualified electrician to make sure it's safe?
 - Is existing electrical equipment regularly checked?
 - Are damaged extension cords replaced or repaired?
 - Is there sufficient Fire Fighting equipment?
 - Is the fire fighting equipment appropriate for the likely fire risks presented by your event?
 - Have all your event staff/volunteers been briefed on types, location and usage of all fire fighting equipment?

Crowd control

- Is crowd control considered necessary?
- Are specific crowd control plans developed specifically for your event?
- If formal crowd control measures are judged to be not required, have you considered the space required by the audience of your event e.g. exits, entrance and passage widths, space to move around the event, etc.

Traffic management

- Is traffic management considered necessary?
- Is a traffic management plan developed specifically for your event?
- Have you considered the volume of traffic getting to and leaving the event, as well as parking needs?
- Have you considered the potential disruption to the regular traffic/parking users of the area surrounding your event?

Protection of children

- Is physical access to children or people in your care restricted only to appropriately authorised people?
- Do you enter into written agreements with parents / guardians or other third parties that state rights, responsibilities, or conditions and provide disclaimers?
- Are you required to/do you carry out background checks of staff, members, volunteers, or other persons?
- Are people with access to children adequately qualified, trained and supervised?
- Are recommended children to staff ratios known and adhered to?

Activity (physical/strenuous) risks

- Are people involved in the event informed of potential risks to their safety?
- Are activities and equipment, where necessary, modified to take into account differing abilities and ages?
- Are people undertaking your activities adequately qualified, trained, instructed and/or supervised?
- Are you required to/do you carry out pre-participation “screening” of people for your activities (e.g. of competence, ability, physical condition, health questionnaire etc)?

- Are people conducting your activities adequately qualified, accredited, trained, or experienced?
- Do you enter into written agreements with parents/guardians or other third parties that state rights, responsibilities, or conditions and provide disclaimers?
- Is an adequate amount of liquid, or access to liquids, provided to participants where fluid loss is expected as a result of an activity?

PLEASE NOTE: This is not a definitive list of hazards and therefore should only be used as a guide when preparing your risk management plan, which specifically addresses possible risks that may occur at your event.