

Event Management

Each year Catholic entities hold public events for the enjoyment of their parishioners and the broader community.

When many people think of Catholic events, they often think of school fetes and college open days, but the fact is that events held within the Catholic community are varied and diverse.

Such diversity was demonstrated in 2008 when the Australian Catholic community hosted the largest youth event in the world, World Youth Day. Our community has demonstrated their ability to tackle a variety of events, successfully hosting fun runs, car boot sales, bush dances and a local business expo.

Events are undoubtedly an important aspect of Catholic life. Giving back to the community, be it through charity, spiritual guidance or the hosting of celebrations, is at the core of the Catholic ethos and identity. However, events can be risky, introducing risks that the organisation may not have previously encountered.

This fact sheet looks at some of the risks that may be introduced when managing a small to medium scale event and provides guidance to assist Catholic organisations in managing events safely and securely.

Taking a risk management approach

When it comes to managing an event, organisations often find themselves dealing with issues that are outside their everyday business. Whether the event is small, medium or large in scale, planning counts.

Managing an event is a sizeable task and effective risk management for events generally begins with the identification of your key risk areas. Issues to consider include: health and safety, security, liability, finance and public relations.

Once you have identified your risk areas, you can break them down further into manageable categories in preparation for the risk assessment process. For example, under liability you may place contractor management, duty of care or insurance related issues and then investigate the risks associated with each of these areas.

When you know your risks, you are ready to begin assessing them to determine how likely they are to occur, what the consequences are to the organisation if they do occur and the overall severity of the outcome.

After assessing your risks, you can prioritise their treatment. Risks deemed to have a potentially catastrophic impact on the organisation should be addressed immediately, whilst those that will impact minimally upon the organisation may take a lesser precedence.

E.g. Event risks:

Scenario	Risk	Risk ranking
Amusement device failure	Potential injury to participants	Medium - high
Toilets overflow	Disease/illness	Low-medium

If you've identified your risks, assessed them and ranked them, you are ready to start implementing your risk

controls.

Risk controls

- Obtain copies of licences, qualifications, insurances etc. from contractors prior to engaging their services.
- Complete due diligence checks (i.e. review insurances, contracts, references, agreements etc.). You may wish to employ a lawyer if required to assist with this process. (Note: this includes hiring of venues if you are holding your event off-site).
- Obtain copies of Job Safety Analysis (JSA's) and maintenance records from contractors prior to the event.
- Ensure that fees and services are agreed to in writing and all auxiliary costs are outlined and agreed to from the outset.
- Consider engaging the services of a professional security provider to courier takings from the event to the bank. In addition, consider employing a professional security firm to undertake crowd control duties during the event.
- Ensure that pedestrian pathways are clearly marked and signed to prevent vehicular access.
- Make sure pathways are kept clear from obstructions, debris or any other potential slip, trip and fall hazards.
- Sign emergency exits and provide directional signage to communicate where the nearest exits are located.
- Post speed indicator signage and consider introducing speed bumps etc. on roads within school premises if speeding is an issue.
- Ensure your emergency response plans and procedures incorporate elements of the event and institute an emergency management response team to provide instructions to patrons in an emergency situation.
- Make certain cleaners regularly maintain amenities to ensure that they are kept in a hygienic state. Consider a roster for this purpose if you do not already have one.
- Verify that qualified maintenance personnel will be provided by contractors to service equipment in the event of a fault.
- Provide well stocked first aid facilities and first aid personnel.
- Ensure fire blankets and extinguishers are available in kitchens and at locations where there is an increased risk of fire such as fireworks detonation points.
- Provide training to staff in the use of fire fighting equipment and ensure that contractors and sub-contractors have also undertaken the appropriate training in this regard.
- Ensure that volunteers, contractors and staff are equipped with training in the organisation's Occupational Health and Safety (OHS) policy and procedures and that the organisation has the appropriate insurance to cover volunteers for incidents and injuries during the event.
- Make sure electrical items have been tested and tagged in accordance with AS3760:2003; that residual current devices (safety switches) are employed for portable electrical items; leads are securely positioned to avoid trip hazards; and all electrical equipment is safe for outdoor use.
- Ensure that volunteers only perform duties that they are capable of completing.
- Obtain copies of Safe Operating Procedures (SOPs) for amusement devices and other equipment from contractors.
- Ensure that contractors use amusement device equipment that is designed and constructed in accordance with AS 3533.1:2009 and will be operated and maintained in accordance with AS3533.2:2009. (Note: additional requirements can apply for inflatable amusement devices).
- Make sure amusement devices will be monitored at all times and obtain a written commitment from the contractor that devices will not be allowed to operate in adverse weather conditions.
- Ensure that notifications have been issued to the appropriate parties regarding fireworks displays and notify neighbours well in advance of the event.
- Ensure that the appropriate permits and or licensing has been obtained before holding a fireworks display.
- Notify emergency services that the event is taking place and if possible get the police to patrol the event area.
- If alcohol is to be involved in the event, advise your local council and ensure that the organisation holds the appropriate liquor licence to serve alcohol. (Note: security may need to be stepped up if alcohol consumption is to be allowed).

Monitoring and review

Regularly monitor and review controls to ensure adequacy. If controls are deemed inadequate, improvements should be made to address identified gaps or new/additional controls should be put in place until the risk is controlled.

Further information and resources

Catholic Church Insurances has developed an event management checklist that expands upon the areas addressed within this fact sheet. In addition to our event management checklist, the following resources may be of assistance:

Community Builders NSW

www.communitybuilders.nsw.gov.au

(You will need to search event management for specific resources)

Bureau of Meteorology

www.bom.gov.au

Code of Practice for Risk Management of Agricultural Shows and Carnivals

www.wst.tas.gov.au/__data/assets/pdf_file/0006/75966/COP012.pdf

Standards and regulations

- AS/NZS ISO 31000:2009 Risk Management Principles and Guidelines
- AS/NZS 3533:2009 Amusement Rides and Devices

Risk Management Helpdesk

For further information or to obtain a copy of our event management checklist, please contact the Risk Management department on **1300 660 827**.

To discuss your insurance options, please contact your Account Executive on **1800 011 028**.

References: World Youth Day 2008, World Youth Day 2008, copyright 2008 <http://www.wyd2008.org/>

**For assistance with risk management please call
the Risk Management Helpdesk on**

1300 660 827
www.ccinsurances.com.au

Disclaimer: This Fact Sheet is provided to Catholic Church Insurances Limited clients for informational purposes only and should not be used or considered as a comprehensive coverage of the topic discussed. As this information is of a general nature you should consider obtaining professional advice to ensure that your own circumstances are properly considered.

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