

**CHAPTER 9**  
**RISK MANAGEMENT AND LEGALITIES**

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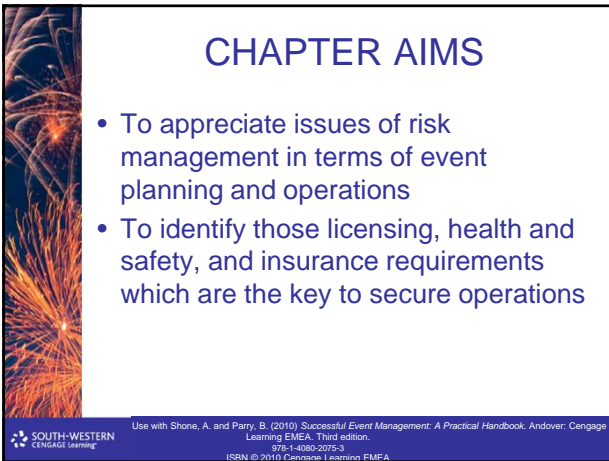
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**CHAPTER AIMS**

- To appreciate issues of risk management in terms of event planning and operations
- To identify those licensing, health and safety, and insurance requirements which are the key to secure operations

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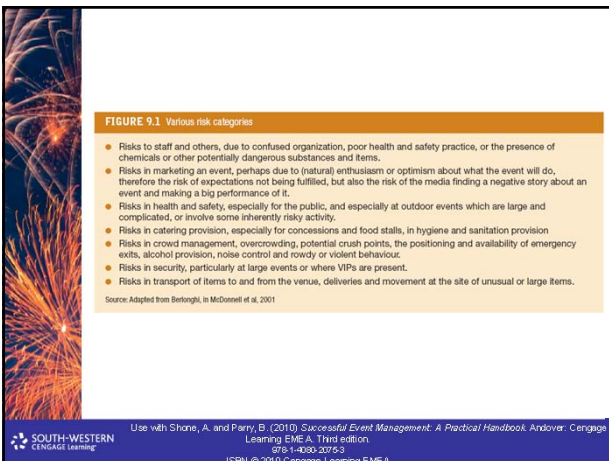
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**FIGURE 9.1** Various risk categories

- Risks to staff and others, due to confused organization, poor health and safety practice, or the presence of chemicals or other potentially dangerous substances and items.
- Risks in marketing an event, perhaps due to (natural) enthusiasm or optimism about what the event will do, therefore the risk of expectations not being fulfilled, but also the risk of the media finding a negative story about an event and making a big performance of it.
- Risks in health and safety, especially for the public, and especially at outdoor events which are large and complicated, or involve some inherently risky activity.
- Risks in catering provision, especially for concessions and food stalls, in hygiene and sanitation provision
- Risks in crowd management, overcrowding, potential crush points, the positioning and availability of emergency exits, alcohol provision, noise control and rowdy or violent behaviour.
- Risks in security, particularly at large events or where VIPs are present.
- Risks in transport of items to and from the venue, deliveries and movement at the site of unusual or large items.

Source: Adapted from Bertogelli, in McDonnell et al, 2001

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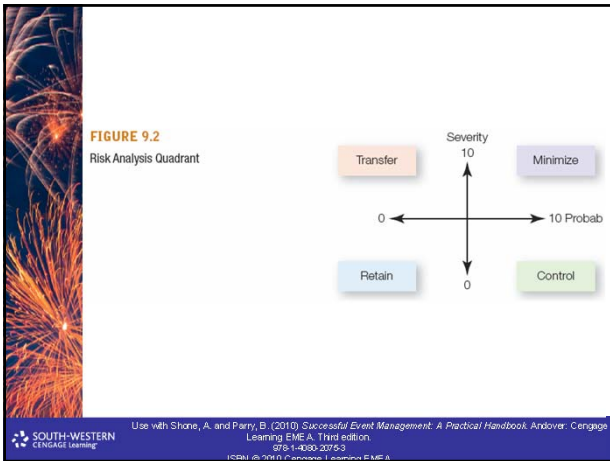
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**FIGURE 9.3** Example of a Risk Assessment Form

Event: Eastern Regional Kite Flying Championships  
 Location: Long Road Recreation Ground  
 Date of this assessment: 20 March 2xxx  
 Date of event: 10 and 11 June 2xxx  
 Assessed by: A Dangerfield

Hazard	People at risk			Risk Ratings			B - Likelihood			Rating
	Staff	Contractors	Public others	A - Worst case outcome			Rare	Possible	Likely	
				Slight 1	Serious 2	Major 3	1	2	3	AxB
1 Spectator being hit by cricket ball	✓	✓	✓		✓		✓			2
2 Cricket player being hit by kite			✓		✓		✓			2
3 Spectator being hit by kite	✓	✓	✓		✓			✓		4
4 Overcrowding in event arena	✓	✓	✓	✓			✓			1
5 Overcrowding in catering tent	✓	✓	✓		✓		✓			2
6 Member of the public being hit by fly-away kite in the area.			✓		✓		✓			2

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**FIGURE 9.4** Example of a Risk Control Plan

Event: Eastern Regional Kite Flying Championships  
 Location: Long Road Recreation Ground  
 Date of first assessment: 20 March 2xxx  
 Date of this review: \_\_\_\_\_  
 Date of event: 10 and 11 June 2xxx  
 Assessed by: A Dangerfield  
 Reviewed by: \_\_\_\_\_

Hazard Found	Existing Control Measures	Additional Control Measures Required	Priority	Risk Control Plan			Review Date
				Person responsible for measure	Complete By	Action Taken	
1	None	Temporary cordon fence installed 20 metres beyond cricket boundary line		A Dangerfield	8/6/09	Fencing instructions sent to T Sutton and Company	9/6/09
2	None	All kite flying will be sectioned off in areas away from the cricket pitch		A Dangerfield and stewards	10/6/09		
3	None	All kite flying will be sectioned off from the public within a 100 metre arena		A Dangerfield and stewards	10/6/09		
4	None	Stewards and police to take appropriate action		A Dangerfield, stewards and police	10/6/09		
5	Catering Manager makes people queue outside	None, action adequate		Catering manager	10/6/09		
6	None	Stewards to ensure only competent people to fly properly constructed kites		A Dangerfield and stewards	10/6/09		

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**FIGURE 9.5 Event Site Map coverage**

**Site overview**

- Access and transport: road, bus, railway, foot, cycle and waterway links
- Parking: public and disabled
- Entrances and exits: emergency access
- Ticket stands and toilets
- Main arena, focal points, stages or competition viewing areas
- Catering area, food court, food stalls and catering van sites
- Hospitality, corporate or VIP areas\*
- Service area: toilets, baby changing, waste disposal, recycling, shower or bathing blocks
- Children's area, lost children's point, first aid
- Organizer's office and/or emergency control point\*
- Public zoned areas, restricted access areas\*, private or secure areas\*
- Service roads\*, assembly areas\* and the event trailer park\*
- Fire assembly points, emergency crowd overflow areas\*

\* These areas may not necessarily be shown on public maps

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**FIGURE 9.6 Permits, Licenses and Legalities**

Permit	Suggested place of enquiry
Alcohol	Licensing Justices / Local Council Licensing Committee
Bingo, Lottery or Gaming	Local Council Licensing Department / Licensing Justices
Fireworks	Fire Brigade
Food Handling	Local Council Environmental Health Department
Marches and Parades	Police / Local Council Highways and Transport Department
Music	Copyright Owners / Broadcast Authority
Occupancy (maximum numbers)	Fire Brigade / Local Council Licensing Department
Parking	Local Council Highways and Transport Department / Police
Parks (use)	Local Council Parks Department / Park Owners
Public Assembly/ Entertainment	Local Council Licensing Department
Sea or Beach Use	Coastguard / Local Authority Tourism Department
Signs and Banners	County Council Highways and Transport Department
Street Closure	Local Council Highways and Transport Department / Police
VAT	Department of Revenue and Customs

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## Exercise 5

- In your groups – identify the hazards associated with your events and the control measures you will put in place to minimise their impacts.

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## Further Reading

- Short Guide to Health & Safety at Work H&SA 2005

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## Insurance

- The Event itself will require insurance both public and employee liability (including volunteers)
- The venue must be insured
- All sub contractors are required to have their own public and employee liability and should be required to produce evidence of this cover

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## Insurance

- Insurers generally require a copy of the safety statement – see HS&A Safety at work (2005) booklet

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## Food Hygiene Regulations

- Will your event involve food production?
- If so you must inform your local Environmental Health Officer who may inspect the site
- All food production must be HACCP compliant
- The Environmental Health Officer has the power to close your site

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## Alcohol

- It is likely that many Health & Fitness Events will not include alcohol
- Where large numbers of spectators are in attendance alcohol may form part of the product offering and will bring it's own management challenges.
- See Handout

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