

FESTIVAL/HIGH RISK EVENTS RISK MANAGEMENT BEST PRACTICES

Q – Why is it important to have risk management procedures and practices in place for our parish festivals and other large events?

A – Festivals and other large-scale events that go above and beyond the daily ministries of the Catholic Church create unique liability exposures. The Church is legally liable and ethically responsible for accidents that happen as a result of any involvement and sponsorship in these types of events. It is vital that churches and schools develop a “best practices” approach for any parish-sponsored event. Not only will this approach provide better assurance for the safety of everyone involved, it will also reduce the liability exposure associated with these types of large events.

Q – What resources are available to successfully manage our parish festival or other large events?

A - By being aware of the “best practices” safety checklist shown below and understanding the detailed information available in the Festival/High Risk Events Policy Manual, you will be better prepared to ensure a safer event and reduce or eliminate common claims associated with these types of events. The Festival/High Risk Events Policy Manual can be found on Catholic Mutual’s website at www.catholicmutual.org.

CHECKLIST

• Supervision

- There is a designated Festival Chairperson (overseen by staff person at parish/school)
- There is a designated Supervisor for each operational area of festival (overseen by festival chairperson)
- There is a designated Safety Coordinator to ensure all safety recommendations are met (overseen by Chairperson)

• Vendors

- Vendor contracts/agreements have been reviewed by Arch/Diocese or CMG prior to signing
- Vendor Hold Harmless/Indemnity Agreement* has been obtained by each vendor (i.e. ride, game, food, security vendors, etc. When in doubt, see policy manual.)
- Certificates of Insurance have been obtained from vendor with parish/diocese named as additional insured

• Transportation

- Driving duties have been limited to a select number of properly screened individuals.
- Drivers have taken “Be Smart – Drive Safe” online defensive driving course available on main page of CMG website www.catholicmutual.org
- Chairperson and Supervisors have taken “Church Transportation – Is It Necessary and Ministry-Based?”

• Volunteers

- Are 18 years of age or older OR supervised by adult with parent permission
- Have been selected and matched to tasks according to training and/or skills
- Have a clear understanding of duties and risks associated with the assigned task
- Have been provided with personal protective equipment, if needed

• Premises Safety

- Electrical cords and hoses have been rerouted, taped down or covered
- Adequate lighting has been provided
- Tent stakes and ropes have been secured
- Alternate plans are in place for inclement weather
- Emergency response procedures/evacuation plans have been developed
- Adequate number of trained security guards have been hired

- **Parking**
 - ___ Valet parking will not be allowed
 - ___ There is adequate lighting in parking lots
 - ___ Adequate space for pedestrian traffic has been provided through parking lots
 - ___ Adequate space will be made available for emergency vehicles

- **Medical Services**
 - ___ There is a First Aid station and supplies available
 - ___ An Automated External Defibrillator (AED) will be readily accessible
 - ___ Local police and hospitals have been notified about upcoming event
 - ___ Hand washing stations are provided

- **Food**
 - ___ Appropriate food temperatures will be maintained
 - ___ Employees and volunteers have been informed of food-borne illness best practices

- **Alcohol**
 - ___ Meet all State and local liquor licensing requirements
 - ___ Identification checkpoints are in place
 - ___ Colored bracelets will be provided for legal age individuals wishing to consume alcohol
 - ___ Trained bartenders will be used
 - ___ Alternate transportation will be provided for intoxicated patrons

- **Money/Cash Handling**
 - ___ Background and credit checks will be completed on individuals working with money.
 - ___ Tamper-proof bags will be utilized.
 - ___ Cash will be regularly collected from stands, alternating times and routes
 - ___ Three or more individuals will be involved in collecting cash
 - ___ Money will be counted by two or more people
 - ___ Cash will be kept in a locked safe and guarded by security
 - ___ Consideration has been given to using a ticket system

- **Activities/Equipment**
 - ___ Festival activities will not include any of the following: hot air/tethered balloons; helicopter rides; ATV rides/speed contests; climbing contests; gambling or liquor (when not approved by state statutes); bungee jumping; dunking booths involving individuals 21 years of age and under; or archery/firearms.
 - ___ Homemade equipment (i.e. gas grills, dunking booths, miniature motorized vehicles) and other similar devices will not be utilized.
 - ___ All activities for the festival have been approved by the arch/diocese and/or Catholic Mutual Group.

- **Claim Procedure**
 - ___ Accident Report forms on hand
 - ___ Staff is aware of claim reporting procedures