

# Event Risks

## Unit 1 - The Events Industry

### **BIG Activity**

Imagine you are planning a party for your Mum's 50<sup>th</sup> Birthday. ALL the family and lots of friends are coming. What could go **WRONG**?



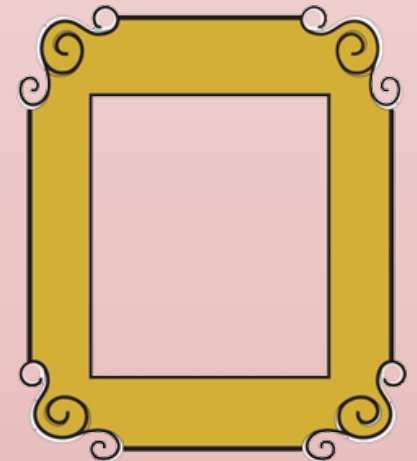
# What are we learning about?

## Learning Focus:

- LO2 – Understand the principles
- of event planning.

## Learning Outcomes:

- AC2.3 – Assess event risks
- AC2.4 – Recommend event contingency plans to minimise potential risks



- What are the risks of holding an event?
- What can we do to try and make these risks as small as possible?





- HSE are the Health and Safety Executive.
- They give guidance on running events safely.
- They say that good planning and organisation is essential to putting on an event that is both safe and enjoyable.
- For many events all that is required is to follow a basic series of steps.

# Event Organiser



**As the Event Organiser, you will have prime responsibility for the health and safety of:**

- your workers
- members of the public (your audience / the crowd)
- contractors working for you at the event



# Safety Plans

Ask yourself:

- Have you decided who will help you with your duties?
- Do the team understand who will be responsible for safety matters?
- Have you risk assessed your event and prepared a safety plan?
- Did you involve your workers during the planning of your event?
- Did you liaise with other agencies?
- Have you made sure that your contractors are suitable and competent?
- Have you provided a first aid and welfare station?

# Health and Safety Risks

- Alcohol consumption
- Fireworks
- Fire
- Noise
- Trips/falls due to ground condition, unprotected guy ropes, lack of barriers etc
- People with disabilities
- Structures, flags, banners etc
- The effect of excitement from the activities
- Vehicle movement
- Emergency access and exits



# Security Risks

- Children (many of whom may be unsupervised)
- Older people
- Opportunity for crime
- Vehicle movement
- Drugs
- Alcohol consumption





# Risk of cancellation



- You might need to cancel an event due to the weather, political unrest, health scares.
- You need to decide what the risks are, what you will need to do to cancel the event and how much money you might lose.
- If it is not going to cause too much trouble cancelling, and you don't want to postpone or go virtual, then you can cancel your event.
- Cancelling your event is the worst-case scenario.

# Financial Risks



There is a risk that you might lose money if:

- Your booking payment if you cancel a venue, activity or some equipment.
- Your event is cancelled.
- You do not 'make a profit' on your event.
- You have to pay for services before money has been received from all participants.
- Income and expenses are not recorded properly.

# Environmental Risks

- Building layout and construction
- Weather / temperature / season
- Fire



# Technical Risks

- Fire
- Equipment or lighting might not work
- Electrical equipment at larger events should be installed by a competent and qualified electrician. It should be in a safe condition and suitable for that type of use, e.g. in the open air / wet.





# Legal Risks

- Event planners are responsible for providing safe and appropriate spaces for children at events. That includes keeping them away from alcohol. What do you do if some teens get hold of alcohol and when asked how they obtained the alcohol they say it was given to them by someone working your event?
- You might find yourself in the middle of a messy dispute if you or your client decide not to follow through with an event. Cancellation terms should always be clearly laid out in your event planning contracts. Cover your bases by making sure to include all your policies for if they, the venue, or even you decide to cancel.



# Staffing Risks



- You need to make sure that you do ‘background checks’ on your staff.
- You need to train, equip and motivate them.
- All employees will have some effect on safety or security, so they are important!
- You need to make sure you have enough staff – what if someone phones in sick?
- You need to reward positive behaviour and train them so they feel confident – you don’t want them to quit!
- Volunteers – unpaid so might be less likely to turn up to work.

# Past Paper Question 1

*Appleside Brewery* is planning a two-day cider and song festival. The event will be held at the brewery. There will be a marquee tent which will be used to stage live music. The brewery owns the surrounding fields. There will be catering and refreshments available.

The brewery is located on the edge of a small village which has a pub and a small hotel. The village has a train station.

Security is a major risk at large events.

(b) Recommend **two** event contingency plans that could be put in to place to minimise security risks. [4]

(i) .....

.....

.....

.....

(ii) .....

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# Question 1 Answer

Up to 2 marks for each recommendation to minimise security risks.  
Award 1 mark for each point stated or up to 2 marks for detail.  
0 marks if recommendation does not link to security risks.

## **Sample answers**

Restrict numbers (1) by having tickets only sales (1).

Budget security staff (1) to search people at the event (1)

Check ID (1) at the bar for underage drinkers (1)

Issue wristbands (1) using colour codes with a different colour for those who are under 18 (1)

Or any other reasonable response.



# Past Paper Question 2

*Skatetastic* is an ice rink. They are organising a disco on ice.

(a) Assess **two** health and safety risks.

[2]

(i) .....

(ii) .....

# Question 2 Example Answers

Assess two health and safety risks.

[2]

- (i) People falling over on the ice
- (ii) ~~People having a sports injury on the ice~~  
People going into one another.  
e.g. falling over and etc.

1  
1

Assess two health and safety risks.

[2]

- (i) Slipping on the ice ✓
- (ii) Being injured if anyone treads on you ✓

2

Assess two health and safety risks.

[2]

- (i) People might slip and break bones or hurt themselves on the blades.
- (ii) The ice might break.

1  
1

# Question 2 Answer

Up to 2 marks available.  
1 mark for each risk.

## **Sample answers**

It is likely that someone could slip/fall on the ice (1)

It is likely that someone slip/fall off the ice (1)

It is likely that injure someone/self (1)

Or any other reasonable response.

# Past Paper Question 3

*Skatetastic* is an ice rink. They are organising a disco on ice.

Planning to have additional staff to work the night of the event is one contingency plan that could minimise potential event health and safety risks.

(c) (i) State **one other** contingency plan the organisers could put in place. [1]

.....

(ii) Justify how this will minimise health and safety risks. [3]

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# Question 3 Example Answer 1

Planning to have additional staff to work the night of the event is one contingency plan that could minimise potential event health and safety risks.

- (c) (i) State **one other** contingency plan the organisers could put in place. [1]

security guards.

- (ii) Justify how this will minimise health and safety risks. [3]

This will make sure nobody brings anything they shouldn't. This will make Skatetastic a much safer place to go. Secondly, to watch the amount of people going in because there will be a capacity to how many people will be in the building.



2

Risk 1.

?

# Question 3 Example Answer 2

Planning to have additional staff to work the night of the event is one contingency plan that could minimise potential event health and safety risks.

- (c) (i) State **one other** contingency plan the organisers could put in place. [1]

...have someone go over the ice to make it  
smooth

- (ii) Justify how this will minimise health and safety risks. [3]

this will minimise health safety because  
if the ice isn't gone over to make it  
smooth somebody could seriously injure  
themselves.



# Question 3 Answer

Up to 4 marks for the recommendation to minimise potential health and safety risks.

Award 1 mark for recommendation.

Award up to 2 marks for detail of the recommendation.

Award 1 mark for link to minimising risk

0 marks if recommendation does not link to health and safety.

## **Sample answers**

Restrict numbers (1) by having timed tickets (1) so there are fewer people on the ice at once (1) which means there is less risk of people bumping into one another (1 minimising risk).

# Past Paper Question 4

Year 7 are planning a disco in the sports hall of a school to raise money for a local charity. The sports hall has capacity for 300 people to attend. Two class members have been allocated the responsibility to record ticket sales. The ticket sales will be recored on an event sales log.

Event Sales Log		
Ticket number	Amount paid	Payment method
1	£5.00	Cash
65	£5.00	Cheque

100 black and white tickets have already been photocopied.

The class has hired a mobile disco which will be positioned at one end of the room.

The entrance and emergency exit door is at the opposite end. The door will be supervised for the the first hour. The group plan to leave the doors open throughout the night so the room is not too hot.

Assess potential risks that could affect the charity disco event.

[6]



# Question 4 Answer – Part 1

Up to 6 marks available for an assessment of potential risks.

Award 0 marks. No response or quality of response is not sufficient for a mark to be awarded.

## **Level 1**

Award 1-2 marks. Basic assessment of the risks. Response has limited detail of the risks. Few aspects are considered.

## **Level 2**

Award 3-4 marks. Detailed assessment of the risks. Response has some reasoning and some links to the scenario.

## **Level 3**

Award 5-6 marks. Clear and in-depth assessment of a range of potential risks. Response is justified and applied to the scenario.

# Question 4 Answer – Part 2

## **Indicative content**

- Financial
- Environmental
- Technical
- Security
- Health and safety
- Legal

## **Sample Level 1 answer**

It has tickets which is good as it will restrict numbers.

## **Sample Level 2 answer**

Having a ticket system is good as they are less likely to go over the capacity of the room. The recording is also good but the documentation does not record names and the tickets are photocopied so it makes it easy for people to make their own copy. The safety risks are low as there is an emergency exit.

## **Sample Level 3 answer**

Having a ticket system means the numbers can be monitored which is good as they are less likely to go over the capacity of the room and risk not being insured. The recording of ticket sales is also good but the documentation does not record names so there is no way of finding out whether the ticket on the door belongs to the person it was sold to. The tickets are black and white so can be so can be photocopied so fraud is likely and the numbers could increase which is a safety risk to the room. The door is monitored for an hour however after that anyone can come and go meaning the room is a safety risk as anyone from outside could enter.

Having the disco at the far end is the best location as the wires can all be hidden behind and this will mean it is less likely people will have an injury from wire exposure.