

Risk management guidance for running an event

There are many things to consider if you are planning to host an event at your club to ensure that the event is fun and does not end in damage to property or injury. Planning is critical to a safe and enjoyable event!

Reference should be made to Howden where hire or club activity relates to:

- Rugby match / festivals where you are expecting more than 2,000 spectators, ie such as an age group representative match, county/divisional championship.
- Any Social /commercial activity which the club or hirer is organizing and which is likely to attract more than 1,000 participants, ie such as a funfair, bonfire party, musical festival.
- Any waterborne activities, such as Boat/raft racing.

What sort of event are you planning?

What type of event will take place, is the venue suitable and will it introduce additional hazards than would normally be the case?

Does the event increase the risk of slips and trips caused by the uneven surface of car park, and clubhouse?

Considerations should include good housekeeping, spillages being cleaned up immediately, pedestrian routes kept clear of obstructions to prevent trip hazards, no loose carpet tiles or floor surfaces. Also remove waste to prevent trip hazards and if applicable ensure suitable footwear worn by contractors.

You will need to consider the following:

- Does the event increase the potential for injury from manual handling / lifting?
- Ensure that lighting is adequate and add temporary lighting to supplement existing levels of lighting where appropriate.
- Manage falls from height by club members or contractor's involved in working at height activities providing a suitable and sufficient risk assessment for that work.
- Ensure the risk of impact of vehicles to individuals and their property is fully assessed.
- Create a separate pedestrian walkway from moving vehicles with dedicated crossing points.
- The site speed limit of 10mph to be adequately displayed throughout the site.
- Provide suitable and sufficient parking facilities for all vehicles anticipated to be at the event.
- Car parking facilities for the public should be managed and controlled by delegated individuals.
- Consider temporary roadways to be installed in areas where surface conditions may become difficult.
- A "Wet Weather Plan" contingency should be activated if conditions warrant to minimise vehicle movement on grass surfaces.
- Suitable and sufficient lighting should be provided.
- The use of All Terrain Vehicles (such as Quad Bikes) should be in accordance with the relevant HSE guidance. (AFAG 701, AFAG 702).
- Finally, incorporate specific rules in force for use of golf buggies.
- Are there temporary structures such as Marquees? Ensure structures are erected in accordance with design calculations, including design loading and wind loading, which comply with the relevant guidelines.
- Structures should be subject to daily checks.
- All contractors should be experienced in the nature of the work necessary and in the environment that they will be working - this includes Bouncy Castle or Climbing Wall hire and similar activity providers.
- Ensure the potential for electric shock is appropriately managed.
- Do you have formal safety procedures in place if your Club is used for public performances?
- If your Club is regularly used for events, a written procedure should be in place.
- An assessment on any catering undertaken to ensure compliance with food hygiene regulations.

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