

# Best practice for organising events

Organising events and activities can be a great way to involve an array of different people and the community as a whole. It can raise awareness for your cause in a fun way, reaching new audiences and a wider, potentially new supporter base.

## Health and Safety

It is important to carry out a risk assessment before organising an event. This will help you foresee any potential problems and allow time to determine how they can be avoided.

## Risk Assessment

The essence of risk management is dealing with uncertainties and removing or reducing risk factors. It is not about eliminating, avoiding or removing all risk. The Health and Safety Executive stresses that **'the law does not expect you to eliminate all risk'**, but does require the person or people, organising an event, to protect people as far as is **'reasonably practicable'**. Assessment of risk should be **'suitable and sufficient – not perfect'**.

The process of risk assessment defined in the example form has four stages:

- 1) **Identify Risks/Hazard** – have a good look at what you do, where you do it and with whom, and spot what could go wrong. What are the potential dangers, potentially risky situations or problems that might occur?
- 2) **Persons or Property at Risk** - Consider five areas that might be put at risk:-
  - People – clients, volunteers, staff, the public, others.
  - Property – premises, equipment, vehicles, financial assets.
  - Income – current and future income.
  - Goodwill – reputation with users, supporters, funders etc.
  - Liability – legal and moral, claims and associated costs.
- 3) **Analyse and Assess the Risks/ Controlled Risk** – decide how likely they are to occur and how serious the risks are.
  - How likely it is to happen – probability of occurrence.
  - How serious it would be if it did – consequences of occurrence.
- 4) **Summary of Protective and Preventative Measures** – do whatever you think is necessary to reduce the chances of things going badly wrong. Once risks have been identified and assessed the last stage is to decide on the strategies for dealing with them. There are three basic approaches:-
  - Remove the risk.
  - Reduce the risk by introducing control measures.
  - Minimise the harm if the risk materialises.

Once you have decided how you will control an identified risk, record your decision so that helpers and others are made aware.