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 Parish Festival Guidelines, you will be better prepared to ensure a safer event and reduce or eliminate common claims associated with these types of events. The Parish Festival Guidelines 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.)
  ___ 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 compressed gas cylinders, propane tanks and gas grills have been inspected to ensure they are in good working condition and a fire extinguisher is nearby.
  ___ All activities for the festival have been approved by the arch/diocease and/or Catholic Mutual Group.

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

(Rev. 4/2019)