



Risk Management

At the Cambridge Festival of Ideas



UNIVERSITY OF
CAMBRIDGE

*Festival
of !ideas*

Office of External Affairs and Communications

Reasons for undertaking risk management

- Duty of care to provide a safe workplace for event staff, volunteers and participants
- Protecting the reputation of the event
- Complying with insurance requirements
- It's not just about creating a plan and ticking a box, it's about creating a culture of *risk management thinking* which influences all aspects of the event

The Risk Management Process

- Establish the context
- Identify risks
- Analyse and evaluate risks
- Treat risks



(Hazards and risks)

- A hazard is something which can cause harm
- Risks are the chances, high or low, that somebody will be harmed by a hazard
- A bottle of bleach locked in a cleaner's cupboard is a hazard, but not a risk
- A bottle of bleach left in an unmarked container on a work surface during a public visit is a risk

Risk Identification and Analysis

- Identify risks – consult with a group of knowledgeable people in your group or department
- Any data or learning from previous events? Were there any incidents?
- Observe and inspect the venue you will use. Concentrate on significant hazards that may affect many people, including fire
- Consider who may be affected – including children and young people

Example Risk Assessment

Risk	Likelihood	Severity	Treatment (Who, When)
Child comes into contact with flammable aerosols	Low	High	Only demonstrators to use the product. Staff and students to ensure children kept away.
Fire	Low	High	One lead member of staff running event to be responsible for fire safety – ensuring fire limits not exceeded, fire evacuation procedures made clear to visitors
Lost Child	Medium	Medium	Make staff aware that central Festival team will answer queries about lost children. Two members of staff to take any lost child to Information Marquee, Sidgewick site

Treatment Options

- AVOID the risk by terminating a particular activity
- MANAGE the likelihood of the risk by **dealing with the underlying cause**
- MITIGATE the consequence of the risk by **developing responses that lessen it**
- Identify what precautions are in place to prevent or reduce accidents, such as more or better-trained stewards
- Can you issue protective equipment?
- Do you know where welfare services are, such as washing facilities, and First Aid?

Implement Treatment Options

- Create an action plan
- Allocate areas of responsibility
- Establish formats and procedures for incident reports
- Monitor the implementation of the risk management plan

Insurance and Events

- Public Liability Insurance
 - Covers against claims for injury to third parties or damage to third party property arising from negligence.
 - Cambridge University vs external groups – who is covered?
 - Working with contractors/suppliers for your event, ask for a copy of their PLI.
- Employer's Liability
 - Legally required where an organisation has employees and indemnifies against claims from employees resulting from work injuries
- Property
 - Covers buildings and their contents against damage or loss. If you are hiring a building, your contract with that venue may make you responsible for damage to property or equipment

Volunteers – Good Practice, and Insurance

- External volunteers (eg community group representatives, friends, teachers helping out) are covered under University insurances if helping with University-hosted Science Festival events
- For insurance to cover volunteers, we should make an explicit contract with them, asking them to fill in a form with their contact details, receive a briefing on the event (including health and safety arrangements) and sign to say they have received this briefing

Share your risk assessment documents with us

- A guiding principle of risk management is that **those who create the risk must manage the risk**
- Please create your own risk assessments in conjunction with Safety managers (if you have them) in your department or organisation
- Then **send us a copy of your risk assessment**
- ‘The responsibility of the event manager is not just to observe but to manage’ – Coroner, Sydney to Hobart inquest

Further information

More information on University Health and Safety pages –

<http://www.admin.cam.ac.uk/offices/safety/>

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Existing staff and students

PUBLISHED
March 8, 2011

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We are always looking for speakers to give talks at our events or people to get involved organising an event for the Festival. If you have any time to help organise your department's input into the Festival then please do get in contact; we simply couldn't run an event this big or successful without your help!

If you are a speaker then you could get involved in Festival events in your department or take part in our events for schools.

Please get [in touch](#) if you are at the University of Cambridge and would like to give a talk, volunteer, help out at an activity or propose an event.

The following document provides an overview of how the Festival works and is for internal and external event co-ordinators and speakers. It includes answers to frequently asked questions on the background to the Festival, what goes into holding an event, funding and marketing:

Download the pdf: [How the festival works](#)
Download the [Get involved poster](#) to display in your department (pdf)

Existing event co-ordinators can access the event co-ordinator webpage [here](#).

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Information for event co-ordinators

PUBLISHED
July 27, 2011

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Welcome to the Festival of Ideas event co-ordinators page. It is our intention to extend this page to provide useful resources and information to help you run your events. Please feel free to [email the team](#) if you have any suggestions of things to include which you would find useful.

- [Dates and deadlines](#)
- [What's expected](#)
- [Booking a venue](#)
- [Bookings](#)
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