**Guidance for Organising Teams Events: Policies, Public Liability and Risk Assessment**

When organising Teams events, we are mindful of the quality of our hospitality which includes the health, safety and wellbeing of everyone involved. In order to facilitate this, Teams GB have an insurance policy to provide cover against various risks. For events organised by Teams the most important insurance policy is Public Liability, which covers the organisers against the cost of damage to the general public caused by our actions. In order to ensure that we are covered by our insurers we need to make sure that we are doing what we can to reduce, or eliminate, that risk and that we can demonstrate this.

If you are organising an event, you are responsible for taking all reasonable precautions to avoid damage or injury to participants in events or to others.

**Assessing Risks**

This will start with a risk assessment of the venue. It is important to do the assessment critically and think about what, reasonably, could go wrong. Even if you are familiar with the venue, it is important to document possible hazards and how they are to be addressed.

You need to think carefully about

* The venue itself including possible hazards in the structure (such as uneven floors)
* How the venue will be used including safety considerations (for example in laying out power cables for laptops and projectors).
* Activities planned
* *Numbers expected to attend*
* *Security* (including how easy it will be to restrict access by outsiders)
* *Safeguarding children and vulnerable adults*
* *Responsibility for child safety including safety of any play or other equipment to be used*

*And should assess the risk and action needed to reduce the risk of:*

* Slips, trips and falls.
* Food safety (if food to be served or shared)
* Any other risks particular to the venue or event

You need to identify likely risks and take action to prevent them causing injury or damage. It is not necessary to identify every possible risk or to make an accident impossible, but you do need to take appropriate measures to address risks which are reasonably likely. For example,

Document the risks and the measures that you take to reduce them in the risk assessment. When deciding what measures to take, the cliché is to think how you would explain your decision in a Coroner’s Court. Documentation should be stored and retained by the organiser of the event for at least 5 years.

*This process is not meant to be terribly onerous. Schools or church halls, often used for Teams events, are maintained and kept secure for their normal use and can be easily used safely for the kind of events usually run by Teams. Accidents are very rare and, as long as long as you have followed guidance and policies, you will be covered for any liability by our insurance. The insurers will want to be clear that you have taken reasonable steps to manage risks, but not go to extraordinary lengths.*

**Team Meetings, Gatherings and Hospitality in the Home**

Teams meetings, Sector Couples’ meetings etc, gatherings and overnight hospitality offered by a couple to other Team members in members’ homes are viewed as social gatherings, and as such are considered the responsibility of the home owner; the home owner is responsible for the safety and wellbeing of members visiting their home. They should be covered by the insurance of the homeowner, probably under ‘Public Liability’.

Consequently, these events in members’ homes or gardens are not covered by Teams insurance.

**Team Meetings, Gatherings and Hospitality in Public Places**

When Teams meetings, gatherings, walks and events are arranged in outside places such as parks or the beach, problems with the location may be the responsibility of the owner of the property, but those organising the event should assess potential hazards and ensure they are pointed out so that they can be avoided, as they would be when spending time outside with any friends. Parents need to be clear they are responsible for the children that come with them at all times.

*There is a judgement to be made by the homeowner and other organising members on whether a formal risk assessment should be undertaken and if it would be helpful in ensuring the safety of participants. The risk assessment need not be onerous.*

*In making this judgement the homeowner and other organisers will need to consider hazards and risks as above.*

See Appendices below for risk assessment frameworks and examples.

**Policies**

To help with this, Teams GB has a series of policies, which are available on the GB website. [Teams GB | Documents](https://teamsgb.org.uk/documents/)

Key policies for those organising events, from the point of view of the insurer are

* **Risk Management**
* **Health and Safety**
* **Data Protection**
* **Safeguarding**

In order to keep participants safe, meet the requirements of our insurance, and to safeguard the reputation of the movement it is important that organisers follow these policies along with our **Environmental and Inclusion Policies**. The policies are kept under review so it is important to ensure that you have read the latest version.

The venue that you are using may have its own policies, which may be incorporated in the conditions for hire. In agreeing to use the venue, you are agreeing to observe these. If they are different to Teams policies, you need to make sure that you are meeting both. This may mean taking precautions that would not be needed under either policy on its own. If the venue has its own risk assessment this will be useful as a starting point for your own.

**Appendix 1**

**Model Risk Assessment Template:** The following would provide a template for recording risks and their management for TeamsGB events.

|  |  |  |
| --- | --- | --- |
| Event Name | Venue | Date |
|  | RA Approved by Animating Team Members | Approved Date |

To be retained by person responsible for event until……………… (5 Years)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Description of Risk What is possible danger, Who could be harmed, What harm | Risk Level | Management of Risk How could we control this risk or sufficiently mitigate the danger | Who is responsible |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

Circulated to all event helpers and assistants

**Appendix 2**

**Example Risk Assessment**

|  |  |  |
| --- | --- | --- |
| **Event Name**  *Teams GB Channel Island Regional Gathering* | **Venue**  *Trumpton Community Hall* | **Date**  *22.2.22* |
|  | **RA Approved by Animating Team Members**  *A&B Pugh*  *Barney McGrue*  *C&D Cuthbert* | **Approved Date** |

To be retained by person responsible for event until…*22.2.27*… (5 years)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Description of Risk** What is possible danger, Who could be harmed, What harm  *All participants.* | **Risk** Level | **Management of Risk** How could we control this risk or sufficiently mitigate the danger | **Who is Responsible** |
| *1* | *Injuries caused by moving vehicles* | *M* | *The car park is well-lit and spacious enough to provide good visibility for moving vehicles and pedestrians.* | *Name(s)* |
| *2* | *Slips, trips and falls. Bruising, cuts/grazes, fractures caused by uneven surfaces, slippery floors, trip hazards (cables etc), use of the stage/stage steps.* | *M* | *Ensure a first aid kit is available in the hall.*  *Car park has a good tarmac surface with no potholes or cracks. Disabled parking spaces directly opposite entrance. Hall entrance is level with outside path.*  *Check floors for loose fitting carpets, uneven floors and unexpected changes in the floor level; especially in doorways.*  *Edge strip painted on stage and mobile stage steps provided.*  *Ensure adequate space around displays and equipment for people to walk without danger of tripping.*  *Cables to be placed where they do not cause a likely trip hazard, or taped down to the floor.*  *Spills to be cleaned immediately and ‘wet floor’ signs put up.*  *Parents to be made aware that supervision of children is their responsibility at all times.* | *Name(s)* |
| *3* | *Manual handling: strains, back injury when moving heavy items, e.g. tables and chairs* | *M* | *Portable table storage trolley in main hall floorspace.*  *H&S information about safe manual handling issued by hall.* | *Name(s)* |
| *4* | *Poor storage of tables and chairs; strains, crush injuries* | *M* | *Portable table storage trolley in main hall floorspace. Orderly stacking of items in specified locations. Notices and H&S information issued specifying chair stacking/storage. Ensuring that items are stowed away properly and in accordance with guidance.* | *Name(s)* |
| *5* | *Fire: Smoke inhalation, burns and potentially death.* | *M* | *Fire escape routes must be clear for the whole event. An announcement about the fire / emergency procedure will be made at the beginning of the event identifying emergency exits and muster point.*  *If candles are lit, the person lighting them will monitor them while alight and extinguish them when not needed.*  *Fire risk assessment completed by hall owners; safety measures in place. (Annual fire equipment checks undertaken by competent contractor. Smoke detectors fitted.* | *Name(s)* |
| *6* | *Electricity Shocks, burns and potentially death from faulty equipment or installation.* | *M* | *Portable electrical appliances should have been PAT tested and users make a visual inspection before use.*  *Hall owners ensure full electrical system checks by a qualified electrician every 5 years. Annual Portable appliance testing has been completed.* | *Name(s)* |
| *7* | *Skin irritation or poisoning. Hazardous substances e.g. cleaning products, paints, solvents.* |  | *No hazardous cleaning materials will be needed. Cleaning products stored in locked cleaner’s cupboard and cabinet. The hall is regularly and effectively cleaned.* | *Name(s)* |
| *8* | *Infection; viral and bacterial including Covid.* |  | *Windows on each side of the hall will be open all day to provide good ventilation.*  *Hand-gel will be available at the entrance in addition to soap and water in the kitchen and toilets.* | *Name(s)* |
| *9* | *Legionella Disease from contaminated water* | *L* | *Water should be run with hot water to clear pipes from potential bacteria.* | *Name(s)* |
| *10* | *Cuts and burns during food preparation.* | *M* | *Only adults who are preparing or serving food or washing up will be allowed in the kitchen.* | *Name(s)* |
| *11* | *Food poisoning* | *L* | *A ‘shared table’ food is planned.*  *Participants will be provided with food labels showing lists of common allergens to indicate which are contained in their contributed foods.*  *One person will be in responsible for monitoring and advising regarding good food hygiene practices.*  *Foods containing cold meats or dairy products should be stored in the fridge or other cool place until served.*  *Food safety information is displayed in the kitchen.* | *Name(s)* |
| *12* | *Theft Loss of church hall property or personal property* | *L* | *Latch on the main door to be dropped during the Gathering.*  *Ensure the building is locked and fully secure at the end of the Gathering.*  *Users are advised to use the simple locking mechanism on the inside of the main door during use for security reasons.*  *No cash or items of significant value are left on the premises* | *Name(s)* |
| *13* | *Legal action following an incident.* |  | ***Accident record;*** *there must be provision for an accident record to be made. The record will be made as soon as possible after the accident occurs.*  *Public liability insurance will be checked to be in place.* |  |

To be circulated to all event assistants