TRANS-EUROPEAN DIVISION

MANAGING RISK

Treasurers Meeting
Montenegro – November 27, 2019
Presented by: Graham Barham
Adventist Risk Management | Regional Manager

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THINK LIKE A TREASURER!!

Be negative and think of everything that could potentially go wrong.
THINK LIKE A TREASURER!!

- Be negative and think of everything that could potentially go wrong.
- Make a site visit and carefully outline everything you can see that could possibly go wrong – make a list of the potential problems and prepare a solution for each one of them – be prepared!! By doing this whilst one cannot guarantee that nothing will go wrong you will have gone a long way to mitigating any potential liability.
A Risk management plan will:

• Identify all the potential risks that may arise from holding an event.

• List the steps event organisers will take to reduce or eliminate identified risks.
Risk Management Plan

• Avoidance
• Retention
• Transfer
• Reduction
Events involving children and youth

• DBS checks for all volunteers and Staff.
• Staff or volunteer should not be left alone with one child if at all possible.
• Adults should not be alone in tents with children or young adults.
• Monitor grounds 24/7.
Existing Risks of the Site - Indoors

- Determine whose liability it is (hotel, church, premises’ owner..).
- Watch out for cables and other tripping hazards.
- Make sure Fire Exits are accessible.
- Inform your group of location of Fire Exits and Assembly Points in case of an emergency.
Existing Risks of the Site - Outdoors

- Site entry security.
- Speed limits maintained.
- Ponds and other potential hazards cordoned off.
- First Aid stations with appropriate staffing.
- Think of weather conditions
Risk Management Plan

Risks the Event Creates

• Activities

• High Risk activities
  o Advise ARM if you are planning to hold High Risk activities

• Any infrastructure being brought onto the event site (bouncy castle, etc)
  o Who will ensure it is safely secured?

• Food – will there be cooking?
  o Hygiene
  o Allergies
Risks beyond our control

- Risks the event organiser has little control over but may need to be managed at the event
  - Plan for an evacuation of the event site
  - Who will make sure people are calmly and safely moved?
  - Who will call local emergency services?
Risk Management Plan

Ensure that people attending your event have appropriate insurance cover

- Short Term Travel (STT)
- Pathfinders
- Activities Accident Insurance
- Volunteer Labour Coverage for all volunteers
- Off Premises Insurance
  - For equipment to be taken to the event
  - For personal equipment of others that you have determined is needed for the event. It is YOUR responsibility

- Advise attendees to take insurance cover for their personal belongings. It is THEIR responsibility
<table>
<thead>
<tr>
<th>ISSUE / HAZARD</th>
<th>WHAT COULD GO WRONG</th>
<th>RISK CONTROL MEASURES</th>
<th>WHO AND WHEN</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Torn, stretch wrinkled carpets</td>
<td>Someone tripping and falling causing injuries.</td>
<td>Cordon off the area. Warn people of the hazard.</td>
<td></td>
<td></td>
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<tr>
<td>Very strong winds, inclement weather</td>
<td>Objects being blown by the wind could injure someone or damage property.</td>
<td>Make sure loose objects are secured</td>
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</tbody>
</table>
Risk Management Plan

Be prepared!

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Questions
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