



Peer-Led
Community Support
for
Pregnancy, Infant &
Child Loss

Safety, Risk and the Law

Keep it safe, keep it fun!

Safety is our first concern when holding any event that involves the public. As the event holder, you want to keep this foremost in your mind as you organize and plan. You also want to make sure you are operating within the law. Gardens of Grace cannot accept liability for events or be responsible for accidents and/or theft or loss of personal belongings or equipment.

Here is an outline of things you can keep in mind as you plan and host your event:

Public Safety in a venue: Any building or space you are dealing with should have an existing policy for health and safety. Ask for a copy of it, so you have it on hand. You also want to make sure you have a copy of a building's fire evacuation layout and know where muster stations are, as well as fire extinguishers, fire alarms, and that all fire exits remain clear.

Accessibility for people with special needs: While this may not be possible in all cases, if at all possible, try to ensure that your event is as inclusive as you can make it. Try to consider what problems may arise for people with impaired vision or hearing or mobility problems. Consider whether it is possible to have materials available in large print for those with vision impairment.

First aid: Do you have a first aid kit or first aid station, or are these available at the venue?

Rental Equipment: Any equipment used at your event should be in safe working order, and those operating it should know how to run it safely.

Money Storage and Handling Cash: To avoid theft or loss, make sure you have arrangements in place before the event to safely store any monies on site, as well as how and where you will keep proceeds after the event in a secure manner for safekeeping. It is always helpful to have two people present when counting money, regardless of amount.

Clothing: Dress for the event! For safety, if you host an outdoor winter event, dress for winter; likewise in warm weather or rain. When you are in high traffic areas, wear high visibility clothing when necessary.

Food Safety: E-coli, salmonella and listeria are serious food borne illnesses, so if you are preparing food for others, it is vitally important to maintain high food safety standards. As well, if you know you may have food allergens to deal with, it helps to keep in mind prospects of cross contamination, so stating clearly that possible allergens may be present provides safety for both you, and potential recipients. If you have questions regarding food safety, you can visit this site for more information: <https://novascotia.ca/nse/food-protection/>

Alcohol: Please adhere to all alcohol rules and regulations for your venue, and if alcohol is to be served, ensure that all necessary licences have been obtained.

Insurance: Make sure you know what requirements and coverage may be needed for your venue or event. Lotteries and ticket draws may need other licences, so make sure you are aware of the rules. Any person under the age of 18 hosting an event should have an adult present.

This is NOT a complete list, however, some risk assessment points to consider are:

- ✓ Entrance and exit points
- ✓ No parking zones
- ✓ Parking during set-up
- ✓ Speed limits
- ✓ Pedestrian access before, during and after event
- ✓ Emergency vehicle access
- ✓ Traffic management/parking attendants
- ✓ Need for high visibility vests
- ✓ Adequate disability parking
- ✓ All volunteers aware of emergency plans
- ✓ Sufficient outlets for electrical needs
- ✓ Stepladders available
- ✓ First aid station
- ✓ Noise bylaws followed and safety equipment available to volunteers
- ✓ Appropriate shelters for outdoor events
- ✓ Make sure volunteers are prepared for outdoor conditions: hats, sunscreen, water, warm clothes.
- ✓ Ensure volunteers take appropriate breaks



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*Risk Assessment
Form*

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Event Name: _____ Event Date: _____

Event Organizer: _____ Organizer Contact: _____

Venue: _____ Address: _____

Venue Contact Name and Phone: _____

Who Assessed Location: _____ Date Assessed: _____

Possible Risks	Who is affected? Event staff/ Venue staff/ Public	Existing safety measures	Risk level: 1=low 5= high	How to make it safer?	Errands/ Responsibility	Risk minimized? Yes/No

Additional Comments: