

THE MESSAGE

A Safety Bulletin for the Religious Sector
From Gallagher National Risk Control

February 2022

Gallagher National Risk Control

produces The Message, an electronic publication promoting safety and covering insights relevant to our clients working in the religious sector. These bulletins will enable you to review your program and provide information to assist you in strengthening your risk management plans.

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Festival/Special Event Safety and Crisis Management Best Practice Guidelines

Preplanning all parish festivals and special events is a necessity. Your festival committee should consider everything that could cause a large-scale crisis or just an isolated injury. High-hazard activities should be avoided.

The following are some guidelines that your parish needs to review and consider to help make your parish festival or other special event a safe and enjoyable event.

Preplanning Checklist

Item	Action Needed	N/A	Person Responsible	Date Completed
Designated Chairperson				
Designated Activities Supervisor for Each Area/Activity				
Event Safety Coordinator Identified				
Certificates of Insurance Obtained From All Vendors				
All Permits Obtained				

Volunteer Safety

Item	Action Needed	N/A	Person Responsible	Date Completed
All Volunteers Properly Supervised				
All Volunteers Provided Adequate Instructions				
If Needed, Personal Protective Equipment Available				
If Appropriate, Volunteers Informed of Alcohol/Health Regulations (See Archdiocese Policy)				



Parking/Traffic Control Checklist

Item	Action Needed	N/A	Person Responsible	Date Completed
Traffic Flow Plan Developed				
Pedestrian Walkways Properly Identified				
Adequate Lighting in Parking Areas				
Shuttle Drivers Properly Trained				
Shuttle Vehicles Have Proper Restraints				
Valet Drivers Given Safety Guidelines				
Parking Assistance Provided Safety Vest and Flashlights				
Emergency Aisles/Roads Identified and Properly Marked				

Money/Cash Handling

Item	Action Needed	N/A	Person Responsible	Date Completed
Background Checks Completed on Individuals Handling Large Sums of Money				
Money Counted by Two or More People				
Money Collected From Stand/Booths Frequently				
Cash Kept in Locked Safe				
Archdiocesan Finance Policy Reviewed				

Food Safety

Item	Action Needed	N/A	Person Responsible	Date Completed
Safe Food Handling Procedures Provided to All Handling/Preparing Food				
Facility/Tables, Etc., Properly Sanitized				
Proper Gloves Provided				
Refrigerators at 40°C and Freezers 0°C or Less				

Premises Safety

Item	Action Needed	N/A	Person Responsible	Date Completed
All Extension Cords in Good Repair				
All Outside Electric GFCI Protected				
Overhead Electric Wires Identified				
Adequate Lighting				
Tent Post/Pegs and Guide Ropes Properly Protected/Identified				
Pedestrian Walkways Designated				
Adequate Number of Fire Extinguishers				
Flashlights Placed in Each Stand/Booth in Event of a Power Outage				
Slip/Trip/Fall Hazards Removed				
Handrails in Place and in Good Repair				
All Chairs/Tables in Good Repair				
Adequate Trash Receptacles Available				
Tents/Stages Set Up by Qualified Personnel				

Crisis Management

Item	Action Needed	N/A	Person Responsible	Date Completed
Fire/EMS/Law Enforcement Informed of Event Date				
Crisis Hazard Assessment Completed (See Attached)				
Severe Weather Shelter(s) Identified				
Grounds Evacuation Plan Identified				
Severe Weather Radio Available and Monitored (if Necessary)				
Guidelines Developed to Cancel or Close the Event				
Adequate Fire Extinguishers				
First-Aid Station Identified				
List of Workers Certified in CPR/AED Identified				
AED Centrally Located on Grounds				
Stands Have Emergency Phone Numbers Available				
Fire Lanes Maintained				
Fire/EMS Law Enforcement Provided With Grounds Layout Plan				
Adequate Security Personnel Hired (if Necessary)				
Video Monitoring Adequate (if Necessary)				



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