Reimagining Events
Risk

SUMMARY

It's more important than ever to ensure that you understand and manage the risks around planning and delivering your event. The Risk Webinar looked at the context within which the industry is currently and may continue to operate using scenarios and guidance from other parts of the UK, as well as the importance of assessing and mitigating risk, with a focus on contingency planning.

KEY CONSIDERATIONS

With uncertainty in the environment in which we are operating comes a degree of risk to our event plans. Depending on our appetite for this risk we can accept it, avoid it, or choose to mitigate it. Contingency planning is one of the key areas of risk mitigation.

Contingency plans can be developed in outline for several scenarios with some aspects likely to be consistent across differing conditions. More detailed and costed plans are only required as the scenario becomes more likely, either based on greater certainty of environmental conditions, based on shorter time to the event or on both.

Be sure to check out the supporting documents provided in addition to this checklist: event contingency plan template, pandemic planning checklist, and risk appetite scale.

CHECKLIST

1. Understand your own 'risk appetite' as an event organiser. Which risks are you prepared to take and which ones do you need to avoid or mitigate?

2. Understand your environment in relation to legislative restrictions and requirements in place, and how and when these will be reviewed.

3. When developing contingency plans, use progressive measures and mitigations so that the mitigations in place at the lowest level of contingency will be required for all contingencies and then more measures and mitigations are added for each progressive contingency plan.

4. Consider whether some, or all, of your event can go 'online' if required and, if so, whether the plan to do so can be used as part of the event in any case.

5. Use the guidance produced by the World Health Organisation on mass gatherings to develop a strong list of mitigating actions for your contingency plans.

6. Ensure your plans clearly identify how decisions will be made, by who and at what point in time leading into the event. The decision-making process and timeline is crucial.

7. Ensure your contingency plans account for changes in the environment during the event as well as in the lead in. The longer the duration of the event the more likely a change is to occur.

8. Share your contingency plans with all agencies who need to be involved in delivering them or will be impacted by changes in your plans. Get their input and refine the plans.

9. Set a regular review schedule for contingency plans driven by your event date and any key decision-making dates in your planning.

10. Keep your eyes and ears open to learn what others are doing both within your geography and within your genre of events. Learn from other people's successes and failures!

USEFUL LINKS

Link to World Health Organisation page on Mass Gatherings including access to Risk Assessment Tool

https://www.who.int/publications/i/item/10665-333185

Link to Northern Ireland Government Coronavirus (COVID-19) regulations guidance: work, business, hospitality, tourism and sport

https://www.nidirect.gov.uk/articles/coronavirus-covid-19-regulations-guidance-work-business-hospitality-tourism-and-sport

Association of Event Organisers - COVID-19 guidance for event recovery

AEV/ESSA/AEV Secure Standard

Fundraising Regulator - Coronavirus advice for fundraising organisations

Events Industry Forum - Keeping workers and audiences safe during COVID-19 in the outdoor event industry in England

Events Industry Forum, Association of Independent Festivals, Association of Festival Organisers - Music Festivals – COVID-19 supplementary guidance

Meetings Industry Association - COVID-19 business support

Links to existing guidance in England

Dept Digital Culture Media and Sport guidance (DCMS)

Sport

Coronavirus (COVID-19): grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events

Coronavirus (COVID-19): grassroots sports guidance for the public and sport providers

Coronavirus (COVID-19): guidance on the phased return of elite sport

Working safely during coronavirus: providers of grassroots sport and sport facilities

Groups who utilise volunteers

Enabling safe and effective volunteering during coronavirus (COVID-19)

Working safely during coronavirus: heritage locations

Guidance for people who work in performing arts, including arts organisations, venue operators and participants

Working safely during coronavirus: performing arts

Guidance for people who work in hotels and guest accommodation, indoor and outdoor attractions, and business events and consumer shows

Working safely during coronavirus: visitor economy

Venues

Museums

National Museums Directors' Council - Good practice guidelines on opening museums

National Youth Agency - NYA COVID-19 guidance

Cinemas

UK Cinema Association - Cinemas - keeping workers and customers safe during COVID-19

UK Cinema Association - guidance for cinemas

Hospitality (pubs, restaurants etc)

UK Hospitality - COVID-19 secure guidelines for hospitality businesses

Sign up to Tourism NI industry news and events at https://tourismni.com

Keep abreast of Tourism NI Insights and Intelligence at https://www.tourismni.com/industry-insights

Check out TNI support resources including links to events-specific webinars at:

https://www.tourismni.com/build-your-business/events-webinars

Events Unit contact email: EventsUnit@tourismni.com