

Hosting a Successful School Fair/Carnival/Event

July 2022



One of the most popular school events can be a fun fair/carnival as it can bring the community together. It can be a positive event but also a challenge with a lot of details and logistics to work out. It is beneficial to establish an event committee, well in advance, giving lots of time to plan and a better chance of having a successful event.

Before planning an event, it is important to determine what the goals are. Is it to raise funds or simply to have a community event? Understanding the goal will help you make decisions regarding costs, ticket prices, food costs, etc.

The key factor in having a successful event is to understand how many people you expect to attend. Using this number and the price of a ticket, can allow you to estimate how much money you can spend on entertainment, games, inflatables, and food.

Location and Timing

Most school events can take place on school property which saves the cost of paying for a location. If the event is held elsewhere there may be costs such as a permit and the purchase of additional insurance.

In choosing a date for the event, it is beneficial to be aware of the local sports schedule that may make it impossible for many parents and students to attend. A survey of the school community offering alternative dates can assist in selecting a date that will allow many from the community to attend.

Volunteers

Before committing to hosting a school event it is necessary to have enough volunteers to set up games, sell tickets and food and control traffic. Supervisors are required to be actively involved with many activities such as inflatables that will attract many children. It is important to have enough adults in place so that children are safe. All volunteers should be readily identified so that attendees will know who they can go to for assistance. Having volunteers wear a distinct colored vest or t-shirt will help keep things organized.

Activities

There are many companies who rent carnival style games and certainly inflatables are favoured but they come with a cost. Consideration should be given to having a variety of games such as the potato sack race or hula hoop contests. These activities can help reduce the number of participants at the inflatables and keep costs of renting low. It may be possible to have a local business sponsor some activities and use signage or banners to thank them for their contribution

Money Management

Consideration should be given to how money will be handled at the site. An online payment system and selling of various colour wrist bands will allow admittance, activities, and meals. This eliminates the need to have change on hand and the counting of money.

If the decision is made to operate on a cash basis then you need to create a system that requires the least number of people to handle the money. A central ticket booth can sell tickets for activities and food and eliminate the need to have

people collecting, giving change, and counting money at various sites. If a ticket booth is in place, then arrange for an hourly count and remove the money to a secure location. Two people should be assigned to count money every time it is removed from the ticket booth to keep the process transparent to the community.

Risk Management Planning

A risk management plan is an essential aspect of planning any event as it identifies all the potential risks that may arise from holding an event and then lists the steps event organizers will take to reduce or mitigate identified risks.

First Steps in Assessing Risks

A risk assessment should consider:

- Existing risks of the site.
- Risks created by the event.
- External risks that the event organizer has little control over but may need to be managed at the event.



A risk assessment of the event site:

- Are there moving vehicles on site that can pose a risk to attendees?
- Is there anything on site that could become dangerous from inclement weather?
- Is there a body of water on or near site?
- Can attendees travel safely to the site and are any hazards clearly identified?

A risk assessment of the event and all proposed activities:

- Will there be inflatables such as bouncy castles or carnival rides and how will the safety of attendees be ensured in and around the activities?
- Will there be buildings or equipment brought on site and who will ensure it is safe?
- Will vehicles be brought on site and how do you manage the safety of people who are setting up near these vehicles?

A risk assessment of external risks:

- If an evacuation is required who is responsible for ensuring attendees are safely moved?
- What steps are put in place to look after attendees who may require emergency services?

It is important to create a risk management plan to reduce possible risks and consider the necessary steps to take in the event of an emergency. The plan should look at possible hazards and how they could cause harm and what control measures can be put in place.

Possible Hazards	Potential Harm from Hazards	Control Measures
<ul style="list-style-type: none"> Use of contractors Poor practices 	<ul style="list-style-type: none"> Electrical shock/burns 	<ul style="list-style-type: none"> Safe work procedures Liability Insurance in place
<ul style="list-style-type: none"> Overcrowding Inadequate space/exits 	<ul style="list-style-type: none"> Evacuation hindered, Unsafe access/egress 	<ul style="list-style-type: none"> Maximum number of attendees Emergency procedures
<ul style="list-style-type: none"> Specialist equipment 	<ul style="list-style-type: none"> Electrical shock/burns Physical injuries Slips/trips/falls 	<ul style="list-style-type: none"> Competent installations Inspection before use Supervised activities
<ul style="list-style-type: none"> Insufficient First Aid 	<ul style="list-style-type: none"> Delayed injury assistance 	<ul style="list-style-type: none"> First aiders and first aid equipment on site
<ul style="list-style-type: none"> Access/egress Unauthorized access 	<ul style="list-style-type: none"> Abduction/assault Protection issues 	<ul style="list-style-type: none"> Clearly defined routes Locked buildings Adequate supervision
<ul style="list-style-type: none"> Inadequate welfare facilities 	<ul style="list-style-type: none"> Illness 	<ul style="list-style-type: none"> Toilets available Adequate supervision
<ul style="list-style-type: none"> Inadequate lighting 	<ul style="list-style-type: none"> Unsafe access/egress 	<ul style="list-style-type: none"> All routes should be sufficiently lit
<ul style="list-style-type: none"> Vehicular access 	<ul style="list-style-type: none"> Physical injuries Multiple injuries 	<ul style="list-style-type: none"> Restricted access Walkways maintained
<ul style="list-style-type: none"> General lifting/carrying 	<ul style="list-style-type: none"> Cuts/abrasions Muscular injuries 	<ul style="list-style-type: none"> Minimize manual handling Slip free floor surfaces
<ul style="list-style-type: none"> General lifting/carrying Electrical equipment Overloading 	<ul style="list-style-type: none"> Electrical shock Fire/burns 	<ul style="list-style-type: none"> Pre-use check Safety inspection Good housekeeping
<ul style="list-style-type: none"> Field surface Trips and falls 	<ul style="list-style-type: none"> Physical injuries 	<ul style="list-style-type: none"> Any holes filled-in Spillages and litter cleaned promptly
<ul style="list-style-type: none"> Fires/hot activities 	<ul style="list-style-type: none"> Burns/scalds Property damage 	<ul style="list-style-type: none"> Barriers around hot areas Fire extinguishers Supervision
<ul style="list-style-type: none"> Supplying food and drink Poor storage and temperature 	<ul style="list-style-type: none"> Salmonella, listeria Allergies, anaphylaxis Scalds 	<ul style="list-style-type: none"> Personal hygiene Warm water, soap available Keep food covered. Adequate facilities to keep food at appropriate temperature. Food appropriately signed regarding allergies. Frozen food properly thawed before cooking.

Recommendations for Consideration

- **Insurance and Exclusions**

Some activities and equipment, such as mechanical bull riding and trampolines, are excluded from Manitoba School Insurance coverage. MSBA Office of Risk Management can advise on the specific activities and equipment that you may be planning to use.

- **Hold Harmless and Indemnification**

When working with vendors, insist on a contract which must include a Hold Harmless and Indemnification clause. This clause will protect your school from all claims arising out of any acts, omissions, negligence or willful misconduct of the vendor and its personnel, employees, or agents.

- **Insurance Certificate**

In addition to a contract, obtain a Certificate of Insurance from all vendors. This certificate shall include the name of your school and show evidence of the amount of general liability insurance of at least \$2,000,000 per occurrence.

- **Staffing Considerations**

Be sure to recruit enough staff and volunteers so that your event will proceed with minimum disruptions. Ensure that enough time is available prior to the event for training. All staff and volunteers need to be aware of the safety rules. At least one staff member or volunteer shall be trained in first aid and CPR. Rotate shifts at regular intervals to allow everyone to enjoy the activities. Consider the need for professional security presence.

- **Amusement Devices**

In Manitoba, all amusement devices must be licensed, regulated, and inspected by the Office of the Fire Commissioner. Prior to operating an amusement device, a license must be granted by the Fire Commissioner. In addition, criminal background checks shall be required of all employees.

After making sure that the license is current, it is beneficial to be certain that the company is reputable. Check the references of the last two clients who contracted with the company. Always request a Certificate of Insurance from the carnival company.

- **Inflatable Guidelines**

Risk Management recommends that you ask the following questions when renting an inflatable:

1. Does the rental company set up the inflatable with trained employees?
2. Does the rental company provide an operator for devices designed to enable users to stand, sit or climb to a height of 12 feet (3.6 meters) or higher?
3. Does the rental company provide clear instructions to provide safe operations if an operator is not provided? These instructions must provide capacity limitations, wind restrictions, location placement and anchoring requirements
4. Does the Certificate of Insurance show evidence of at least \$2,000,000 general liability coverage? The certificate shall include your school as an additional insured for the event



Before the event begins, inspect the area where the inflatable is set up and check out the following:

- Is the inflatable on level firm ground?
- Is the device near any electrical lines or a wall that would interfere with the safe operation of the device?
- Is the device anchored properly? The device must not be used in a strong wind.
- Are the anchors fenced off or protected to prevent people from tripping on them?
- Is there visible damage or excessive wear to the device?
- Is the blower motor plugged into a ground fault circuit interrupter (GFI) receptacle?
- Are the operators prepared to handle signs of deflation?

Site Safety

Designate a staff member to document any incidents that occur during the carnival. Take photos of the site prior to opening to the public. Access to the site shall be controlled and vehicles restricted. Proper lighting is essential for night-time activities and pathways must be clear of any tripping hazards.

Insist that the carnival vendor post any important safety reminders prior to getting on and off any rides.

When setting up or dismantling, use appropriate equipment that is in good condition. Ladders shall have all the rungs intact and a second person on the ground shall hold the ladder secure.

When planning an event, reach out to risk management for guidance. Let them know the basics – what type of event, where and when it will be held and how many attendees you anticipate. Risk management can direct you on whether your event falls within your current policies or if you need to start an application for a special event policy.

