

Company-Organised or Supported Social Events - Safety Considerations



Company-organised or supported social events are a regular feature in most companies, and safety considerations need to be taken into account in their planning. Each event will have its own characteristics but some of the areas to which management might give consideration and which should be assessed are:

- The reliability and reputation of any outside organisers who may be employed and the contractual conditions applicable.
- The adequacy of the facilities for the purpose and for the number of participants involved.
- The proper licensing of the hotel/accommodation and transport facilities by the appropriate national or local authorities and that the licence conditions are met.
- The proper licensing and competence of personnel (drivers, crews etc.).
- The adequacy and effectiveness of fire, security and first aid precautions, and of emergency exits.
- The additional risks associated with holding an event in isolated locations, on water or involving swimming pools.
- The adequacy of emergency survival equipment where required, and demonstration of its use before departure.
- The adequacy of control on the serving of alcohol.
- The provision of road transport home or alternatively hotel accommodation after the close of an event where alcohol is served.
- The hygiene of food preparation and handling.
- The risks associated with the concentration of a large proportion of company's staff in one location (other than their office premises), vehicle, boat or aircraft.
- Additionally, the adequacy of the insurance cover which any contractor who is organising the event and/or owner of the facilities has in place to protect themselves and the company against any liabilities that may arise.

SHELL SAFETY AND HEALTH COMMITTEE

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