



# Events Public Liability & Risk Management

Did you know that hosting your event is easily covered under Aon's NFP public liability insurance?

## What is public liability and why do you need it for your event?

If a third party suffers an injury or property damage as a result of your organisation's event in Australia, we'll ensure your organisation, directors, paid & voluntary workers are protected in the event of a claim. This means, we'll cover all compensation for which you become legally liable to pay for personal injury or property damage.

## How to make sure you're covered for event liability?

You're only going to be covered for event liability if you've declared you are running an event/s in the year ahead in the Public Liability part of your policy.

## Not sure if you've declared it? Wanting to declare it? Or hoping to insure your full Public Liability policy with Aon?

Simple, just get in touch with your Aon NFP broker or our dedicated team directly.

**Speak to the Aon NFP team today!**

**1800 123 266**  
[aon.com.au/va](http://aon.com.au/va)

## What our Public Liability would cover you for:



An action is brought against your NFP for a slip & fall.



A third party is injured whilst at your event.



Food poisoning from food prepared & served at the event by your NFP.



Damage to third party property (i.e. walls, equipment) when you've hired a venue.

## Other types of event cover to consider

- **Weather Cancellation** – Are you holding a major event outdoors speak to us about providing cover to protect you should you be impacted due to a weather event?
- **Conferences** - Are you holding a conference with overseas speakers, speak to us about providing cover to protect you should you need to cancel due to speaker cancellation

*Plus turn overleaf for a comprehensive checklist Aon's created to ensure your event runs smoothly!*



## Event Risk Management Checklist for Not-for-Profits, Community Groups and Charities

Below is a checklist which will assist you in planning events and managing the associated risk.

### Pre-Event Risk Management

- Check dates and ensure venue/location availability does not clash with other events
- Ensure all activities comply with relevant Municipal By-Law(s)
- On Road and Road Closure procedures followed where necessary
- Ensure all activities are listed on your Event Permit (if required)
- Ensure any public consultation policies are complied with
- Check that activities and structure comply with relevant legislation and regulations
- Ensure all amusement rides are registered with local authorities
- Event cancellation procedures in place
- Get proof of insurance from contractors (stall holders, food vendors, ride operators, security, sound & lighting etc.)
- Notify Emergency Services of event plans and make arrangements if attendance is required
- Appropriate Insurances in place and event declared

### Event Risk Management

- Ensure plan includes all parties involved
- Assign who is in charge of event and their support people
- Key roles and responsibilities clearly assigned
- Communication/contact procedures in place
- Event Risk Assessment carried out
- Bump-In Plan (set up)
- Bump-Out Plan (pack up)
- Event Safety Role - Who is in control in event of accident/emergency
- Accident & Emergency Procedures
- Safety Training completed
- Volunteers briefed and trained
- Structural Inspection/Work Health & Safety Inspection
- Register of all assets maintained
- Relevant Licenses in place
- Record of all contractors maintained

#### Complete Yes/No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

#### Complete Yes/No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

## Contact NFP Team

**1800 123 266**  
aon.com.au/va



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