



RISK CONTROL MEMORANDUM

To:	Catholic Diocese of Green Bay Parishes, Schools & Other Facilities
Attn:	School Managers
Date:	September 2011
From:	Gwendolyn Arps ☐ Risk Control Consultant Direct Line: 920-431-6265 e-mail: gwendolyn.arps@aon.com
Re:	Auditoriums, Stadiums and Gymnasiums Safety

As school activities increase, it is important to keep both students and their supporters safe at school functions. In order to do so, it is important to develop safety rules, inspect facilities such as gymnasiums and auditoriums regularly, and plan for crowd management. The information below will help you keep supporters safe so that they can enjoy the event.

Safety rules should include:

- Hours of operation
- Location of first-aid resources
- Location of emergency exits
- Requirement for specific personnel to support activities
- Guidelines for proper use, maintenance, and storage of equipment
- Expected behaviors for participants and attendees
- Proper dress code

Facility inspections should be completed for:

- Basketball backstops
- Seating
- Handrails
- Floors and ramps
- Walkways
- Lighting
- Sidewalks
- Parking lots

Crowd management guidelines:

- Anticipate the size of the crowd and provide enough staff and contracted personnel to direct and manage the crowd during the entire event.
- Post signs informing patrons of the safety rules of the facility and their expected behaviors
- Ensure procedures are in place to handle accidents, altercations, and other emergency situations

Content from Liberty Mutual and gymnasiumsafety.com.

Additional resources are available from Catholic Mutual Group

This and other Risk Control Memorandums are also available on the Diocese website at:

<http://www.gbdioc.org/facilities-a-properties/risk-management-insurance/risk-control-information-education/risk-control-memos.html>

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