



Health & Safety/ Risk Assessment for groups attending

This information is for group leaders from school and parish groups, to add to pre-trip Risk Assessment. If you require any further information to complete the Risk Assessment then please contact the organising team at flame@cymfed.org.uk

Flame is organised by: CYM Events Ltd (Company Number 9844689) is a company limited by shares. It is a wholly owned subsidiary of the Catholic Youth Ministry Federation, CYMFed (Company Number 7970334, Registered Charity number 1158109).

The registered address for CYM Events Ltd is 39 Eccleston Square, London, SW1V 1BX.

CYMFed is separate to, but recognised and supported by the Catholic Bishops' Conference of England & Wales.

Background

The Risk Management for Flame uses the Risk Management Framework (RMF) prepared for the Catholic Bishops' Conference of England and Wales after the Papal Visit in 2010. It also builds on successful policies and procedures for previous Flame events at which 8,000 young people attended. There were no reportable incidents for Flame previously, and the feedback was all overwhelmingly positive.

The same organisers are in place for Flame 2017.

The main website for Flame 2017 to is <http://cymfed.org.uk/flame2017/>

The main website for the SSE Wembley Arena, containing a lot of general information, is <http://www.ssearena.co.uk/>

Every leader will receive full "joining instructions" (JI), with all the practical information needed for the day, approximately three weeks before Flame. For reference, the 2015 JI is available via the CYMfed website.

Risk Assessments and Insurance

- Flame is covered by public liability insurance up to £10 million provided by the Church's insurers, the Catholic Church Insurance Association (CCIA).
- The Flame production elements – staging, lighting, etc. – are all fully risk assessed by the production company, and these Risk Assessments are reviewed by the Operations Director, and the SSE Arena Wembley.
- The SSE Arena Wembley fully addresses all operational aspects of the Arena – seating, exits, etc., and provide stewards on the day.
- The Event Risk Assessment paperwork is extensive, and is all within the RMF.

Group organisers are responsible for the following elements:

- Travel to and from SSE Wembley Arena. The Flame organisers will provide travel information, and minibus and coach parking can be booked in advance at: <http://www.wembleyofficialparking.com/>
- Supervision of the group at all times. The details of precise seating is provided about three weeks prior to Flame, and there will be a map of the Arena on the Flame app, helping to make meeting points, etc., easy to establish.