Dinnington St John's Town Council

EVENTS AND EVENT SAFETY POLICY

Inc Risk assessment and Insurance guidance

September 2026

Applies to: Council-led events, community events on council land, and events using council facilities or services.

1. Policy statement

- The Council will plan, approve, manage and review events in a way that protects the health, safety and welfare of staff, Councillors, volunteers, contractors, performers, suppliers and the public.
- This policy is designed to support proportionate event management. It should be read alongside the Council's Health and Safety Policy, Emergency Plan, Safeguarding arrangements, Data Protection documents and any site-specific risk assessments.

2. Legal and regulatory framework

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999, including the duty to assess risks and make suitable arrangements for effective planning, organisation, control, monitoring and review.
- Occupiers' Liability Act 1957 and Occupiers' Liability Act 1984.
- Regulatory Reform (Fire Safety) Order 2005 for relevant premises and event structures.
- Equality Act 2010 and the Public Sector Equality Duty where applicable.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) where notifiable incidents occur.
- UK GDPR and Data Protection Act 2018 where personal data is collected for bookings, ticketing, stewarding or contractor management.
- Licensing Act 2003 and Temporary Event Notice provisions where licensable activities are proposed.
- Any other permissions, consents or traffic management requirements relevant to the specific event and venue.

3. Roles and responsibilities

- Council: approves the event, confirms insurance arrangements and ensures suitable resources are available.
- Event organiser / lead officer: prepares the event plan, risk assessment, emergency arrangements and staffing plan.
- Responsible person for the site: ensures the venue is inspected, hazards are controlled and conditions of use are understood.
- All staff, councillors, volunteers and contractors: must follow instructions, report hazards and take reasonable care.

4. Event approval process

- Event proposals should be submitted in sufficient time to allow assessment of risk, licensing, insurance and resource implications.
- No event should proceed until the Council is satisfied that the risks are manageable and any required permissions are in place.
- Higher-risk events should be approved by the Council or a delegated committee.

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5. Risk assessment requirements

- A written risk assessment is required for every event, proportionate to its size, complexity and risk profile.
- The assessment should identify hazards, who may be harmed, existing controls, further actions required, the responsible person and review date.
- Special attention should be given to: crowd management, slips/trips/falls, weather, fire, electricity, temporary structures, food safety, vehicles, safeguarding, accessibility, manual handling, first aid, noise, lone working and emergency evacuation.
- Where appropriate, separate assessments should be completed for fire safety, traffic management, contractors, activities for children and vulnerable adults, and severe weather.
- The risk assessment must be reviewed immediately before the event and updated if circumstances change.

6. Insurance

- The Council should ensure that its own insurance policy covers the event activity, venue use and any hired-in equipment as appropriate.
- Public liability insurance should normally be required from third-party organisers, traders, caterers, performers, contractors and any other external parties.
- The level of cover should be proportionate to the event. A minimum of £5 million public liability cover is commonly requested for events, but the Council should confirm the appropriate level with its insurer and brokers.
- Evidence of insurance should be obtained before approval, together with any conditions, exclusions and expiry dates.
- The Council should also consider employers' liability insurance, property insurance, professional indemnity where advice is given, and specific cover for fireworks, amusements, vehicles or inflatables where relevant.
- Insurance requirements do not replace the need for proper risk control.

7. Operational controls

- A clear event plan should set out access, layout, welfare, communications, staffing, first aid, incident reporting and emergency arrangements.
- Suitable stewarding and supervision should be in place, with named contacts and escalation routes.
- The Council should consider weather contingencies, public address arrangements, barriers, lighting, temporary power, welfare facilities, disabled access and safeguarding arrangements.

8. Incident and emergency management

- There must be a proportionate emergency plan for foreseeable incidents including fire, medical emergency, missing person, severe weather, crowd surge and security concern.
- Significant incidents, near misses and injuries should be recorded and reviewed after the event.
- Notifiable incidents must be reported under RIDDOR where applicable.

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9. Data protection

- Personal data should only be collected where necessary and kept securely.
- Retention periods should be proportionate and records deleted or anonymised when no longer required.

10. Review

- This policy should be reviewed at least every two years or sooner if legislation, guidance or operational experience indicates a need for change.

Appendix A: Event Risk Assessment Template

Hazard	Who may be harmed	Initial risk	Controls	Further action / by whom	Residual risk

Appendix B: Minimum insurance checklist

- Public liability insurance certificate received and in date.
- Policy covers the event activity and location.
- Third-party traders and contractors have their own insurance.
- Specialist risks covered where relevant.
- Policy exclusions checked and accepted by the Council.

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Adopted date: 14/09/2026

Minute reference: 84/27 (D)

Review cycle: Every 2 years

Next review date: September 2028