



## Parish Fêtes, Fairs & Fun days

As a result of Covid-19 you may be preparing for your first parish events for over two years. With this in mind, we hope you find this guidance to be a helpful reminder of some of the things you should consider when organising an event.

The key to a successful and safe event is planning ahead. The date and location of your event may already be in the diary, key people assisting in the organisation of the event might have been identified and bookings made with suppliers, however:

- Has a competent person been identified to deal with Health and Safety ('H&S')?
- Has this person undertaken all appropriate risk assessments?
- Have your Fire Risk Assessment and evacuation plan been considered and updated as necessary?
- Has the provision of first aid been considered?
- Have insurance details and risk assessments been obtained from all participating suppliers?
- Have you documented all the planning you have undertaken and safety arrangements that you have put in place?

Your planning needs to be proportionate to the risk that your event creates, so large events with more volunteers, external stall holders or contractors, and higher visitor numbers will require more detailed risk assessments and more planning.

There are many useful resources available to assist you in complying with your H&S duties. The diocesan H&S Manager or external H&S consultant may be able to assist, and the Health and Safety Executive ('HSE') provides

excellent user-friendly advice on the risk assessment process: [www.hse.gov.uk/risk/index.htm](http://www.hse.gov.uk/risk/index.htm)

If other organisations are participating in your event, or you are employing contractors such as caterers, you are not absolved of your overall responsibility for the safety of those attending the event. You must check that all third parties hold appropriate insurance cover and that they have properly risk assessed their activity.

Documentation is hugely helpful in the defence of a liability claim. When defending claims arising from parish fetes, we have found that site plans, which show the layout of stalls and note where hazards were identified and the actions taken to rectify them, demonstrate that you do have a proper system of inspection.

## Large scale events, unusual risks and dangerous activities

The diocesan insurance cover is wide and extends to cover all the **usual** activities of the diocese and its parishes. While fetes and fairs are considered to be routine parish activities, pre-Covid we were increasingly being asked to confirm cover for dangerous activities and large-scale events, which insurers would not consider to be usual parish activities. This includes such things as archery; shooting; climbing walls; weekend festivals; and any events with an attendance in excess of 1,000 people. If you are unsure whether an event or activity is automatically covered, please contact CIS as early in the planning stage as possible.

The diocesan liability policy covers all authorised parish activities regardless of where they are held, so if your parish site lacks the outside space to hold a summer fair, the event will be covered if it is held on land belonging to another party, such as a local school or council playing field. If evidence of cover is required, please contact our office on 01296 422030.

## Bouncy Castles

Bouncy castles and other inflatables are dangerous if not used responsibly. There are often reports in the media regarding fatal injuries sustained by children on inflatables. The diocesan policy does cover claims made against the diocese/parish arising out of accidents on bouncy castles and other inflatables at parish events, but we strongly recommend they are not used due to the risks. If you do want to have inflatables at your event, appropriate risk assessments must be undertaken including consideration of the guidance set out by the HSE: [www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm](http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm)

Also ensure you comply with the hire company's guidance and any conditions of use within its terms and conditions.

If the hire company requires you to insure the equipment, loss or damage to equipment such as inflatables and their associated generators hired under normal contract conditions is covered up to £10,000 per event under the CNM policy.

Be sure to have regard to the CNM policy limits in respect of cash and, if you think your event may cause you to exceed those limits, please contact us and we can liaise with insurers.

## Catering

As a result of legislative changes in 2021 relating to the labelling of allergens in foodstuffs, we recommend that you carefully consider the need to label food that is being supplied at your event, including homemade goods.

To protect everyone, we would encourage the labelling of allergens even where it is not a strict legal requirement.

It is not best practice to use blanket warnings regarding the potential presence of allergens as this encourages risk-taking behaviour in those with allergies.

More information regarding your duties can be found here: [www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events](http://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events). Guidance may also be available from your Local Authority.

**The insurances in place do not cover you for any losses which you sustain as a result of the cancellation of your event.**

If your event is ticketed or you are incurring costs such as hiring premises, equipment or entertainers, you may want to consider insurance so you are not left out of pocket if something outside your control (excluding Covid-19) causes the event to be cancelled.

If you wish to explore an event insurance policy, please contact us.

## In the event of an accident or emergency:

If an incident does occur, we would recommend you take the following steps:

1. Deal with the incident, provide **first aid** as required and, if necessary, call an ambulance.
2. **Record** the incident in the parish incident book and obtain contact details for any witnesses, especially if they are not regular parishioners.

It is important to record all **accidents**, even the most trivial, and '**near misses**' as claims may be made for injuries not apparent at the time of the incident. A claimant has 3 years from the date of injury to make a claim (3 years from the age of 18 if a child is injured), so it is unlikely that incidents will be recalled accurately by the time a claim is made.

3. Take **photographs** of the area where the incident occurred (this is equally important if there is a hazard to be seen or as evidence that there wasn't an obvious hazard).
4. **Report** the incident to relevant parties, including the HSE under RIDDOR requirements, the diocese & CIS.

**Please remember that all RIDDOR reportable accidents must also be notified to CIS.** If you require assistance with RIDDOR reporting, please contact us.