

HUGHENDEN PARISH COUNCIL (“HPC”) – SEPTEMBER 2014

Effective from the 9th September 2014 as RESOLVED at a meeting of the Council of that date

GUIDELINES RELATING TO ORGANISING A PARISH 'EVENT'

- A risk assessment should be carried out, and written up, prior to the event, and kept on Council records
- The location should be suitable for the event
- A first-aider should be in attendance and they should have means to call the Emergency Services
- All Third Parties should have their own Public Liability insurance (e.g. catering vans, fair rides, bands, stalls not run by HPC)
- Please note that bouncy castles are excluded from the policy. They should be hired from someone with their own Public Liability insurance in place, and be operated by them at all times
- All permits and licences should be in place and, if required, the Policy and Fire Brigade should also be notified
- There should be sufficient marshals for the number of people attending (minimum guideline is 1 marshal per 100 people)
- If HPC is responsible for a BBQ, it should be sited in a position where people cannot walk into it. Fire-fighting equipment (sand/water) should be in place and the food should be kept chilled until it is cooked
- If HPC is organising a tug-of-war it should ensure that all competitors are wearing suitable clothing and footwear
- If HPC is organising the lighting of a bonfire, Came & Company will need to be notified, on behalf of the Insurers, a minimum of 14 days prior to the event, and receive a copy of the risk assessment. Insurers require that HPC ensures the public are kept a safe distance from the fire. If the bonfire is less than 75metres from any property not owned by HPC Came & Company must, on behalf of the insurers, be notified