**Westbury Sub Mendip Parish Council**

Protocol and Risk Assessment for Event Organisers at Court House Farm

Under the terms of the Covenant agreed between the Owners of Court House Farm and the Parish Council, Events may be held at Court House Farm under the terms of the Covenant.

Event Organisers must request agreement from the Parish Council to organise an event by writing to the Clerk (parishclerk@westbury-sub-mendip.org.uk) a week before the Parish Council Meeting held before the six week notice period that the Parish Council must give the Owners. See the Village Website Diary, or published Parish Council Agendas and Minutes for the dates of Parish Council meetings.

If the Parish Council gives its agreement that the Event may be held under the terms of the Covenant, then the Event Organisers should provide a completed Risk Assessment to the Clerk a week before the Event. A copy of the Event Organiser’s Public Liability Insurance document should also be provided to the Clerk. Failure to provide a completed Risk Assessment and Insurance document will require the Event to be cancelled.

The Event Organisers should liaise with the Owners to agree a convenient time to conduct the Risk Assessment.

The Risk Assessment should be completed by the Event Organisers before every Event held at Court House Farm. It is good practice to do a further review of the risk assessment when all stalls, marquees, etc. are in place.

Risk Assessors should use the template Risk Assessment following, amending or adding to it as appropriate for their Event

Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names and Contact telephone and email of people carrying out the Risk Assessment:

|  |  |  |
| --- | --- | --- |
| Name | tel | email |
|  |  |  |
|  |  |  |
|  |  |  |

Date of Risk Assessment: Date Received by Clerk:

| **What are the Risks or Hazards?** | **Who or what might be harmed and how?** | **What are you already doing?** | **What further action is necessary?** | **Action by who?** | **Action by when?** | **Date Done** |
| --- | --- | --- | --- | --- | --- | --- |
| Bad weather | Court House Farm property may be harmed (e.g. wet muddy conditions)People may be harmed by slippery conditions or high winds. | Event advertising makes clear that the Event will be cancelled or moved to another location if the weather is considered too bad to allow the Event at Court House Farm. This decision will be made by the Parish Council Chairman or Deputy Chairman and one other Councillor after consultation with the Court House Farm owners and the Event Organisers. | Consider bad weather cancellation insurance. | Event Organiser |  |  |
|  |  |  | Consider booking an alternative venue. | Event Organiser |  |  |
|  |  |  | Any damage to the ground must be made good after the Event | Event Organiser |  |  |
|  |  |  |  |  |  |  |
| Incursion onto land not permitted for Event use  | Insurance may not cover injuries or damage. Owners’ privacy would not be respected. | Boundary marking must be placed 20 metres from all Court House Farm buildings and outbuildings (as shown on Covenant Plan).  | Boundary marking posts and tape may be borrowed by application to the Friendly Society. | Event Organiser |  |  |
|  |  |  | An Event marshal should monitor the western Event boundary during the Event.  | Event Organiser |  |  |
|  |  |  |  |  |  |  |
| Inappropriate Display of Posters and Notices | Posters and Notices on Court House Farm land are put up too early, or taken down too late  | Posters/Notices must not be put up more than 3 weeks in advance of an Event, and must be taken down on the day after the Event at latest. | Monitor timescales, and inform Organising helpers. | Event Organiser |  |  |
|  |  |  |  |  |  |  |
| Inappropriate Access and Exit | Damage to fencing or people not using the correct entrance/exit | Advertise that Entrance/Exit is by the white metal gate opposite Crow Lane (Marked ‘A’ on Covenant Plan) | Appoint an Event Marshal to monitor the gate, and direct pedestrians and vehicles safely. | Event Organiser |  |  |
|  |  | No vehicles are to be parked on Court House land before, during or after the Event | Advertise that parking is not available on Court House Land. Make alternative arrangements. | Event Organiser |  |  |
|  |  | Any vehicle access necessary for set-up or take-down for an Event , or during an Event, must take due care of the land, and be mindful of weather conditions. | Monitor any vehicle access necessary. Make good any damage done. | Event Organiser |  |  |
|  |  |  |  |  |  |  |
| Ineffective Clean Up | Court House Farm land might be left with litter or debris.  | Event Organisers will appoint persons responsible for any clear up needed, so as to leave Court House Farm land in as clean a state as found. | Appoint a clean up person or team.Take particular care that no broken glass or sharp objects are left behind. | Event Organiser |  |  |
|  |  |  |  |  |  |  |
| Setup or Takedown extending beyond permitted timescales | The Owners would be inconvenienced. The landscape character would be harmed. | Setup and Takedown must be on the day of the Event, or with the Parish Council’s permission on the day before or after the Event. | Organise and schedule setup and takedown tasks. | Event Organiser |  |  |
|  |  |  |  |  |  |  |
| Licences or Permissions are not obtained | Reputational damage, or other liabilities could be incurred. | Ensure that any necessary licences are obtained, and regulations observed. | Assess permissions required, and put them in place. | Event Organiser |  |  |
|  |  |  |  |  |  |  |
| Slips, Trips and Falls | Personal injury | Keep equipment used in a safe condition. | Organisers should Provide warnings or safety provisions for trip hazards. Minimise, and keep tidy, any trailing cables | Event Organiser |  |  |
|  |  |  | Consider placing a ‘take care’ safety warning notice by the WS13/1 public footpath stile | Event Organiser |  |  |
|  |  |  | Consider roping off trees to prevent climbing. |  |  |  |
|  |  |  | Consider reminding parents in publicity that children’s safety is their responsibility at all times |  |  |  |
|  |  |  |  |  |  |  |
| Collapse of Structures | People may be injured by collapsing structure | Marquees and staging must be erected by experienced helpers.  | Structures must be checked daily, if present for more than one day. | Event Organiser |  |  |
|  |  |  |  |  |  |  |
| Medical Emergency | Telephone provision for the 999 service must be provided to prevent worsening of a medical condition. | Defibrillator available on school wall. | Ensure that an organiser has a working mobile phone on the site. | Event Organiser |  |  |
|  | First Aid may be needed |  | Consider the provision of a First Aid Kit on the site | Event Organiser |  |  |
|  |  |  | A designated First Aider should be on-site | Event Organiser |  |  |
|  |  |  |  |  |  |  |
| Falling tree branches | People under the trees | n/a | Inspect trees for damage before the Event | Event Organiser |  |  |
|  |  |  |  |  |  |  |
| Electrical Danger | Faulty electrical equipment could cause electrical shock | n/a | Ensure all electrical equipment is constructed and maintained in a condition suitable for use in the open air. | Event Organiser |  |  |
|  |  |  |  |  |  |  |
| Animal bites and faeces | People may be bitten, or infected by faeces | Animals should only be brought on site after consultation with the Parish Council and Owners. | The Owners are content for dogs to be brought onto their land during Events if kept on leash at all times, and any dog mess is collected in poo-bags and taken home, as is normal good practice. | Event Organisers |  |  |
|  |  |  |  |  |  |  |
| Bouncy Castle  | Children falling off the inflatable, or injuring each other | Activity will be supervised at all times by a minimum of 2 adults.Unruly children will be removed.Activity sited on grass, away from all obstacles.  | Consider: PE mats will be placed around the fall-out area.Monitor the inflatable at all times to limit the number of children using it, and ensure they are of similar age. | Event Organiser |  |  |
|  |  |  |  |  |  |  |