

NETHER WALLOP PARISH COUNCIL

Event Organisation Process for review.

PARISH COUNCIL EVENT INSURANCE REQUIREMENTS.

BEFORE EVENT				
PROCESS	WHO TO ACTION	HOW	WHEN	RECORDS TO BE KEPT
1. REQUEST of coverage and use of council land (if applicable.)	<ul style="list-style-type: none"> Volunteers WG Members of the public organizing events. Councillors organizing events. 	Email Clerk including: <ul style="list-style-type: none"> Event detail summary. Who will be attending. Location, date, times. Risk Assessment. PIC details. First Aid details. Safety instructions for attendees/hirers etc. Booking form (if applicable.) 	<ul style="list-style-type: none"> 1 week Prior to PC meeting occurring before the event. In urgent cases (or for regularly repeated events throughout the year) by email to the Clerk at least 1 week prior to the event. 	<ul style="list-style-type: none"> Clerk to keep email request and all attachments.
2. REVIEW.	<ul style="list-style-type: none"> Full Council. Insurers (if Clerk has any questions.) 	Check: <ul style="list-style-type: none"> If council agree to be event organizer. Risk Assessment Emergency First Aid details. If professional support need be engaged. If insurance could be organized elsewhere. 	<ul style="list-style-type: none"> At Full PC meeting to allow MOP to attend and raise any concerns. For urgent cases (or regularly repeated events) councillors will review by email. 	<ul style="list-style-type: none"> Risk Assessment. Event PIC contact details. Nominated First Aider(s) details. Safety instructions.
3. APPROVAL / REFUSAL	<ul style="list-style-type: none"> Clerk to advise requesting group cc Chairman. 	<ul style="list-style-type: none"> Email reply 	<ul style="list-style-type: none"> ASAP after meeting 	<ul style="list-style-type: none"> Minutes of decision. Email response.
AT EVENT				
PROCESS	WHO TO ACTION	HOW	WHEN	RECORDS TO BE KEPT
4. VOLUNTEER / STAFF / HELPER LIST	<ul style="list-style-type: none"> PIC to maintain a list of those involved and helping. 	<ul style="list-style-type: none"> Paper sign in sheet on the day. 	<ul style="list-style-type: none"> To be given to Clerk at end of event. (Email PDF copy of list) 	<ul style="list-style-type: none"> Copy emailed to Clerk.
5. COMMUNICATION OF SAFETY INFO TO PUBLIC / HIRER	<ul style="list-style-type: none"> PIC of event. 	<ul style="list-style-type: none"> Email Risk Assessment and safety instructions to hirer (cc Clerk.) Verbal instructions on entry (if necessary.) Announcement to assembled public. 	<ul style="list-style-type: none"> As appropriate. 	<ul style="list-style-type: none"> Email of RA and Safety instructions to hirer.
6. ATTENDEE LIST (including minors)	<ul style="list-style-type: none"> PIC of event entry. Sign in sheet. 	<ul style="list-style-type: none"> List of names only. 	<ul style="list-style-type: none"> At entry to all indoor events or for outdoor WG task groups. (Not needed for open to the public events.) 	<ul style="list-style-type: none"> Copy emailed to Clerk.
7. ACCIDENT RECORD	<ul style="list-style-type: none"> PIC at event 	<ul style="list-style-type: none"> Use Accident book format to take notes. 	<ul style="list-style-type: none"> To be given to Clerk at end of event. (Email PDF copy of info) 	<ul style="list-style-type: none"> Copy emailed to Clerk.