

Special Events Guidelines - Factsheet

Introduction

Subject to the usual terms and conditions of the Policy, we can confirm that providing you, the Policyholder, are responsible for the "Event" the Public Liability section of the Policy will extend to cover the Committee's legal liabilities. We do however have several recommendations with which you should comply.

Bouncy Castles

If the "Bouncy Castle" is hired with a supervisor, the supplier **must** have their own Public Liability Insurance.

If however, the "Bouncy Castle" is hired in, and its use is to be controlled by the Policyholder, then the following will apply:

- An adult representative is to act in a supervisory capacity **at all times**
- Only allow children of a similar age and size on the castle at any one time
- Avoid any overcrowding and ensure that the manufacturers recommendations for numbers are not exceeded
- Soft gym mats should be positioned to cover any hard surface at the open front of the castle
- Make sure that users of the castle remove any potentially dangerous objects, such as jewellery, buckles, shoes etc.
- Ensure that the castle is moored securely to the ground
- Never use it in high winds or wet weather
- Do not allow children over the age of 12 years to use the castle

Firework Displays/Bonfire/Beacons

- Police and Fire Brigade authorities must be consulted at least 7 days before the proposed event and their recommendations must be strictly adhered to
- You must follow the manufacturers'/suppliers' instructions and safety recommendations in respect of beacons/fireworks
- There must be at least 1 steward in attendance for every 100 spectators for the duration of the event
- All spectators are to be kept behind an adequate barrier at all times. The barrier must be at least 25 metres away
- Qualified First Aid personnel must be in attendance with the means available to summon the Emergency Services
- All fireworks not being used must be kept in a fire-proof container and are only to be ignited by responsible adults who are part of the organising body

Christmas Trees and Lights

- The tree is to be erected by a competent person
- Electrical devices to be connected to mains supply by a qualified electrician with their own Public Liability Insurance
- If the tree is erected on land not owned by the Policyholder, the landowner concerned must have their own Public Liability Insurance
- The tree must be regularly inspected especially in cases of bad weather

Fetes and Galas

- Police and Fire Brigade authorities must be consulted at least 7 days prior to the event and their recommendations strictly adhered to

- There should be at least 1 steward in attendance for every 100 spectators for the duration of the event
- Qualified First Aid personnel must be in attendance with the means available to summon the Emergency Services
- All independent persons, owners of mechanically propelled vehicles and the owners of any animals must have their own Public Liability Insurance
- The Policyholder must ensure that all areas where events are to take place are suitable for their intended purpose

Shooting and Archery

- Each firing position must be individually supervised and controlled by experienced and qualified persons
- An area behind the firing position must be roped off ensuring any person not involved has no access whatsoever
- Owners of guns must have their own Public Liability Insurance
- No unauthorised persons are to use guns

Any other hazardous activity not previously mentioned must be notified to us prior to the activity taking place