

# Your Responsibility for Church Organised Events

A simple **guide** for PCC members



## Introduction

Welcome to our short guide about planning and hosting church events. Organised events, such as a church fête or concert are a great way to celebrate the work of the church and bring new people into the church family. They often provide an opportunity to raise much needed funds too. However, without adequate planning and organisation, the running of such activities can lead to accidents and injuries.

This guide gives you a brief overview of what you need to consider when planning church events and activities, and directs you to the more detailed guidance that is available on our website.

For help, call our dedicated customer services team (please have your policy number available) on

**0345 777 3322**

(Monday to Friday 8am-6pm excluding bank holidays)

Email us at

**churches@ecclesiastical.com**

For more information and guidance, go online at

**www.ecclesiastical.com/church**



Find out more information on our website when you see this symbol



## Thinking about an event...

### What is your responsibility?

All entertainment events are classed as work activities and therefore are subject to the Health and Safety at Work Act and the regulations passed under it. There is a duty of care to ensure the safety of visitors to the church, hall or grounds. In addition, licensing legislation may also apply and you may require a Temporary Event Notice from the local licensing authority.

The church can be involved at three levels as

- Beneficiary
- Facilitator
- Organiser.

**Beneficiary** – This is the lowest level of involvement in an event where the PCC has no control over its organisation and merely benefits from the proceeds raised. An example might be where an individual holds a coffee morning in their home for the benefit of the church. Any individuals who organise such an event should check with their household insurers to ensure that their public liability cover would apply should anyone be injured on their premises. Most insurers are likely to accept such an activity if they are notified of it.

**Facilitator** – Here the PCC arranges an event but uses the services of a specialist independent provider to manage all or part of the event. This would normally be the case where the event is of a hazardous nature such as a large fireworks display, and we would expect the PCC to use a competent specialist provider in these circumstances and also to check that they have adequate public liability insurance in place.

**Organiser** – In this situation, the PCC has total control of the event including all activities. This is likely to be the case where the activities are of a non-hazardous nature and normally associated with a church setting, such as a fête or coffee morning, and where specialist skills or knowledge are not required.

## What are you covered for and when do you need to contact us?

### Events away from the church premises

If you are planning on holding a church event away from your church premises, the Public liability and Employers' liability cover applies across the UK. There is also cover under your Parishguard policy for portable items taken away from your premises. Check your policy for the limits applicable.

### Out of the ordinary church events

We expect many churches to regularly run fêtes and coffee mornings, and your policy will provide cover for these. However, occasionally churches will run unusual or hazardous activities such as fireworks displays, abseiling or tower tours. If you are planning any events like these, please let us know as soon as you know the event will be happening.



Most events will pose no problems, but you need to be aware of your obligations under, for example, Health and Safety regulations.

## Will there be an additional premium charge for event cover?

If the event consists of low-risk activities, such as a bake sale, bric-a-brac and fête type stalls, then this would be considered as a normal church activity and therefore no additional premium would need to be charged.

There may be occasions where events are of a hazardous nature such as clay pigeon shoots, rock climbing and abseiling. Where you can confirm that these events are being organised under the full control of a competent specialist provider that has public liability in force, we would not normally charge an additional premium. Please contact us if you are planning such an event and, most importantly, if you are thinking of organising it without the use of a specialist provider.

## Supporting your local community

Many churches support their local community. The Community Outreach section of our Church Insurance Made Simple guide provides you with more detailed information about the insurance implications and also directs you to guidance on our website.



Find out more on our website

## Planning your church event

### Health and Safety risk assessments

Without adequate planning an otherwise successful church event could lead to accidents and injuries. There are many things to consider, but the first step in planning any event is a risk assessment. It does not have to be complex and is often just common sense. Even if you are planning a small event like a coffee morning, a risk assessment should be completed and we have a template to help you. Any completed risk assessments should be kept securely.



Download a template risk assessment from our website

## Other things to consider

A more detailed events checklist is available on our website, but these are the main areas to consider.

<b>WHAT</b> is happening?	<p>Are the activities hazardous?            Will there be food and drink?            Will you be selling any second-hand goods?            Will there be money on site?            Have you thought about cash handling?            Before the event, think about the security of those involved in collecting and banking money.</p>
<b>WHO</b> is attending?	<p>What is the age profile of attendees?            What is the number of attendees?</p>
<b>WHERE</b> is the event happening?	<p>Is the venue suitable for the types of activity and attendee?            - Are pathways and walkways clear?            - Are there any dangerous areas that could be accessed?            Is it away from the church?</p>
<b>WHO</b> is running the event?	<p>Is the church the organiser?            - What will volunteers be doing?            Are you using a third party?            - Do they have their own public liability insurance?</p>

## Find more help online

Our Church Matters website has a short video to help you prepare for events and a checklist of what you need to consider before running one. Detailed Functions guidance also covers a range of topics in more detail, including bouncy castles, bonfires and fireworks, and help with hiring agreements. Other useful documents for events include our Security and Health and Safety guides. Depending on the location of the event you may also find

our fire risk assessment form useful. As many events may involve children or vulnerable persons you should review our advice on Safeguarding.



Read more about events on our website



## How do we make an insurance claim?

Please call **0345 603 8381** to speak to our claims team. You can also email **churchclaims@ecclesiastical.com** or visit our website to request or download a claim form.

### For property claims, we'll need to know:

- your policy number
- what loss or damage has occurred
- when, how and where the loss or damage occurred
- your VAT status (if applicable)
- your bank details for settlement, if applicable.

### If your claim involves theft, malicious damage or accidental loss, we'll also need to know:

- when you notified the police
- your crime reference number (where issued)
- details of the police station that's dealing with the incident.



[www.ecclesiastical.com/churchclaims](http://www.ecclesiastical.com/churchclaims)

## Personal injury claims – what do we need to know?

Any organisation runs the risk of having a claim for personal injury brought against it. At Ecclesiastical, we can help you make sure your church is prepared for any claims, and that you know exactly what to do should it happen to you. Please do not wait for a claim to be made. If you are aware of a serious injury occurring for which you may be responsible please tell us about it as soon as possible as there are strict time limits for handling these claims – as soon as someone makes a claim, it needs to be acknowledged within 24 hours. So please pass any claim on to us immediately.

**If you need any help or advice, please contact our claims team on 0345 603 8381.**



[www.ecclesiastical.com/personal-injury](http://www.ecclesiastical.com/personal-injury)

## What do we need to know about Safeguarding?

PCCs need to ensure that they have adopted and applied the recommendations contained in the Church of England policies on Safeguarding. Your Diocesan Safeguarding Adviser can provide further guidance.



[www.ecclesiastical.com/churchsafeguarding](http://www.ecclesiastical.com/churchsafeguarding)

## How do we make a claim for legal expenses?

The insurance is arranged by us in conjunction with DAS Legal Expenses Insurance Company Limited. You must contact the DAS Commercial Claims Department before taking any action. DAS can be contacted on

**0345 266 0029**



[www.ecclesiastical.com/legalexperiences](http://www.ecclesiastical.com/legalexperiences)

For further information call us on

**0345 777 3322**

(Monday to Friday 8am-6pm excluding bank holidays)  
We may monitor or record calls to improve our service.

You can email us at

**churches@ecclesiastical.com**

Or visit

**www.ecclesiastical.com/church**

### Other useful contacts

Ecclesiastical Financial Advisory

Services: **0800 107 0190**

**www.ecclesiastical.com/getadvice**

Ecclesiastical home insurance:

**0800 917 3345**

**www.ecclesiastical.com/churchworker**



Beaufort House, Brunswick Road,  
Gloucester GL1 1JZ

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