

Your Responsibility for Church Organised Events

A simple **guide** for churches



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. Most of the time, such activities represent little or no additional risk. However, larger events or unusual fund-raising activities can present more significant ones.

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 606 1331

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

Email us at

enquiries@micmail.com

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For more information and guidance, go online at

www.methodistinsurance.co.uk

Thinking about an event...

What is your responsibility?

Generally, you will need to ensure that any event you organise is properly managed so that people remain safe.

Obviously, any action you take needs to be proportionate. This will reflect the size and nature of the event; the size and location of your church or other venue; the numbers of employees and volunteers who will be involved; the number of visitors you expect to attend; and the nature of the activities involved in the event itself.

Moving away from health and safety, some events may require a license from your local 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 church 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 church 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 church 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 church 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 Church Shield 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 or abseiling.

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 normal church activities no additional premium would need to be charged, as these are automatically included within your policy cover.

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.

If the event is expected to attract more than 1,000 people at any one time, or if you are thinking of organising it without the use of specialist providers for hazardous activities, please contact us to discuss the details.

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.

Managing your event safely

Depending on the nature of the event, it is important to:

- Plan it properly – considering any health and safety precautions you will need to take. The level of detail of this should be proportionate to the scale of the event and the degree of risk associated with it.
- Manage it, so that it runs safely – here you may need to ensure adequate co-ordination of the activities; monitor the precautions you have put into place and so on.
- Plan for incidents and emergencies – so that you can respond promptly in an appropriate manner. Again, this will be dependent upon to the level of risk presented by the event.

www.methodistinsurance.co.uk/church-insurance/organising-events/



Planning your event

For some events, you may need to consider:

Do we have enough knowledge about health and safety to organise the event properly?



Is there a clear understanding within the organising team of who will be responsible for safety matters?



Do we need to prepare risk assessments and a safety plan?



Is the venue suitable?



Are there activities which could present additional or unusual hazards (e.g. bouncy castles)?



Have we thought through and implemented good health and safety procedures and checks?



Do we need to liaise with other agencies (e.g. the Police, emergency service or Local Authority)?



Do we need to obtain a licence to run the event?



Do we need to use contractors and if so are they suitable and competent?



Do we have the right welfare facilities in place (e.g. toilets)?



Have we planned sufficiently for incidents and emergencies?



Find more help online

Our website has further information and detailed guidance on a wide a range of topics, including bouncy castles, bonfires and fireworks, and help with hiring

agreements and security. Depending on the location of the event you may also find our fire risk assessment form useful.

www.methodistinsurance.co.uk/risk-management/

How to contact us

How do we make an insurance claim?

Please call **0345 606 1331** to speak to our claims team. You can also email **methodistclaims@micmail.com** to request 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.methodistinsurance.co.uk/claims

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 Methodist Insurance, 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 onto us immediately.

If you need any help or advice, please contact our claims team on 0345 606 1331.

www.methodistinsurance.co.uk/church-insurance#faqs

What do we need to know about Safeguarding?

Churches need to ensure that they have adopted and applied the recommendations contained in the Methodist Church policies on Safeguarding. The Methodist Church website contains more details including policy, training information and District safeguarding contacts.

www.methodist.org.uk/ministers-and-office-holders/safeguarding

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 601 2791

www.methodistinsurance.co.uk/church-insurance/legal-expenses/

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