

Events Health & Safety Advice

Wells Cathedral has prepared this advice to assist you to deliver safe events on the Cathedral premises. Wells Cathedral cannot take responsibility for your event. The event organiser bears sole responsibility for the event and all associated employees, volunteers, attendees, infrastructure and budget. The Cathedral staff will work with you, where needed, to ensure the health and safety of everyone involved.

Legal

Wells Cathedral recognises it has legal duties as an employer under the Health and Safety at Work Act 1974 (HASWA) and subsequent legislation to provide and maintain a healthy and safe working environment; this is a duty the Cathedral takes very seriously. Every employee of the Cathedral recognises their duties under the Management of Health and Safety at Work Regulations 1999 (MHSWR) to take care of their own safety and that of those around them. This extends to anyone working directly with the event, but not an employee of the Cathedral. It is a requirement that those organising any event comply with all legislation, regulations and codes of guidance as well as the health and safety policies and procedures of Wells Cathedral whilst on site. These are available on request.

Wells Cathedral takes all reasonable precautions to ensure the safety of those attending the premises, however event organisers must also take all reasonable precautions to avoid and prevent accidents and incidents occurring whilst on site. Wells Cathedral reserves the right to cancel or terminate an event on the premises as a result of any breach of health and safety, including failure to act on an instruction or request from nominated responsible persons acting on behalf of the Cathedral. Neither Wells Cathedral nor any person acting on behalf of the establishment accept any liability for any loss, damage, accident, injury or illness occurring as a result of the actions or inaction of those organising an event on the premises. It is important that any emergency procedures developed as a result of the event risk assessment do not hinder the emergency procedures of the Cathedral's normal use.

Any event involving a work activity has a legal requirement for everyone involved in managing the event to establish clear health and safety responsibilities. Wells Cathedral as the property owner recognises the event organiser as the responsible person for each event, even if it is organised by volunteers rather than employees as a common law duty of care still remains even when there is technically no work activity.

Risk Assessments

The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the health and safety risks to employees and non-employees arising from their work activities, and this includes events. Risk assessment is now a common requirement of all health and safety legislation, with the emphasis on preventing accidents rather than just reacting to incidents and making improvements after the event. In accordance with best practice, Wells Cathedral require a full risk assessment to be completed for all events as soon as the format of the event has been decided with a copy provided to the Cathedral for authorisation before the event proceeds. For organisations without formal risk assessment forms, which will only be deemed compliant if they include a risk rating, a copy of the Wells Cathedral template can be provided for use on request.

Insurance

Wells Cathedral is insured in regard to employers and public liability. This insurance cannot be assumed to cover events undertaken by external parties. Event organisers will be requested to confirm details of their own insurance to Wells Cathedral in advance as applicable for their event to ensure the activities they are undertaking have adequate cover in place.

Staffing by event

Event organisers are to ensure adequate staffing is in place for their event based on the activities they are undertaking. Generally there should be two members of staff for every 100 people attending, however staffing levels will be defined by the activities being undertaken based on an assessment by the event organiser. The event organiser is responsible for ensuring their staff have been suitably briefed in regard to health and safety, in particular to fire safety and emergency procedures. All event staff will be required to be adequately trained and competent to complete the role allocated, copies of training evidence may be requested prior to the event. The staff of the Cathedral are not to be relied upon as emergency coordinators for the event, they will, however work with the event staff, where appropriate, in an emergency situation.

Fire

Events staff are to maintain public safety and the existing fire safety systems at Wells Cathedral whilst on site, including ensuring fire exits remain clear and free from obstruction, fire door self-closers can still operate properly and fire doors are not wedged open, fire-fighting equipment is still readily accessible and emergency exit signage is maintained free from obstruction and illuminated. Event organisers and their staff are to ensure the agreed number of people attending the event is adhered to and that no overcrowding occurs, and are to act in accordance with all fire prevention and emergency evacuation procedures as instructed by nominated fire marshalls acting on behalf of the Cathedral.

First aid

Event organisers are to ensure there is adequate first aid provision for those staffing or attending the event. Event organisers are to assess the level of first aid provision required for the activities they are undertaking. This may include providing suitable first aid kits in designated locations or ensuring there are sufficient designated first aiders at your event. All accidents and incidents, including significant near misses, involving event staff, Cathedral employees or members of the public which occur as a direct result of the event must be reported on an Accident Report form, a copy of which is to be provided to Wells Cathedral. For organisations without formal Accident Report forms, a copy of the Wells Cathedral Accident Report template can be provided for use on request.

Licensing

All events are to respect Wells Cathedral and the surrounding environs as a place of worship, work, public amenity and residence. Events wishing to provide alcohol or regulated entertainment, such as live music or performances, will only be permitted to do so on the express authority of Wells Cathedral whose decision is final. If permission is granted the event organisers must ensure all applicable licences are in place, providing details to Wells Cathedral in advance to ensure the activities they are undertaking have adequate permissions in place.

Environment

Event organisers are to avoid causing public nuisance when on the premises of Wells Cathedral, such as excessive environmental noise or uncontrolled waste disposal. Event organisers are to notify Wells Cathedral, as well as local residents and those attending, in advance of an event if any potential public nuisance may occur when it is not obvious that this would be the case.

Event organisers are to ensure that their event in no way adversely impacts upon the Grade I Listed building of Wells Cathedral. Events are to be undertaken in such a way that no damage occurs to the historic fabric and built infrastructure of any sort. Unauthorised intervention with the built fabric is strictly prohibited. Event organisers are to provide suitable protection at all times during an event to prevent such damage. Wells Cathedral reserve the right to charge an event organiser for the costs to rectify damage that occurs as a direct result of the event, and report any instances where a criminal breach of the Planning (Listed Buildings and Conservation Areas) Act 1990 may have occurred.

I am authorised to accept these terms:

Signed:

Name:

Position:

Checklist for documents	Available? <small>(Please include the date of availability if not currently available)</small>
Description of event/ proposal	
Risk assessments acceptable for all proposed activities?	
Safeguarding	
Emergency procedures	
Insurances (you may not require all of these, however you may need additional insurances to cover specific activities): Employers liability Public liability Events liability	
Relevant Licences	
Relevant training certificates of nominated staff	