

# **ASHOVER PARISH COUNCIL**

## **Policy on Special Events and Activities**

### **Firework Displays / Bonfires / Beacons**

All procedures to be followed under Ashover Parish Council's policy for Firework/Pyrotechnic Displays/Chinese Lanterns on Ashover Parish Council administered land including Milken Lane playing field, Ashover S45 0BA

<https://www.ashover-pc.gov.uk/uploads/firework-policy.pdf>

To comply with its own insurance policy, Ashover Parish Council must ensure that in addition to the above Firework Policy, a detailed Risk Assessment is produced and sent to The Parish Clerk 14 days prior to the event and must include following: -

- 1) Consultation with the relevant authorities at least seven days before the event.
- 2) Compliance with any recommendations or instructions of: -
  - (a) the relevant authorities.
  - (b) fireworks manufacturers.
- 3) Organisation of the event in accordance with the latest guidance from the Health and Safety Executive, in particular: -
  - (a) storing fireworks in a safe manner.
  - (b) keeping spectators a safe distance away from the display and bonfire.
  - (c) providing an adequate number of marshals or stewards to control spectators.
  - (d) having available means of extinguishing a fire.
  - (e) providing sufficient first aiders.
- 4) To obtain fireworks from a reputable manufacturer
- 5) The fireworks are not modified or adapted.
- 6) The display and bonfire is at least 20 metres away from premises or vehicles which you do not own, hire or rent or any flammable or other dangerous materials

### **Bouncy Castles, Inflatables and Play Equipment**

Bouncy Castles, Inflatables and play equipment will not be allowed on Ashover Parish Council land under any circumstances.

### **Fetes and Galas**

To comply with its own insurance policy, Ashover Parish Council must ensure that a detailed Risk Assessment is produced and sent to The Parish Clerk 14 days prior to the event and must include following: -

- a) Police and Fire Brigade authorities must be consulted at least 7 days prior to the event, and again, their recommendations strictly adhered to
- b) There should be at least one steward in attendance for every 100 spectators for the duration of the event.
- c) Qualified First Aid personnel must be in attendance with the means available to summon the Emergency Services.
- d) All independent persons, owners of mechanically propelled vehicles and the owners of any animals must have their own Public Liability Insurance.
- e) The Policyholder must ensure that all areas where events are to take place are suitable for their intended purpose

### **Christmas Trees and Lights**

To comply with its own insurance policy, Ashover Parish Council must ensure that a detailed Risk Assessment is produced and sent to The Parish Clerk 14 days prior to the event and must include following: -

- a) The tree is to be erected by a competent person.
- b) Electrical devices to be connected to mains supply by a qualified electrician with their own Public Liability Insurance.

- c) If the tree is erected on land not owned by the Ashover Parish Council, the landowner concerned must have their own Public Liability Insurance.
- d) The tree must be regularly inspected especially in cases of bad weather

### **General Notes**

**Should any event conditions not be submitted to the parish clerk at least two weeks prior to the event, and the event still takes place, then the parish clerk has the authority to cancel the event at any stage and to inform the police immediately.**

**Ashover Parish Council retains the rights to refuse or cancel any event without providing a reason.**

**If it is not possible to comply with these guidelines for any reason, Ashover Parish Council must contact the BHIB Councils Insurance team for further advice.**

**Any other hazardous activity not previously mentioned must be notified to Ashover Parish Council's Insurance Company.**

Guidelines provided by BHIB Local Councils Insurance (2023 now Clear Councils)  
*Local Councils Insurance Special Events & Activities Guidelines v21.10.19*

Ashover Parish Council  
Adopted 04/05/2021  
Reviewed: May 2024  
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