



<b>Report for:</b>	<b>Strategic Planning and Environment Overview and Scrutiny Committee</b>
<b>Date of meeting:</b>	<b>28 January 2020</b>
<b>Part:</b>	<b>1</b>
If Part II, reason:	

<b>Title of report:</b>	<b>Events Policy</b>
<b>Contact:</b>	Julie Banks, Portfolio Holder for Community and Regulatory Services  Author/Responsible Officer  Russell Ham, Team Leader, Corporate Health, Safety and Resilience Emma Walker, Group Manager, Environmental and Community Protection Bill Buckley, Interim Assistant Director, Neighbourhood Delivery
<b>Purpose of report:</b>	To provide Members with an overview of the Corporate Event Policy and CDM and Management of Contractors policy that will be put in place for staff and managers to follow.  To gain the formal approval of Overview and Scrutiny.
<b>Recommendations</b>	That Overview and Scrutiny consider and formally approve the policies.
<b>Corporate objectives:</b>	To comply with current H&S legislation and Implement Best Practice.
<b>Implications:</b>	<u>Financial</u> None.
<b>'Value for money' implications</b>	<u>Value for money</u> Complying with the Health and Safety at Work etc. Act 1974 and relevant regulations supports the Council in compliance and providing safe planned and managed events for its citizens.

Risk implications	None.
Equality Impact Assessment	Equality Impact Assessment is not required as the policies follow H&S legislation.
Health and safety Implications	None.
Consultees:	Relevant managers and staff involved in managing events and or contractors have been consulted. The Event policy was also consulted with attendees of the June 2019 Health Safety and Resilience Committee, and the CDM and management of Contractors in the September 2019 Health Safety and Resilience Committee. Following both Committees the Policies have been approved by CMT.
Background papers:	1. CDM and management of Contractor Policy 2. Event Policy
Historical background <i>(please give a brief background to this report to enable it to be considered in the right context).</i>	Highlight within Health and Safety Committee for an Event and Contractor Policy to provide Corporate direction and guidance for managers and staff.  Policy drafted by Rosherville Safety Solutions (consultant).  Both policies further consulted with staff and formally approved through the Health, Safety and Resilience Committee and Corporate Management Team.
Glossary of acronyms and any other abbreviations used in this report:	CDM – Construction Design Management

## 1. Background

- 1.1 Dacorum Borough Council uses Safety Policies to guide and instruct DBC staff on how to comply with Health and Safety Legislation.
- 1.2 The Corporate Health, Safety and Resilience Team have provided a range of Policy documents.

## 2. Event Policy

- 2.1 This is an internal policy that sets out the key principles by which DBC staff will approach the application and processing events, and the required risk management.
- 2.2 The purpose of this policy is to outline the procedures for arranging or managing/processing events, so that they comply with relevant legislation, industry codes and best practice. It will ensure that organisers have clear expectations for events held in Dacorum. As an employer, the event organiser - whether an individual, collective or local authority - has a general duty to ensure,

so far as reasonably practicable, the health, safety and welfare of their employees. They also have a duty to ensure, so far as is reasonably practicable, that others - including volunteers and spectators - are not exposed to risks to their health and safety arising from the operation of the event.

- 2.3 The information within this policy supports the Corporate Health and Safety Policy and aligns the management of risk to operational managers. This policy sets out the importance of planning events, together with specific roles and responsibilities. It is noted that there is a significant amount of effort and time resources on many areas of the Council involved in facilitating events. A planned, well managed event brings many positive benefits to the borough and communities.
- 2.4 Dacorum Borough Council (DBC) recognises the importance of supporting the contribution such events make to DBC's cultural landscape and the economy, whilst minimising the potential impact of temporary events on the community.
- 2.5 Dacorum Borough Council is committed to enabling events within the borough and recognises that a diverse programme of varied and well-managed activities contributes to the promotion of a vibrant multi-cultural community.

### **3. CDM and management of Contractor Policy**

- 3.1 Health and safety management systems must be in place to ensure the selection and monitoring of contractors is achieved. This Construction, Design and Management of Contractors policy is supported by the 'Contractor Site Health & Safety Induction Pack' and Corporate Health & Safety Policy.
- 3.2 All of which have been approved by the Corporate Health and Safety Committee to define the Council's policy for ensuring that all work involving contractors is safely managed by competent persons. The Council recognise the risk of poor management of contractors, including contractor selection and control, and are ultimately responsible for ensuring compliance with health and safety law.
- 3.3 Construction and demolition activities carry significant risks and can be undertaken safely only by persons with appropriate knowledge, training and experience. It is The Council's policy that such work must be managed by suitably qualified and competent professionals.
- 3.4 The Council will have specific duty holder roles and responsibilities that fall under the CDM regulations.