

ACAT Workshop

Event Planning; Risk Management Considerations

Heather Ford BA PgDip CII
Church Support Manager

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Event Planning – Considerations

- ▶ Are the PCC ;
 - Beneficiary
 - Facilitator
 - Organiser

- ▶ Types of activities
 - Do you need to outsource to a vendor/contractor ?
 - Considerations for appointing
 - Contractual obligations
 - Volunteers
 - Competency
 - Training
 - Do you need a permit /licence ?
 - Size of event
 - **Do I need to contact the church insurance company ?**

- ▶ Health & Safety Considerations
 - Are risk assessments required ?
 - Do you need to work with the police, traffic, medical services?
 - Requirement for welfare facilities?
 - Plan for incidents and emergencies



Case Study

St Thomas's church are embarking on a major fundraising campaign over the next 12 months in order to raise much needed funds for repairs to the church tower. As part of this work the PCC will be undertaking the following events throughout the year:

- ▶ A music evening at the village school
- ▶ A fete that will include various inflatable attractions including a Gladiator Joust and Sumo Wrestling
- ▶ A Fireworks display in the grounds of the church hall
- ▶ Open garden run by parishioners
- ▶ A drone survey of the church tower will also be carried out by a parishioner and posted online to publicise their fundraising events

What should the PCC consider in planning and running these events and specifically are there any risk management / insurance requirements that should be taken into account ?



Ecclesiastical Insurance Office plc (EIO)

Benefact House
2000 Pioneer Avenue
Gloucester Business Park
Brockworth, Gloucester
GL3 4AW, United Kingdom

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