

<b>Report No.</b> TC02018 <b>Appendix:</b> I <b>Agenda Item:</b> 13	<b>Council</b>  <b>Date of Meeting:</b> 14 <sup>th</sup> March 2018
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## OAKHAM TOWN COUNCIL

<b>Report Authors:</b> Cllrs Haley and Woodley	<b>Title:</b> Councillors
<b>Subject:</b> Event Support - Risk assessment, cost benefit analysis and events guide	
<b>Applicable Strategy:</b> Ensure that Oakham remains a viable and pleasant environment in which to live, work and play	

### Background

Council resolved to:

1. Adopt and embrace the proposed mission statement, Strategic Plan Strategies and Working Group Action Plan template
2. Working Group Strategy Assurance to be a standing agenda item for the relevant Committee or Council.
3. To adopt the practice of indicating the strategy that the report refers to.

Council adopted what is the first stage of a process designed to help Council operate effectively and efficiently with informed papers being presented to Council for consideration.

### Current situation

Council has expanded the number of events arranged and managed for the benefit of the community. Whilst this initiative raises the profile of Council in a very positive manner, it does expose Council to a number of risks including but not limited to:

Health and Safety

Financial

Reputational

Environmental impact

Council has legal obligations concerning carrying out H&S risk assessments and to take active steps to manage the same. An example of which is the Regulatory Reform (Fire Safety) Order 2005. This applies to most of the events Council arranges and manages and states:

‘If you are the responsible person, you must carry out a fire risk assessment, which must focus on the safety in case of fire of all ‘relevant persons’. It should pay particular attention to those at special risk, such as disabled people, those who you know have special needs and children, and must include consideration of any dangerous substance liable to be on the premises. Your fire risk assessment will help you identify the risks that can be removed or reduced, and to decide the nature and extent of the general fire precautions you need to take’.

There may not always be specific legal requirements to identify and reduce other risks however failure to do so could leave Council exposed to justifiable criticism that could negate the benefits of the initiatives and events. The completion of an all-

encompassing risk assessment should identify risks and allow measures to be put in place to manage these.

A cost benefit analysis complements the risk assessment process. Quite simply, what will the event cost in both financial and reputational terms and what are the benefits?

The risk assessment and cost benefit analysis processes legal requirements and/or good practice. They are designed to help and support event organisers, not create barriers.

To reduce and manage risks and help event organisers carry out risk assessments it is proposed that Cllrs Haley and Woodley arrange an inter-active training session for all members. Following this an Events Safety Guide is developed and together with a risk assessment template and that these are adopted by Council.

An example of an events guide is attached. (appendix 1)

## **Proposals**

1. Cllrs Haley and Woodley arrange and deliver an interactive training event for all members
2. Cllrs Haley and Woodley develop a bespoke OTC Events Guide and risk assessment template for Council's consideration.
3. If adopted, agenda papers include a completed risk assessment and cost/benefit analysis