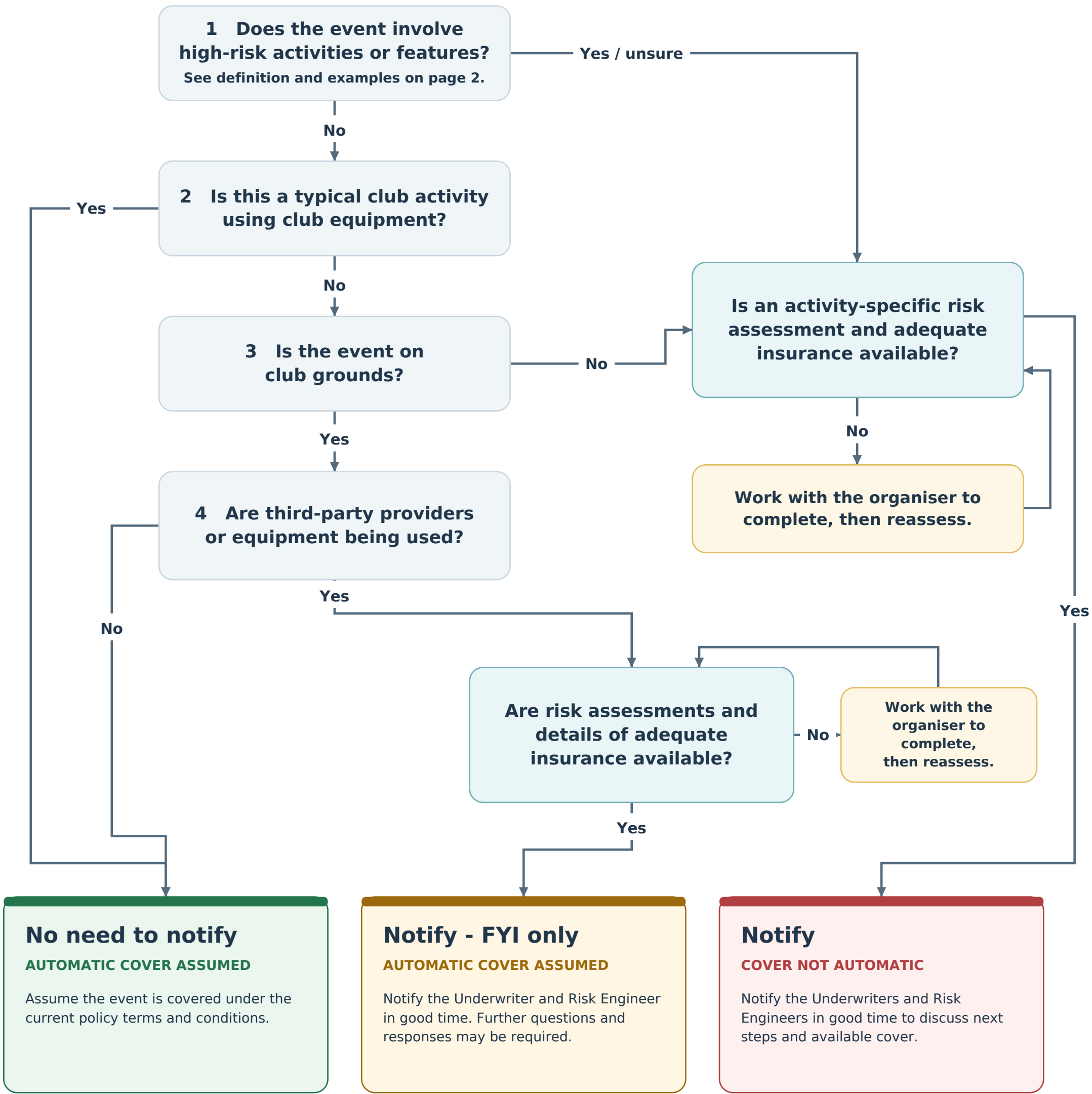


Event notification flowchart

Start at 1. Follow the Yes / No route to your notification outcome.



Risk assessment requirements

General assessment: include security, welfare, arrangements for extremely good or bad weather, and contingency plans if the event is cancelled, as a minimum.

Activity-specific assessment: a specific risk assessment and method statement for the activity, in addition to the general event assessment above.

High-risk screening: assess before additional controls are applied. A specialist contractor does not remove the notification requirement. If unsure, refer. See page 2.

What counts as high risk?

Use this guidance at step 1 of the event notification flowchart.

Activities or event features that introduce a materially greater risk of serious injury, injury to multiple people, or significant property damage than normal club operations, or require specialist safety controls beyond the club's usual arrangements.

Automatic referral examples

Treat events involving any of the following as high risk and follow the notification route. The list is illustrative, not exhaustive.

Fire and explosives

Fireworks, pyrotechnics or bonfires.

Rides and attractions

Fairground rides, inflatables or mechanical attractions.

Specialist activities

Motorised activities, activities at height or water-based activities.

Temporary structures

Temporary grandstands, substantial stages or other structures requiring specialist design or installation.

Crowd management

Events whose size, layout or crowd behaviour requires crowd-management arrangements beyond the club's normal procedures.

How to apply the definition

Assess before additional controls: classify the activity before allowing for specialist operators, supervision, safety barriers or other additional precautions.

Contractors do not remove referral: hiring a specialist contractor or obtaining their insurance does not remove the club's notification requirement.

If unsure, refer: follow the high-risk route and discuss the activity with the Underwriter or Risk Engineer. A familiar or annual event must still pass the high-risk check.