

Downton Cuckoo Fair

Event Health & Safety Policy

- 1. Scope & Applicability** - All contractors, stallholders, entertainers, produce market, fairground operators, caterers and other participants, hereafter referred to as 'vendors', are required to comply with instructions given to them by members of the Downton Cuckoo Fair Committee (DCFC), the Security staff and Zone Manager of the Downton Cuckoo Fair (DCF) in regard of safety at the Fair and to comply with the **Health & Safety policies and** terms & conditions. Failure to do so will result in removal from the DCF site. The latest versions of the Health & Safety Company Policy, this Event Health and Safety Policy and other documents eg Terms and Conditions are published on the Downton Cuckoo Fair web site <http://cuckoofair.co.uk>. Note that these policies do not apply to independent events staged by residents either outside or on their own properties.
- 2. Compliance** - DCFC would like to remind the vendors of their responsibility to be up to date with current health and safety legislation, certification, insurance and licencing associated with the nature of their business and mitigate all risks where practicable. The relevant and requested details must be provided with the booking forms to the required timescales. **Documentation must also be available at the Fair. The DCFC reserve the right to audit this documentation and inspection is likely to occur.**
- 3. Assurance** - Responsibility for assuring compliance with these arrangements rests with the members of the DCFC and the Security and Zone Manager teams, who must at all times be alert to potential hazards or Health and Safety violations and take steps to minimise and eliminate them, always keeping Event Control informed. It should be noted that Wiltshire Council enforcement officers are likely to be in attendance at the event and can issue enforcement notices or prosecute in appropriate cases.
- 4. Visitors** - We encourage DCF visitors to approach DCFC members and the Security and Zone Manager teams and make them aware of any hazards. They will inform Event Control.
- 5. Zone Managers** – these will be appointed by the DCFC Safety Officer. Their duties are detailed in the Event Management Plan.
- 6. Accident Reporting** – It is important that any accident should immediately be reported to Zone Managers, Event Security, Information Centre or Event Control, so that appropriate action can be taken with regard to emergency services and so that it can be recorded in the Incident Log. Contact Event Control via their mobile number **which is listed on your Confirmation Letter.**
- 7. First Aid** – An Ambulance and First Aid team are stationed next to the Memorial Hall. A Paramedic team are available on site and can be contacted via Zone Managers, Event Security, Information Centre or Event Control via their mobile number **which is listed on your Confirmation Letter.**
- 8. Fire** – In the event of a fire, please do NOT dial 999 but call Event Control via their mobile number – they will contact the Emergency Services. The alarm should be raised **via the Zone Manager** and neighbouring stallholder(s) warned of the danger. The Emergency Procedure in the Event Management Plan will then be invoked. All stallholders with hazardous equipment and/or substances eg gensets/gas cylinders etc are required to have their own appropriate fire extinguisher(s) available for use at all times.
- 9. Hazardous Equipment and Substances**– Particular care must be taken with the following potentially hazardous equipment and substances:
 - i. LPG/helium Cylinders & Burners** – Maximum 2 per booking. Cylinders must be safely and securely stored. Compression fittings used. Burners must be suitably sited and must have been examined and tested by a competent person and with an in force certificate to that effect. **Also, see Compliance and Fire sections above.**
 - ii. Electrical Generators** – These must be silent running, properly earthed and with outputs protected by an approved RCD trip system. The hot exhaust must be suitably directed and the generator must have been recently tested with an in force certificate to that effect **– see Compliance section above.** All refuelling must be done with the generator off, using approved

containers (maximum **30** litres of fuel) and following the appropriate procedures eg Petroleum (Consolidation) Regulations 2014 (PCR). Also, see **Fire** section above.

- iii. **Electrical systems** – These must be protected by an approved RCD trip system. Leads and cables should be dug into the ground or covered by protectors. These must have been examined and tested by a competent person with an in force certificate – see **Compliance** section above.
 - iv. **Machinery Demonstrations** – Adequate precautions must be taken to protect the operator and spectators, only competent operators are to be allowed to use the machinery. Event Control must be informed and approve of any proposed demonstrations.
 - v. **Displays** – Hydraulically supported equipment must be mechanically locked or braced to prevent collapse. Knives, blades, spikes and other sharp edges are to be guarded and all engines immobilised and horns disconnected.
10. **Animals** – Dogs should be kept on short fixed leads at all times. Dogs must not be left unattended or in vehicles. All dog owners must dispose of their dog faeces safely.
 11. **Hand washing** – Ecoli 0157 and other diseases can be spread from animals to humans. A minute amount of bacteria can cause significant illness particularly in children. All stallholders with animals must provide suitable hand washing facilities. Please take time to remind visitors of the importance of good hand hygiene after they have been in contact with animals or before eating food. Please ensure that animal faeces is kept away from areas where it may be subject to visitor contact.
 12. **Stallholders** – To keep strictly within their allocated site, in order to ensure the free flow of visitors and if necessary, emergency vehicles. All vendors' vehicles are to be removed to the appropriate car park(s) by 09:00. No vehicles are allowed out of car parks until the end of the Fair – **nominally 16:30 but maybe later if required.**
 13. **Vehicles**
 - i. Only the minimum necessary movement of vehicles will be allowed, all vehicles must obey the instructions of the car park marshalls and DCF staff. The speed limit of 5mph will be strictly enforced especially during build and breakdown phases. NB DO NOT drive over ramps and/or cones. No vendors' vehicles will be permitted to enter the site between 08:30 – 18:00.
 - ii. No vehicles, of any type, shall be driven, ridden, or pedalled around the DCF site between 09:00 – 16:30 unless officially authorised by Event Control. Vehicles must at all times be driven by a properly licensed and fully insured driver. Vehicles parking on site must not obstruct emergency exits or emergency routes. We ask all vehicles within the event whilst in motion have hazard warning lights on unless turning.
 - iii. **Vehicles, including trailers, that are operated whilst parked on the Greens / Memorial Gardens must have spreader boards under all wheels.**
 14. **Entertainment Devices** – these must comply with 'HSG175 Fairgrounds and Amusement Parks – Guidance on Safe Practice'. They must be run by qualified adults, provided with the necessary safety fences, operated within the designated areas and have up to date and in force inspection tag/certificate eg PIPA / ADIPS – see **Compliance** section above.
 15. **Lost Children/Vulnerable Adults** – Arrangements are in place for any children or vulnerable adults who become separated from their party to be taken to a place of safety. Please contact Zone Manager.
 16. **Smoking** – Smoking is not permitted in any marquee or other structure erected for use on the DCF site, including gazebos, toilets and marquees. This includes the use of e-cigarettes or similar. If smoking in any other area please ensure that you dispose of cigarette ends safely.
 17. **Event Communications** – Radio and mobile communication is available to specified DCF personnel – a list of radio talk groups and telephone numbers is available from Event Control and in the Pocket Guide
 18. **Public Broadcasts** - H&S announcements and event broadcasts will be available to the public via the onsite PA system with the DCF website, Facebook and Twitter pages being used as required. Event Control have overall control of the PA system.
 19. **Incident Management** – The DCF has a structured response and recovery plan to a significant or major incident. This includes acts of terrorism, significant weather, fire breakout and large scale medical incidents. Action cards are available for the Event Management team to use in the event of an incident as prompt cards. In the event of a significant or major incident all DCF staff will have identifiable high visibility clothing on and members of the public and stall holders will be directed accordingly.