

Downton Cuckoo Fair 2020

Event Health & Safety Policy

1. The DCFC will publish this Event Health & Safety Policy and a 'Terms and Conditions' document that will provide further details. Where required these will be supported by procedures and instructions.
2. The policies and supporting documents produced by DCFC will be based on the standards and best practices from relevant industry bodies (eg Event Industry Forum, NCASS, CIEH) and also regulatory and licensing authorities (eg Wiltshire Council, H&SE). These will also mitigate identified risks and be updated to reflect lessons learnt.

Note that these policies do not apply to independent stalls/events staged by residents either outside or on their own properties

3. The latest versions of the Health & Safety Company Policy, this Event Health and Safety Policy and other documents eg Terms and Conditions, Information for Visitors are published on the Downton Cuckoo Fair web site <https://cuckoofair.co.uk>.
4. These policies and documents shall apply as follows:

Contractors	Event Health & Safety Policy, Terms and Conditions and supporting documents.
Entertainers	
Stall-holders, produce market, fairground operators, caterers and other participants - referred to as 'merchant(s)'	For them and their teams: Information for Visitors, Conditions of Entry, Getting to Us
General Public	Information for Visitors, Conditions of Entry, Getting to Us
Downton Cuckoo Fair Committee (DCFC), the Security staff and Zone Managers	Event Health & Safety Policy, Event Management Plan, Information and Welfare Centre Plan, and Pocket Guide

5. Contractors, entertainers, merchants and the general public 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) with regard to safety at the Fair. Failure to do so will result in removal from the DCF site.
6. **Compliance** – In addition, DCFC would like to remind the merchants of their responsibility to be up to date and comply 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. The DCFC will provide a checklist to assist merchants. Documentation must also be available at the Fair.
7. **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, keeping Event Control informed at all times. The overall management of the activities and associated people lies with the designated Officer of the Day who for the Fair itself is the Safety Officer.
Note that the DCFC reserve the right to audit any merchants and their arrangements including copies of documentation and inspection is likely to occur. Wiltshire Council enforcement officers are likely to be in attendance at the event and can issue enforcement notices or prosecute in appropriate cases.
8. **Training & Competence** – The DCF Ltd and DCFC aim to provide clear instructions and information, and adequate training, to ensure volunteers are competent to do their work. The DCFC will encourage the merchants to likewise ensure their teams are aware of DCFC policies, terms and conditions and that the merchants have provide appropriate training to them
9. **Visitors** – We will provide general advice and guidance for visitors via the web site - <https://cuckoofair.co.uk/info-4-visitors-how-to-enjoy-the-fair>. This guidance also applies to anyone else who is on-site eg stallholders, bands, contractors etc.

10. **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. See the **Event Management Plan - Lost Persons Procedure** for further information
11. **Stallholders, entertainers, and contractors** – We will provide detailed terms and conditions (and if required supporting instructions). The lead individual must also ensure that their team members are aware and comply with policies, terms and Conditions etc as published on the web-site.
12. **Zone Managers and Security teams** – these will be appointed by the DCFC Safety Officer. Their duties are detailed in the **Event Management Plan**
13. **Accident Reporting** – Event Control will take the lead role in logging, monitoring, taking action and confirming closure of all incidents from 0600 through to 1800. Outside of these times the relevant ‘Officer of the Day’ shall fulfil the role of Event Control. All incidents however minor are to be reported to Event Control via their mobile number - this is listed on your Confirmation Letter
14. **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. See the **Event Management Plan** for further information.
15. **High Risk Activities & Items** – The DCFC has decided that the following are high risk activities and/or involve hazardous equipment and substances. Please refer to the Terms & Conditions document for specific requirements and instructions.
 - i. Catering – eg cooking on-site
 - ii. LPG/helium Cylinders & Burners
 - iii. Electrical Generators
 - iv. Electrical systems
 - v. Machinery Demonstrations & Displays
 - vi. Stalls with Livestock
 - vii. Entertainment Devices eg fairground style rides etc
 - viii. Vehicle movements