# Downton Cuckoo Fair 2026
# Event Health & Safety Policy
## Event Management Plan Annex 1

1. The DCF will publish this Event Health & Safety Policy and 'Terms and Conditions' documents that will provide further details. Where required these will be supported by procedures and instructions.
2. The policies and supporting documents produced by DCF will be based on the standards and best practices from relevant industry bodies (eg Showman's Guild, 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, local village organisations or commercial premises 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 documents, Information for Visitors, Privacy Policy, Safeguarding Policy etc are published on the Downton Cuckoo Fair web site https://cuckoofair.co.uk.
4. These policies and documents shall apply as follows:

| Role | Applicable Policies & Documents |
|---|---|
| Merchant - Contractors | Event Health & Safety Policy, Privacy Policy, Safeguarding Policy, Terms and Conditions (inc Supplemental Ts & Cs), Risk Assessment and supporting documents.<br>For their personnel:<br>Information for Visitors, Conditions of Entry, Getting to Us |
| Merchant - Entertainers | |
| Merchant - Stall-holders, produce market, fairground operators, caterers and other participants. | |
| Downton Cuckoo Fair Committee (DCFC), the Security staff and Zone Managers | Event Health & Safety Policy, Privacy Policy, Safeguarding Policy, Event Management Plan, Event Security Guide, Information and Welfare Centre Plan, and Pocket Guide |
| Downton Cuckoo Fair Volunteers | Event Health & Safety Policy, Privacy Policy, Safeguarding Policy, Event Management Plan, Pocket Guide |
| General Public | Information for Visitors, Conditions of Entry, Getting to Us |

5. Contractors, entertainers, merchants and the general public are required to comply with our policies and documents, and instructions given to them by members of the Downton Cuckoo Fair Committee (DCFC), the Security staff and Zone Managers 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. They must also document risks and mitigate them where practicable. The relevant and requested details must be provided with the booking forms to the required timescales. The DCFC can provide a risk assessment pro-forma to assist merchants. All 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. Before the Fair high risk stalls, contractors, bands and entertainers shall be audited to check compliance with our Policies and documents. The overall management of the Fair's activities and associated people lies with the designated Officer of the Day as detailed in the

**Event Management Plan**.
Note that the DCFC reserve the right to audit any merchants and their arrangements including copies of documentation and inspection is likely to occur especially for Merchants with High Risks. 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 provided 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, band members, contractor's team members etc.
10. **Lost Children/Vulnerable Adults** – DCF Ltd has a Safeguarding Policy and 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 and managed by the Security Contractor with guidance from the DCF Safety Officer. Their duties are detailed in the **Event Management Plan, Event Security Plan** and specific **Pocket Guides**
13. **Cuckoo Fair Volunteers** – the main activities of the volunteers are related to the Build, Operate and Breakdown phases of the Fair. The Event Management Plan and its associated documents detail the arrangements for the volunteers.
14. **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 this role. All incidents however minor are to be reported to Event Control/'Officer of the Day' via their mobile number - this is listed in the Confirmation Letters sent to stall holders and entertainers. Contractors must report all incidents to the DCF Team member who manages their contract.
15. **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.
16. **High Risk Activities & Items** – The DCFC has decided that the following are high risk activities and/or involve hazardous equipment and substances. There are increased insurance limits on these. Please refer to the Terms & Conditions documents for specific requirements and instructions.
    i. Catering & Burners – eg hot/chilled/prepared food
    ii. LPG/Helium/Compressed Air Cylinders
    iii. Continuously running engines eg Electrical Generators / Vans
    iv. Electrical systems
    v. Machinery Demonstrations & Displays
    vi. Stalls with Livestock
    vii. Entertainment Devices eg fairground style rides etc
    viii. Vehicle movements
    ix. Alcohol
    x. Pressurised Vessels
    xi. Entertainment for children/vulnerable adults.