Downton Cuckoo Fair Limited
Health & Safety General Policy

The Downton Cuckoo Fair Limited adopts a common sense approach to health and safety however it considers that the measures, standards and procedures outlined below are the minimum required to ensure safety and in most cases these standards will be exceeded. It aims to:

- Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace
- Provide clear instructions, information and adequate training, to ensure employees and volunteers are competent to do their work safely
- Engage and consult with employees and volunteers on day-to-day health and safety issues and risk assess appropriately
- Maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage/use of substances
- Implement emergency procedures – evacuation in case of fire or other significant incident
- Ensure hirers, employees, volunteers, contractors, visitors and external agencies are aware of their responsibilities relating to Health & Safety

Downton Cuckoo Fair has two main areas of business:

1. The ad-hoc hiring of gazebos and associated equipment within the local area;
2. The annual Cuckoo Fair held in the village of Downton, Wiltshire.

The arrangements for health & safety for each area of business are as follows:

	Area of Business	
H&S arrangements	Hire of gazebo and associated equipment	Annual Cuckoo Fair
Overall responsibility	Edna Pike	Ben Murley
Specific responsibility	Lead Hirer – recorded on Hire Form	Stephen Hirst
Arrangements documented in	Terms & Conditions of Hire (based on MUTA guidance) including checklist & Ts and Cs	Event Health & Safety Policy, Event Management Plan (based on Purple Guide and reviewed by Wiltshire Council's ESAG)
Risks detailed in	Hiring Form – key risks are buried services (eg water, gas, electricity), overhead cables, site access, site location and weather forecast	Risk Table (in Event Management Plan)
Notifications via	Emergency contact number on hiring form	DCF Mobile (held by Event Control)
Incidents logged on	Hiring Form	Incident Log (by Event Control)
First Aid Facilities	n/a	Medical Facility – see Pocket Guide

Signed:	Dated:
Board of Downton Cuckoo Fair Ltd	

Statement of Intent

Downton Cuckoo Fair Ltd (DCF Ltd) aims to ensure so far as is reasonably practicable the health, safety and welfare of our employees, volunteers, visitors and of others who may be affected by its operation. This general policy statement provides a commitment and intent to comply with the Health and Safety at Work Act 1974 and to promote industry best practice. To ensure the principles of health and safety are clearly understood by those involved in the hiring of gazebos or the operation of the Downton Cuckoo Fair (DCF), Downton Cuckoo Fair Ltd is committed to:

- Complying with relevant health and safety legislation, industry best practice (eg Purple Guide) and other agreements on health and safety and other requirements to which the DCF Ltd subscribes;
- Effective communication of and consultation on health and safety matters throughout the locations where DCF Ltd operates eg Downton village for the annual Fair;
- Due diligence in the monitoring and auditing of health and safety arrangements of those providing trading, catering, exhibition or features for public enjoyment;
- Assessing the risks to the Health and Safety of our employees, volunteers, contractors, visitors and others who may be affected by our activities and implementing controls to minimize those risks where practicable. The annual Downton Cuckoo Fair has a formal Risk Assessment table that is published in the Event Management Plan. Generic risk categories associated with the hire of gazebos are included in the Hiring Form with hire specific assessments recorded on the form.
- Preventing injuries, ill health, disease and incidents associated with the activities of the DCF Ltd in its operation of the annual Cuckoo Fair
- Providing and maintaining safe environment and equipment and implementing safe systems of work
- The safe use, handling, storage and transport of articles and substances
- Providing and maintaining a safe working environment with safe access, egress and welfare facilities
- Providing our employees, and volunteers with such information, instruction, training and supervision as required to provide a safe environment for those trading, exhibiting, participating in or visiting the Fair
- DCF Ltd would like to remind contractors, stallholders, entertainers, produce market, fairground operators, caterers and other participants of their responsibility to be up to date with current health and safety legislation, certification, insurance and licensing associated with the nature of their business and mitigate all risks where practicable
- Continually improving our health and safety management
- Ensuring the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of our employees, volunteers and others involved in the operation and participation of the annual Downton Cuckoo Fair. Seeking expert help where the necessary skills are not available within DCF Ltd
- An annual review and where necessary the revision of this Health and Safety Policy.
- Supporting this Health and Safety Policy by providing specific details in lower level documents. For example, the Hiring Form, the Privacy policy, Safeguarding policy, The Event Health & Safety Policy, the Cuckoo Fair Event Management Plan, Terms and Conditions, Booking Forms, Confirmation Letters, Arrangements with Key Suppliers and Local Organisations, Information for Visitors, and Conditions of Entry.

This policy will be made available to all relevant interested parties as appropriate through the Downton Cuckoo Fair website.