



### **Vehicular Access and Use of the Queen Elizabeth Playfield, Lyng.**

The Queen Elizabeth Playing Field in Lyng is the only large open space available for residents of the Parish of Lyng that the Parish Council has responsibility for and its use and access, especially for vehicles, is to be strictly monitored, for the peace and tranquility of the parish.

The playing field is available for any resident, or organisation, to use for recreational purposes but any access that requires vehicles to drive onto the field for the purpose of parking, vending or servicing an event, must be applied for to the Parish Council, at the full Council meeting held prior to the event, in writing (or email).

It is recognized that occasionally, dates, especially for the delivery of goods, may not be able to be planned that far ahead, and in these cases, approval may be given via email. In this case, once an application has been received by the Clerk, and sent to Parish Council members, providing no more than 3 members object by return email, within seven days, approval may be given.

For all and any events or occasions the conditions set out below are to be met prior to the event taking place, a minimum of three days before the actual event. Failure to do so will automatically remove permission for the event by the Parish Council.

- All applications must provide a Completed Risk Assessment detailing how they would manage risk for that event or occasion.
- A copy of a Public Liability Insurance that cover all vehicles for that event, or occasion.

Appendix A below is an example of an acceptable Risk Assessment, the first section being completed to provide an example of the minimum level of control the Parish Council is looking for. Other sections have been left blank deliberately but if they apply must be completed, or deleted if they do not apply.

The Risk Assessment is not exhaustive and may be added to for larger events that may include the sale of food, games or stalls.

During, and for any event on the Queen Elizabeth Playing Field, the Parish Council as a whole, or a member of the Parish Council, as its representative, will conduct a visual inspection to ensure compliance. Should any instance arise where there is a clear danger to the public due to noncompliance then the Parish Council, or its representative, have the right to contact the relevant organisers in the first instance, to re dress the matter, or failing re dress, contact the Police Authority to stop the event.

Subsequent applications for a similar future event or occasion will not be granted should there be clear noncompliance. Once an event or occasion has been approved, a member of the Parish Council will attend the event on the date and time stipulated to allow access and return to secure the access gate at the designated end time.

# QUEEN ELIZABETH PLAYING FIELD RISK ASSESSMENT

<b>FOR:</b>	<b>DATE:</b>	
<b>ON:</b> Queen Elizabeth Playing Field, off Richmond Place, Lyng, Norwich NR9 5RF	<b>START TIME:</b>	<b>END TIME:</b>
<b>Organisers Name:</b>	<b>Contact Number:</b>	

Activity/Element	Risks	Precautions
Vehicle Movement & parking	<ul style="list-style-type: none"> <li>• Collision with people</li> <li>• Collision with fixed objects</li> <li>• Fire</li> <li>• Damage collision to neighbouring property</li> </ul>	<ul style="list-style-type: none"> <li>• Authorised vehicles only allowed on site</li> <li>• All movement of vehicles on Lyng Sports Field controlled by a designated Marshal</li> <li>• Gate access and exit controlled by a designated Marshal at all times</li> <li>• A clear and highly visible path marked out and identified for vehicles</li> <li>• Vehicle routes to be physically marked and barriered off from other users</li> <li>• Emergency vehicle access designated and kept clear</li> <li>• Vehicles must maintain a speed no more than 5mph</li> <li>• Vehicles to use hazard warning lights at all times</li> <li>• Vehicles to vacate site as soon as possible.</li> <li>• If part of the field is to be used for parking vehicles, it will be barriered off and supervised.</li> </ul>
People Movement	<ul style="list-style-type: none"> <li>• Tripping Hazards</li> <li>• Uneven ground</li> <li>• Collision with fixed objects</li> <li>• Illness or accident</li> <li>• Risk of Tripping</li> </ul>	.
Consumption of Alcohol by drivers of vehicles	<ul style="list-style-type: none"> <li>• Driving whilst under the influence resulting in collisions with people, fixed objects and or animals</li> <li>• Underage consumption</li> <li>• Unruly behaviour</li> </ul>	

Waste	<ul style="list-style-type: none"><li>• Field left in an unsightly &amp; unhygienic condition</li><li>• Contamination of field by vehicle fluids</li><li>• Contamination of field by food waste</li></ul>	
Smoking	<ul style="list-style-type: none"><li>• Disposal of waste resulting from smoking</li><li>• Fire</li></ul>	