

## **Hannington Country Fair 2017**

### **PURPOSE OF REPORT**

1. To formally receive the Event Management Safety Plan (APP B) [apologies for the poor formatting at App B... the version provided was fine. A good copy can be sent via email if requested] and the Hannington Country Fair Risk Assessment 2017 (APP C), and,
2. To agree the content and format of the Licence (APP D) to be issued by the Parish Council to the Hannington Country Fair Committee (HCFC), on receipt of the copy of the Insurance Policy and Schedule

### **BACKGROUND**

3. Reproduced as Appendix A is the Minute from the 20<sup>th</sup> September 2016 meeting of the Parish Council. This identified the request for HCFC to provide an Event Management Safety Plan.

### **UPDATE**

4. The Safety Plan, together with the Risk Assessment was provided by HCFC on 31<sup>st</sup> January, and was copied to Councillors by the Clerk.
5. At the September meeting, the Council expressed some concern with regards the size, complexity and relevance of the draft Licence that had been attached as part of the report. Council therefore agreed an ACTION

*"Cllrs to provide the Clerk with any suggested changes to the format and content of the draft Licence".*

6. That 'review process' has effectively taken place through emails mainly between Cllr Jan Hertz and Jeff Smithers, the HCFC Chairman. The outcome of their efforts is that the Licence now being recommended to the Council ) copy at Appendix D has been reduced from three pages down to a single page, and the original 29 paragraphs have been reduced to seven.
7. Jeff Smithers informed the Council, by email 11<sup>th</sup> February that," *The insurance provides the Fair with £10m public liability cover for personal injury and property damage for a period before, during and after the event*", and in response to a question raised by Cllr Hertz advised that

*"Product liability isn't relevant since the Fair doesn't manufacture, supply or sell any products. A small number of exhibitors may sell products and they will have their own insurances.*

*The HPC will see a copy of the insurance well before 7 days prior - we wouldn't want permission refused at such a late stage."*

### **RECOMMENDATIONS**

- a. **"The Council formally receives and accepts the two documents pro tem issued by HCFC i.e. the Event Management Safety Plan and the Hannington Fair Risk Assessment 2017; with the final version of the documents to be submitted closer to the date of the fair to reflect any changes required by either BDBC or the Police, or any changes to detail required by HCHF itself."**,
- b. **Agrees the Licence and authorises the Clerk to complete the 'contents as necessary', and**
- c. **Agrees for the Clerk to issue the Licence on receipt of a copy of the Insurance Policy and Schedule, nearer the date.**

Chris Pottinger

Clerk, Hannington Parish Council

16<sup>th</sup> February 2017

## **HPC Minutes 20th Sept 2016**

### 16.c Village Green / Events (Licence)

Where events are held on the Village Green with the permission of the Hannington Parish Council, an '*Event Management Safety Plan*' should be requested from the event organisers. A draft template for the *Event Management Safety Plan* has been issued to the parish clerk and was circulated in advance of the meeting.

### **NOTED**

On the 1<sup>st</sup> September, Paul Beaumont, Health and Safety Advisor to BDBC responded to H&S questions raised by Cllr Hertz relating to the regulatory responsibilities of Hannington Parish Council and those of event organisers using land owned by the HPC. The detailed response has been circulated to the Clerk.

**DECISION:** the Council agreed the need to issue a Licence

**ACTION:** Cllrs to provide the Clerk with any suggested changes to the format and content of the draft Licence

### 17.d Village fair 2017

The issues regarding health and safety were discussed and have been recorded elsewhere on the agenda. Discussion centred on the 'insurance' issues. The Council welcomed William Kinnear who was advising the Fair on insurance matters. He informed the meeting that their cover included the specific the risks following from road closure and the hanging of banners from bridges etc, as well as £10m public liability and volunteers.

Whilst, it was possible that the parish council's insurance cover for 'Events' might be of use, it was recognised that many of the stalls were not being held on the village green 'owned by the Council', but on surrounding land owned by residents.

### **DECISION:**

The Council and Mr Kinnear, on behalf of the Fair Management Cttee, agreed it would be best for the Fair Management Cttee to continue, as at present, to arrange all its own insurances.

## Event Management Plan

# HANNINGTON COUNTRY FAIR

## Sunday 25 June 2017

Plan Date: January 2017. Plan Review: April 2017

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### Plan Production & Control

The Hannington Country Fair event is managed by the Fair Committee.

This plan has been produced by the Committee and has been compiled by Jeff Smithers, the current Chairman. Plan date January 2017. Review April 2017.

Contact information is 01635 298522. 07710 231 641. [jeff@smithersandco.com](mailto:jeff@smithersandco.com)

### Plan Aim

This plan provides an outline of key elements in the event organisation and includes a Road Traffic Management Plan and Risk Assessment which is provided separately.

The event has essentially been trouble free with only minor issues some years ago associated with hunting as there are hunt kennels situated in the village. There have been no injury or accident incidents.

All our plans for 2017 are designed to maintain this excellent record and provide a safe and enjoyable event.

Our normal visitor numbers are around 2,500 and we expect 2017 to attract between 2,500 and 4,000.

### Event Outline

The Hannington Country Fair is run in Hannington village – which is midway between Newbury and Basingstoke. The Fair is located partly on the village green and partly on private land – and 95% of the event is outdoors.

It is a traditional summer Fair with arena entertainment, stalls, sideshows, music, crafts, food and refreshments. The proceeds are used to maintain village structures and community facilities for the benefit of residents and visitors to the village. Primarily these are facilities such as the Church, Village Hall, Playing Field, Children's Play Area but also include other social and leisure facilities and activities.

The Fair is organised by a committee freshly appointed every 2 years. The majority of the entertainments at the Fair are run by village resident volunteers and these are supplemented by attractions which are hired or loaned by professional organisations. The event is well known in the area and provides entertainment suitable for all ages and especially for families. It is larger than traditional village fetes and has been running in various formats for around 60 years.

It is a one day event which is now held biennially. The start and finish times for 2017 are noon to 6pm.

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## **Crowd Management & Emergency Procedures**

Neither has ever previously been a problem.

The location is perfectly adequate for the planned number of visitors and potential pinch points are monitored and marshalled if required.

Emergency access to all parts of the event is simple and practicable and these routes are kept free of obstruction throughout the event.

The event PA system covers the whole event area and can be used for emergency announcements if necessary.

Car parking procedures and management work effectively and are well established through much experience from our Fairs in previous years.

The local Police have been given details of the event.

## **Road Traffic Management Plan**

### **Contacts.**

**Road & Parking Management. Antony Littleton. 01635 298508. 07876 150125**

**Event Chairman. Jeff Smithers. 01635 298522. 07710 231 641**

Application has been made for an 11 – 6pm closure of the road running through the village.

This is for visitor safety reasons as the road runs adjacent to the village green which is the central entertainment area and is also the main walkway from the car parks to the event.

The central area and all routes to and from the car-parks/road closures are monitored by the parking-team of which there are at least 12 members. The leaders all have experience of a number of Fairs and of ensuring that the public areas remain safe.

On the very limited number of occasions (3 in 10yrs) that a vehicle has had to come through the road closure (eg emergency or serious disability) it has been walked through by a member of the team. This system will remain.

Roads closed at these points

Traffic personnel at these points

**Site of Fair** - Additional traffic assistants/wardens on duty contactable by mobiles.

- Public address system in use.

- First aid station.

The road-closures are enforced by:

(a) Court orders pinned to prominent road-side furniture or telegraph poles

(b) Large written signs

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(c) Removable barriers such as hay-bales and, plastic barriers (eg horse-jumps). In the event of an emergency the barriers can be moved in seconds.

The closures are obvious and unmistakable.

Note: The colour coding on this map is slightly inaccurate. The pedestrian area shown as a blue line in the key relates to the green line on the map itself.

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Advanced warning of road closures are posted very prominently two weeks before the event at the sites marked (see Google map)

Road closure signs are placed in the same vicinity on the day.

All signs are in places where alternative routes are available

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Main schematic.

Enlarged plan:

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## **Severe Weather**

The event has never been cancelled because of weather. It has and will run in normal UK inclement conditions.

However the event would be cancelled if severe weather – storms, strong winds, heavy incessant rain – were to occur and constitute a danger or negate the use of grass parking areas.

If knowledge of this type of weather is known immediately before the event day, information of cancellation would be posted on social media, website, promotional and direction signs. Access roads would be manned and notices posted at entry points to inform visitors on day of event.

If severe weather is evident on the day and before the event opening, access roads would be manned and notices posted at entry points to inform visitors of cancellation.

If severe weather occurs when the event is open, visitors will be informed of cessation of the event by PA and event officials and directed away from site via previously determined routes.

## **First Aid**

First aid cover of two first aid members and 1 medium mobile medical unit will be provided by St John Ambulance South East region. Details of the Fair have been provided and St John Ambulance is providing cover deemed appropriate for the event.

## **Waste**

Litter bins will be located around the site & will be disposed of at a household recycling point by organisers.

## **Toilets**

Permanent toilet & washing facilities & baby changing facilities are available in the village hall and this also has disabled access. Additional portable toilets have been hired for the event.

## **Catering**

As in all previous Fairs we will be providing barbecue and spit roast food as well as soft drinks, teas, strawberries and ice cream.

Cooking will be undertaken by village voluntary workers who have been briefed on keeping food preparation surfaces and food equipment clean, on the importance of thoroughly

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cooking food and of regular effective hand washing and good hygiene. Cooking volunteers are overseen by experienced supervisors.

Food is purchased locally and fresh immediately before the event and is kept refrigerated until required. Cooked food is kept separate from raw meat and separate utensils are used. Cooking areas are kept away from the public & any flammable items or equipment. Cooking fuel is charcoal & fire extinguishing equipment is provided. First aid is on-site if required for cuts or burns.

It is emphasised to all involved with provision of food that food safety must remain a priority throughout.

There is also a beer tent for which a licence has been obtained from Basingstoke & Deane Borough Council.

## **Lost Children**

All entertainment operators will be informed of lost children procedure.

Lost children will be escorted to a designated holding point & PA announcements will be made. Adult supervision will be provided until the child is collected.

## **Fire**

95% of the event is outdoor based.

Some outdoor activities will have gazebos or small tents. None of these use heating or fire and none will be positioned near cooking areas

The only activities based indoors are the provision of teas & similar refreshments. Fire extinguishers & emergency exits are provided.

An on-duty fire engine and professional crew will be exhibiting at the event.

## **Risk Assessment**

A number of companies and organisations will supplement the stalls, sideshows and other entertainment run by village volunteers.

Each of these organisations has its own risk assessment and insurance where necessary.

A detailed Risk Assessment accompanies this Event Management Plan as a separate document.

## Risk Assessment

# HANNINGTON COUNTRY FAIR Sunday 25 June 2017

Assessment Date: January 2017. Review Date: April 2017

Organiser: Country Fair Committee. Risk Assessment: Jeff Smithers. Assessment Date: January 2017. Review Date: April 2017

Contact Information: Jeff Smithers, jeff@smithersandco.com 01635 298522 07710 231 641.

Subject Area	Hazards & consequences	Persons at risk	Control measures	Additional control measures	Residual risk rating
Vehicle movements	Collision between vehicles or persons	Visitors, exhibitors, voluntary workers (residents)	Site vehicles marshalled & operate only before & after event.		Low
	Set-up congestion		Movement of vehicles within site is forbidden during event except by permission of organisers & guidance of marshals. Road through village is officially closed for the day.		Low
	Visitor arrival traffic congestion		Exhibitor arrivals phased to minimise congestion into site.		
			Car parks clearly signed. Each has attendants. Contingency car parks and routing established in case needed.		
Lifting, carrying, working at height	Strains, sprains, falls	Voluntary workers (residents)	No structures require work at height. Bunting positioned using suitable ladders & workers are experienced at this work.	Contact details held of local doctors & hospitals	Medium
Accident treatment & emergency access	Illness or accident pre and during event	Visitors, exhibitors, voluntary workers (residents)	First aid provided by St Johns Ambulance on event day. Assessed by them for number of attendants & vehicles based on information supplied by us. Treatment area signposted. Necessary routes kept clear. On-duty fire engine will be on site as exhibitor. Police are aware of event.		Low
Event surface.	Slips, trips & falls. Vehicles becoming stuck	Visitors, exhibitors, voluntary workers (residents)	Whole event area is flat & to grass with small areas of tarmac & driveway shingle. Debris removed prior to event opening. No specific areas are more hazardous than on a walk.	Tractors & 4 wheel vehicles available for assistance on event day.	Low
Services	Lack of welfare services	Visitors, exhibitors.	Permanent toilet & washing facilities and baby changing facilities are available in the village hall. The hall has disabled access. Additional portable toilets will be on site.		Low

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Subject Area	Hazards & consequences	Persons at risk	Control measures	Additional control measures	Residual risk rating
Electrics	Electric shock or burns. Tripping over cables.	Visitors, exhibitors, voluntary workers (residents)	Electrical requirements are supplied via connection to residential circuits with each connection protected by RCD. Suitable cables are utilised and these are covered and run along routes remote from visitor access. External connections are weather protected.		Low
Visitor management & Communication	Overcrowding at location pinch points. Inadequate space	Visitors	Assessment of location indicates adequate space for event. Potential problem areas monitored throughout. Designated team of workers can be summoned to assist control. PA covers whole event area for key communication. PA equipment provided and checked by professional suppliers.		Low
	Lost children		All entertainment operators will be informed of lost children procedure. Children will be escorted to a designated holding point & PA announcements will be made. Adult supervision will be provided until collected.		Low
Catering	Poor food storage or hygiene.	Visitors, exhibitors, voluntary workers (residents)	Food purchased fresh immediately before event. Refrigerated until required. Cooking by village workers overseen by experienced supervisor. Cooked food kept separate from raw meat & separate utensils used.		Low
	Food poisoning or illness.				
	Burns & scalds from BBQ & Spit cooking.		Cooking areas kept away from public & any flammable items or equipment. Cooking fuel is charcoal & fire extinguishing equipment is available. First aid is on-site if required. Access available to hand washing & antiseptic wipes.		Low

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# Hannington Parish Council meeting 21<sup>st</sup> February 2017: Hannington Country Fair 2017

Subject Area	Hazards & consequences	Persons at risk	Control measures	Additional control measures	Residual risk rating
<b>Animals</b>	Bites, scratches  Contamination of hands & transferred to food.	Visitors, exhibitors, voluntary workers (residents)	Animals are farm animals & pets. None are dangerous. They will be supervised by owners.  Hand washing facilities will be available along with highly effective sanitising wipes & gels. Signs will advise of the need to wash hands after handling animals.		Low
<b>Entertainment</b>	Injury from entertainment activities.	Visitors	Falconry & dog training will be displayed in the arena. These are run by professional organisations with appropriate qualifications & insurance.  Most sideshows & stalls have no risk. Suitable structures will ensure visitor & operator protection at coconut shy, crockery smashing & tossing the sheaf.  Inflatables are provided & erected by a professional company who have appropriate risk assessment & insurance. Inspected prior to use following supplier/ manufacturers instructions.  No exhibitors undertake hazardous demonstrations. Where necessary they will provide proof of insurance.	Sideshow & stall operators will be briefed on care for the visitors and how to communicate with security & emergency services if necessary	Low
<b>Fire</b>	People injury & property damage	Visitors, exhibitors, voluntary workers (residents)	95% of event is based outdoors.  Some outdoor activities will have gazebos or small tents. None use heating or fire and none will be positioned near fire hazard.  Only indoor activities are provision of teas & similar refreshments. Fire extinguishers & emergency exits are provided.  An on-duty fire engine will be exhibiting at event.		Low

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Subject Area	Hazards & consequences	Persons at risk	Control measures	Additional control measures	Residual risk rating
<b>Waste</b>	Accumulation of waste	Visitors, exhibitors, voluntary workers (residents)	Litter bins will be located around site & will be disposed of at household recycling point by organisers.		Low
<b>Inclement weather</b>	Very strong winds, heavy continuous rain.  Personal danger, inability to park cars on sodden grass.	Visitors, exhibitors, voluntary workers (residents)	Event would be cancelled if weather likely to endanger people or property. If knowledge available before event day, information would be posted on social media, website, promotional and direction signs. Access roads would be manned at entry points on day of event.  If severe weather occurs on the day prior to opening, access roads would be manned at entry points and visitors informed of cancellation.  If severe weather occurs when the event is open visitors will be informed of cessation by PA and event officials and directed away from site via previously determined routes.		Medium

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**Contact Information:** Jeff Smithers jeff@smithersandco.com 01635 298522 07710 231 641.

## LICENCE TO USE THE HANNINGTON VILLAGE GREEN

### SCHEDULE OF TERMS AND CONDITIONS

**Date:** From *nn to nn mmm* 2017.

**Licensor:** *Hannington Parish Council in the Borough Basingstoke and Deane*

**Licencee:** *Hannington Village Fair Committee*

1. The Licensee is running the *Hannington Country Fair* which will be held on *Sunday 25th June 2017* and part of this event will take place on Hannington Village Green.
2. The licence to be for the period from *nn to nn mmm 2017*.
3. The Licencee shall have the right to operate the *Hannington Country Fair* on the "Hannington Village Green" for the period of the event.
4. The Licencee is to indemnify the Licensor against all costs, claims, demands, charges or actions howsoever arising either directly or indirectly from occupation of the Hannington Village Green site or operation of the *Hannington Country Fair* event and in this respect the Licencee shall at all times during the event, including setting up and taking down, be insured against Public Liability for a minimum sum assured of £10,000,000 (see policy schedule). A policy schedule showing the periods of insurance, the Public Liability Insurance and relevant endorsements, warranties or clauses must be submitted to the Council at least 7 days prior to the commencement of the event.
5. The Licencee must comply with relevant regulations and conform to the Health and Safety at Work Act 1974 which places a legal responsibility on everyone working at the event to ensure that, whatever they do, they do not endanger themselves, employees or the general public.
6. The Licencee to ensure that the site is cleared by *nn.nnhrs on nn xxx 2017*.
7. The Licencee must accept that the Council maintains at all times the Licence does not constitute a tenancy.

Signed:

The Licencee ..... Hannington Village Fair Committee

Date .....

Signed:

The Licensor ..... Hannington Parish Council

Date .....