

Nether Wallop May Fair 12th May 2019

12-3pm

To be held on The Playing Fields, Alywards Way, Nether Wallop, Hants.

May Fair Committee Members – Becca Bingley, Beth Macdonald, Caroline Laird, Amanda German, Elizabeth Prickett, Wink Hanbury.

Persons at Risk – The public, visitors, organisers, persons running activities and special attractions.

Notes:

1. The person or persons supplying commercial activities including the bouncy obstacle course and small bouncy castle have their own public liability insurance a copy of which will be provided.
2. It is the duty of all persons attending the fair to ensure that they do not danger the health and safety and welfare of others.
3. All committee members and volunteers have a duty to report any unsafe working practices they see around the site that could cause harm to persons, property or the environment. All reports to be made to the events manager Becca Bingley.
4. Foreseeable precautions have been taken to ensure as far as practicable the health and safety of everyone for the duration of the event. These precautions are also designed to reduce the risk of insurance claim litigation enforcement action and damage to the Parish Council and the May Fair Committee.
5. Test Valley Borough Council temporary event Notice LA2003 issued for this event.

Refreshment	Hazard	Control Of Hazard
BBQ	Burns from BBQ to chefs and customers Knife cuts to hands of chefs	Clear briefing to chefs on knife skills and BBQ safety before BBQ starts by organising committee. Serving table top be positioned in front of all BBQ for food to be served to the public from BBQs will be kept away from the front to make it impossible for the public to reach them thus avoiding burn risk. All helpers cooking will be issued with gloves to be worn on the day at all times
Tea and cakes tent	Burn to helpers and public from kettle	Tea pot to be kept away from the front serving table. A clear safe path to be designated for transport of hot water from the urn to the tea tent via the shortest route.
Bar	Cut from glass bottles and cans	All used glass bottles and cans to be stored in a plastic container once emptied. This box to be positioned at the back of the bar away from the public. All drinks to be served in plastic cups so no glass risk
Ice cream store	Children's fingers trapped in store lid	Ice cream store to be supervised by a responsible adult at all times
Activity	Hazard	Control Of Hazard
Dog Show	Visitors being bitten or coming into contact with faeces	All dogs will be require to be on leads at all times except during the dog agility show and to be under the control of their owners and for any faeces to be cleared away immediately Dog waste bin is located on the playing field
Egg throwing	Being hit by an egg	All those participating will be warned that the eggs are real and not hard boiled so if they don't catch them the egg may break on their clothes. All participants will be asked to keep the throw low to avoid heads, All spectators will be asked to stand away from the game to avoid being hit
Inflatable obstacle course Gladiator joust Small bouncy castle	Falling over and bumping into someone Hurting yourself when falling off Bumping into someone else	All inflatable's provided by Bounce UK. Bounce UK have their own insurance certificate. All inflatable's pegged down and weighted with sand bags and manned at all times Make sure only 2 participants at any time Limit number of users at any one time

Games	Hazard	Control Of Hazard
Coconut Shy	Hit by a ball	The coconut area will be located from the tents and other activities giving plenty of space for balls to go wide. The shy will be set up with 2 giant bales of straw located behind and to the side to stop all balls once thrown. After each go the balls will be picked up by the helper manning the stall to make sure no balls are taken away from the shy. All balls will be held together in a box at the feet of the helper
Sweet Tombola	Sweet jars falling off a table	There will be a number of tables to carry all the sweet jars to make sure no table is over filled so it cant collapse, do not lean signs will be positioned on all table and winning jars will be collected and handed to the winner by the stall holder not the winner
Bottle Tombola	Large number of bottles falling off a table	There will be a number of table to carry all the bottles to make sure no table is over filled to make sure it cant collapse. Do not lean signs will be positioned on all tables to remind the public. Winning bottle will be collected and handed to the winner by the stall holder
Face Painting	No risk	
Wheel of Fortune	Game Falling-over	Secure the wheel of fortune
Hook the ducks	Falling into the paddling pool	the paddling pool used is a small inflatable used in all gardens in the summer. It will be half filled with water and manned at all times. Parents of small children who come near the game will be reminded not to allow children to lean on the side of the paddling pool. Once a game is finished the water will be emptied immediately and will not be left unattended.
Throw the welly	Being hit by a wellington boot	The throw the welly will be located away from the other games with its own clearly defined throwing area, All participants and spectators will be asked to stand at the entrance to the throwing area so the welly is always going away from the public
Archery	Hit by an arrow	the archery stand will be positioned in a clearly dedicated archery area well away from the main event. The archery owner has his own insurance and very clear dimensions that are require to ensure that no member of the public wander into the archery area. He has clear warning signs that will be positioned in front of the archery stand, People using the archery will be given a clear safety briefing before they are allowed to use the equipment
Gupcake competition	No risk	
Tug of war	Risk of falling over and being trodden on	A judge will be watching and controlling the game at all times

Hazard (what might cause harm)	Risks - what harm might be caused	Risk level L/M/H	Controls in place and additional actions to reduce/eliminate risk including actions by whom and when
<p>Fire and security</p> <p>Explosion fire smoke movement of people in an emergency evacuation</p> <p>Contact with hot surfaces such as the BBQ and tea pots</p>	<p>Fatalities or injuries to people from burns smoke inhalation, flying debris slips trips and falls during evacuation</p> <p>Damage to premises and equipment</p>		<p>Most attractions are open air</p> <p>The BBQ is to be supervised at all times by the operating team to ensure that visitors do not come into contact with heated surfaces</p> <p>Appropriate fire precautions are to be provided and good house keeping maintained</p> <p>Gas cylinders are to be fitted and changed by suitably experienced persons</p> <p>If required there will be plenty of room to allow access by emergency services</p>
<p>Event and attraction specific risks</p> <p>Bouncy castle projectiles used in welly throwing coconut shy and dog show</p>	<p>Injuries caused by slips trips and falls</p> <p>Injuries caused by being bitten or coming into contact with faeces</p>		<p>the owners and operators of these facilities are experienced in their use and are required to produce adequate Public Liability Insurance</p> <p>The setting up of these attractions has been planned to ensure that visitors will be unable to stray into the target areas</p> <p>All dogs will be required to be on leads at all times except during the dog activity and to be under the control of their owners and for any faeces to be cleared away immediately</p>
<p>Personal safety and security</p> <p>Gatecrashers/trouble at the gate</p> <p>Violent behaviour towards organisers, stall holders the public etc</p> <p>Lost children</p> <p>Injury by vehicle movements</p>	<p>Various injuries to people, damage to premises and equipment.</p>		<p>stewards and organisers to be alert to the possibility of any trouble starting.</p> <p>communication with police to be by a committee member</p> <p>All people helping on a stall will be asked to safe guard the cash box for the stall.</p> <p>Lost children should be taken to the Beer Tent accompanied by Committee members. An announcement will be made over the PA system in order to reunite children with Parents or Guardians.</p> <p>Committee members should work in pairs dealing with lost children.</p> <p>High Vis clothing will be worn by Car parking Steward and those directing on site and off site traffic.</p>

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<p>Traffic movement collisions</p> <p>Initial deliveries during site set up and clearing site</p> <p>Emergency Movements for medical reasons</p> <p>Arrival of those attending</p> <p>Classic cars and Military vehicle movements</p>	<p>Fatalities or injuries to people damage to vehicles premises or property/equipment</p> <p>As Above</p> <p>As Above</p> <p>As Above</p>		<p>Car park stewards will be placed at the entrance to the event field to direct cars where to park so they are safely away from the event area</p> <p>Stewards will wear high Vis jackets</p> <p>Drives will be directed by stewards to drive slowly to their spaces</p>
<p>Site set up, dismantling moving lifting and handling working at height</p> <p>Erection of tents and removal after event</p>	<p>Muscular injuries strains and sprains</p> <p>Strong winds blowing down tents causing injury to helpers and event goers or damage to cars or equipment</p>		<p>Safety briefing to be given to all helpers erecting the tents the day before</p> <p>Advice by the head tent erector on lifting and handling to be provided including advice on sharing heavy tasks</p> <p>Anyone with a strain or sprain will be asked not to help erect tents</p>
<p>Use of electricity</p> <p>Mains power supply to a variety of equipment used by individual events and attractions causing electric shocks</p> <p>Extension cables causing trip hazards</p>	<p>Fatal injuries including burns</p> <p>Fire and damage to equipment</p> <p>Toxicity</p>		<p>Power supplies will be taken to the Pavillion. Persons running relevant operations are required to use electrically safe equipment not overload leads and ensure all connections are made waterproof. Cables to be routed and highlighted with black and yellow hazard tape to reduce trip risks</p> <p>Events Co-ordinator and stewards to ensure appropriate precautions are used during the event</p> <p>The operators or generators for bouncy castles are asked to ensure that it is installed in accordance with the manufacturer's recommendations. Generators must be sited in well ventilated areas</p>

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FOOD POISONING Visitors and participants consuming food with unclean hands or food prepared without due regard to good catering hygiene practices.	Food poisoning and gastrointestinal infections.		All those preparing and serving food will be reminded about food hygiene and will be issued with a food hygiene leaflet. Gloves will be issued to stop food contamination. This will include advice on personal hygiene, storing food at the correct temperature, avoiding contamination between raw and cooked products.

Signed.....

Risk Assessor

Date

Signed.....

Event Manager

Date *9 May 2019*

Review Date