



Thriplow
***Daffodil Weekend
& Country Fair***

SAFETY MANUAL
Including risk assessments and Emergency Action Plan

Part 1

Introduction

1.1 A charity fundraising event called the Thriplow Daffodil Weekend has been held in the village of Thriplow in Cambridgeshire almost every year since 1967. Started by a number of villagers who opened their gardens to raise money for the church the event has developed into a major local event attracting thousands of visitors from near and far, raising substantial sums for local charities.

1.2 The Daffodil Committee organises and manages the event. The net amount raised at each Daffodil Weekend is remitted to trustees for distribution to local charities and other good causes.

1.3 The Daffodil Committee has arranged for the production of this manual as a guide to the conduct of each Daffodil Weekend to safeguard, insofar as it practicable to do so, the health and safety of all those who are in the village during the event, including people who are not taking part in it. It covers the responsibilities of the committee and of all those who assist it in organising and running the event.

1.4 The Daffodil Committee encourages visitors to Thriplow on one weekend a year, from 10 a.m. to 5 p.m. each day. No charge is made for entry to any of the attractions but tickets pre booked online are required to attend the event. A charge is also in place for car parking. On payment of the car parking charge the visitor is given a programme, which entitles him/her to visit the open gardens in the village. Coaches are booked into arrival time slots starting from 9.30am Coach passengers are given a programme. The church is open to visitors who are treated to demonstrations of bell ringing and organ recitals. There are stalls on the Green, Peggs Close, the Cricket meadow, the School playing field, School Lane meadow, Barker's Close, Gentleman's walk field and on private premises throughout the village selling plants, produce, crafts etc. and promoting national and local charities. Other attractions have included heavy horses, which take visitors for rides in the wagons they haul, tractor and trailer rides, bungees, working dogs, a working traction engine, birds of prey, Morris Dancers, bands and other musical entertainment. The smithy is open with a smith demonstrating his work. Various food outlets are provided, some by the committee and others set up by commercial suppliers. Temporary toilets are provided. St John Ambulance is retained to give first aid cover.

1.5 Although the Daffodil Committee organises and manages the event it cannot control everything, which goes on in Thriplow during the weekend over which the event takes place as the village is open to visitors arriving on foot or by bicycle and to residents' cars. If someone organises an attraction or proposes to open a stall anywhere in the village during the weekend without prior agreement with the committee the committee cannot stop him/her from doing so or regulate it.

1.6 The Cambridgeshire County Council Highways Department allows the closure of certain roads and streets in the village to through traffic upon application by the designated Traffic Management Company, currently the AA. An advisory one-way system is set up. The committee aim to limit the visitor numbers by introducing pre booked tickets only. We estimate up to 6000 visitors will attend on each day of the Event.

1.7 Terms and Expressions used in this manual shall have the meanings ascribed to them by Part 3.

Part 2 Management

2.1 The Chairman and the current members of the Committee are listed in Appendix A.

2.2 The Committee will appoint an individual to be the Event Manager of the Event. The Event Manager will be in sole control of the Event. He/she will attend the Event and he/she must be contactable at all times during the Event through the Event Control Point.

2.3 The Committee will also appoint a person to be the Safety Officer of the Event who appears to the Committee to be competent to carry out this duty. The function of the Safety Officer is to ensure that the provisions of this manual are followed by all the members of the Committee and by all volunteers who assist the Event Manager in running the Event. The Safety Officer must be contactable at all times during the Event through the Event Control Point.

2.4 The Committee will also appoint Substitutes for the Event Manager and for the Safety Officer in case either or both of them is prevented from functioning as such.

2.5 "Walkie Talkie" radios will be used by the Event Manager and the Safety Officer to control the Event. The radio net will be controlled from the Event Control Point. A copy of this manual and of all other relevant documents will be available for inspection by all participants including stallholders on the event's web pages and at the Event Control Point.

2.6 All Functional Heads will be briefed and trained on health and safety by the Safety Officer and/or Events manager prior to the Event (16/03/24) A check list will be signed confirming training.

Each Functional Head will be responsible for briefing and training the volunteers who assist him/her during the Event. The training notes will be written down. All volunteers will be asked to sign a check list confirming they received and have understood their briefing.

Part 3

Definitions

“Car Parks” means the areas in Thriplow designated by the Committee for the use of visitors to the Event.

“Committee” means the Thriplow Daffodil Committee

“Coach Parking Area” means the open areas around the granary in Lodge Road, Thriplow

“Stalls” means any venue used by the Committee for stalls for the display and sale of goods including the “Marquees” on the Primary School Playing Field, cricket meadow and on the grassed areas in School Lane known locally as “Barkers Close” Peggs Close and School Lane meadow.

“Cricket Meadow” means the cricket meadow in Thriplow.

“Manor Farm Paddock” refers to the grassed area in Church Street opposite Manor Farm.

“Event” means, during a Thriplow Daffodil Weekend, the period from 1000 hrs to 1700 hrs on each day

“Event Control Point” means a place at the village hall set up by the Committee for the purpose and readily identifiable as such through which the Event Manager and the Safety Officer can be contacted and from which visitors can obtain information and assistance. It will also serve as a place where lost children can initially be taken, and lost property can be looked after.

“Food Outlets” means Cricket Pavilion, Village Hall, Thriplow Primary School, Barkers Close and any other venue within Thriplow from which food and drink will be sold by the Committee.

“Functional Head” means a member of the Committee or a volunteer who undertakes responsibility for a discrete area of the Event.

“Green” means the Green in Thriplow, including the land immediately in front of the houses which bound it.

“Safety Officer” means the person appointed by the Committee in accordance with para-2.3.

“Traffic Plan” means the Traffic Plan drawn up by the Committee in accordance with para-4.8.

“Volunteer” means any person who volunteers to help the Committee run the Event, including those appointed as safety stewards, traffic marshals, etc. and those members of the Thriplow Society who assist in running the Smithy during the Event. Children under the age of 14 are prohibited from “volunteering” for Insurance reasons.

Part 4

Areas for which the Committee is directly responsible.

In respect of an Event the Committee is directly responsible for the following:

4.1 The Green, The Cricket Meadow, Barkers Close, Peggs Close, Gentleman's Field, Manor Farm Paddock, School Lane Meadow and the play park on Fowlmere Road

The Committee will be responsible for allocating pitches for the stalls and for all other participants using The Green, School Lane meadow, Peggs Close, Barkers Close and the school playing field, allowing sufficient separation between them to reduce the risk of the spread of fire and to permit ready access to any pitch in the event of an emergency. Functional heads will check pitches before event to ensure they are erected correctly/safely. Checks will be made of tie down areas to ensure no trip hazards are present. If unavoidable hazards should be highlighted or areas barrier protected.

4.2 The Car Parks

The Committee will appoint an adequate number of volunteer stewards to supervise the parking of visitors' cars. Cars will be parked in a manner which will allow any car to leave without the need for any other car to be moved first. All staff will wear high visibility clothing when directing vehicles. Cars parked are done so at the owners own risk. The Daffodil Committee are not responsible for any theft/damage to cars or property.

4.3 Coach Parking

The Committee will appoint a safety steward to supervise the parking of coaches in the Coach Parking Area to ensure that visitors and their drivers are not put at risk from coach movement and also to ensure that their passengers alight from and board the coaches in a safe manner. The coaches are booked into arrival time slots from 9.30am

The coach steward will be assisted by volunteer marshals. There will be a small number of coaches who will be dropping passengers off and not parking and are booked in between 12.30 and 1pm

Safety steward and assistants will wear high visibility clothing when directing vehicles.

4.4 The Minibus Service

The Committee will hire the vehicles from a reputable firm and will ensure that each vehicle is properly insured for risks to passengers and third parties and that each volunteer driver holds a licence to drive such a vehicle and is properly instructed as to how it is to be operated during the Event.

4.5 The Food Outlets

The Committee will also be responsible for ensuring that the food and drink offered for sale to visitors at the Food Outlets conforms to the current health and hygiene regulations. The Committee will appoint a safety steward (who can be the volunteer who usually does duty to regulate entry to that outlet) for each Food Outlet whose function will be to ensure that the number of visitors who use that Food Outlet does not at any time exceed the maximum fixed by the owners of the premises. A list of all people likely to handle food for consumption by visitors will be prepared and held by the Committee.

4.6 Marquees

All will be equipped with firefighting equipment and all volunteers and stallholders who use that Marquee will be instructed on its safe use and evacuation in the case of fire or other emergency. Emergency exits will be kept clear and properly indicated. This includes the Bar on Taste of Thriplow, The Craft Marquee on Peggs Close, School Lane Meadow, The Folk Music Tent on the green, The Marquee at the school and the Stall, entertainment, and tearoom tent on the cricket meadow.

4.7 The Smithy

Will be operated by a Smith whom the Committee is satisfied is competent to demonstrate his work safely. Volunteers will be to hand to ensure that visitors are kept at a safe distance and to ensure that the Smithy is cleared promptly and in a safe manner in the case of fire or other emergency. Firefighting equipment will be available in the Smithy. A risk assessment for the Smithy is available in this document.

4.8 Traffic Management

The Committee have prepared a Traffic Plan for the Event in consultation with the police and the county council and will ensure that an adequate number of volunteer traffic marshals are available to supervise the movement of cars, coaches, and pedestrians around the village and to advise drivers and pedestrians on the safe use of the roads. The Committee will check that no activity on the public highway connected with the Event constitutes a hazard to pedestrians and other road users. Residents will be requested not to use their cars during the Event or at least use them with the utmost restraint. Traffic cones are provided in areas where the parking of cars would create a hazard e.g., by the school. If required by the Traffic Plan the Committee will arrange for the designated Traffic Management Company to obtain appropriate Road Closure Orders from Cambridgeshire County Council. Any staff/volunteers working on traffic management will wear high visibility clothing.

4.9 Lost Children and vulnerable adults

The point of contact for missing or lost children and vulnerable adults is the control caravan. If the individual cannot find their carer/responsible adult they should be brought to the caravan where they will be looked after by 2 committee members, at least one will be DBS checked. If the community police are on site, they will be notified. An incident form will be filled in in all circumstances. The incident will be radioed to committee members in case they are approached, but not publicised.

General Care Guidelines

- Children should not be left in the sole care of one person.
- No food or drink, except plain water should be given to children/vulnerable adults in case of allergies.

All Staff looking after children are expected to:

- Respect the wishes of a child as you would an adult, you must not impose yourself on them.
- Remember that children regard adults as role models and ensure your behaviour, language, gestures etc. are appropriate and above reproach.

- Prevent any other member of staff or member of public from putting any child in a situation in which there is a significant risk to their health and safety.
- Be prompt, calm, assured and professional

The person claiming a child or vulnerable adult should complete the form which includes their name and address and relationship to the child and will show a form of identification, always bearing in mind that if the child is unsure or reluctant to be taken by the person collecting them, then further confirmation will be required of the relationship to the child/person before handing him or her over. The person should be a competent adult.

If a child or vulnerable adult is reported missing all committee members will be notified on the radios. All volunteers will make it priority to look for the missing person.

Cambridgeshire Police should be contacted after 20-30 minutes of a person being reported missing in all circumstances – immediately if considered vulnerable.

Always contact the police immediately if any of the following apply:

- If the child/ missing person has made any allegations
- If there are any concerns for the missing/ found persons welfare
- If the found person is hesitant or unwilling to go with the person collecting them
- If the person reported missing is considered vulnerable in any way

4.10 Fire Safety and Management

The public shall not be permitted to bring or make use of open fires or barbeques.

All caterers and traders vending or making use of combustible materials, shall be required to have relevant firefighting media available. All catering staff will ensure location of firefighting media.

Any fuel spillages must be reported to a Functional Head immediately. Fuel spill will be cleaned up appropriately by a Functional Head.

Each Event venue shall be equipped with suitable fire extinguishers conforming to BS EN 3:1996 and be clearly coloured in accordance with BS7863:1996 and BS 5306:1985.

Training in the use of fire extinguishers shall be given to Functional heads and Event Manager during the Pre-Event briefing and shall include suitability and use of extinguishers.

In the event of a fire only trained personnel should use firefighting media available. Attempts to extinguish any fire will only be made if there is risk to life. Anyone discovering a fire must raise the alarm and look to evacuate the risk area.

All functional heads and volunteers will be able to direct the public to a safe evacuation point, the person in charge at that time of the area will be responsible for liaising with the fire brigade and events manager/ safety officer. Signage will be available throughout site detailing location and safe route to evacuation points.

A safety route and rendezvous point will be made available for oncoming emergency service vehicles.

4.11 Drugs and Alcohol

The unauthorised use, distribution or possession of drugs is illegal and strictly prohibited. Anyone found to be in possession of illegal drugs will be reported to the police and escorted off site. Event manager, Functional Heads, volunteers or members of the public should not approach suspicious individuals, the Police should be informed immediately.

The public shall not be permitted to bring their own alcohol. Alcohol will only be sold at licensed premises, The Mean Gran Beer Tent, and The Green Man Pub. No alcohol will be sold to anyone under the Age of 18. **Challenge 25** retailing strategy will be adhered to.

Information for Drugs/Alcohol found below -

<https://www.festivalsafe.com/information/drugs-alcohol>

<https://wearetheloop.org/drug-alerts>

4.12 Suspicious Items and vehicles

Understand the difference between an abandoned/left item and a Suspicious Packages Recognition:

Think **H O T !**

H – Has the item been **H**idden? Has it deliberately been concealed?

O – Is it **O**bviously suspicious? Does it seem odd or out of place, is there wires, liquids or batteries sticking out of it?

T – Is it **T**ypical for the location? Is the item what you would expect to see at your place of work?

To double check your concerns:

- Ask people in the immediate area to identify their own belongings.
- Is the bag / item theirs?
- Does it belong to someone they know?
- Did they see who left it?
- Was there anything suspicious about the way it was left?

Once the item has been deemed suspicious Do Not Touch It and follow the actions below:-

Action at the scene of a suspect device

CONFIRM - that the item is suspicious
CLEAR - the area working outwards from the device
CORDON - off the required distances
CONTROL - the incident
CHECK - all the above has been completed

Information that will be required

WHAT - is it?
WHERE - is it?
WHY - is it there, why is it suspicious?
WHEN - was it found, placed or reported?
WHO - found it, who is the potential target or perpetrator?

Transmission distances for a suspect device

When undertaking the actions above remember not to use radios or phones within 15m of the suspect item and try to keep out of line of sight but behind something substantial like a building but away from glazing.

15 metres - mobile phones and hand-held radios

50 metres - vehicle mounted radio device

Cordon distances (National Minimum **Distances**)

100 metres - small items i.e., briefcase size

200 metres - larger items up to motor cars

400 metres - vans and lorries

Bomb Threats

Any communication that may indicate a threat will immediately be telephoned 999 to the police and be radioed to the events manager/safety manager as an emergency. All functional heads and committee members will then be alerted to await instruction from the emergency services.

4.13 Signage

The Committee will arrange for the display of signs around the village which it deems adequate for the safety/fire and information of visitors. Traffic signs will comply with the current road safety legislation.

4.14 The Committee

The Committee will produce, or cause to be produced, a written risk assessment of these activities. A copy of this assessment is annexed as to this Manual.

4.15 Incident Reporting Procedure

Any incidents that may occur on site will be reported to a Functional Head. A Functional Head will record all relevant information using an Accident reporting form. An accident reporting form will be available on site.

4.16 Damage, Loss or Theft of Property

The Daffodil Committee is not responsible for any damage, lost or theft of property that may occur on site.

A designated lost property area will be available on site. Any property handed in to staff/volunteers will be recorded by a Functional Head and kept in safe place until claimed..

Any theft/damage to property must be reported to the Police immediately.

Part 5

Areas which are primarily the responsibility of others

5.1 The Church

If the church is open to visitors during an Event the health, safety, and welfare of all visitors to the church is the responsibility of the Churchwardens.

5.2 Trade and Charity Stalls

If a stallholder pitches his/her stall on the pitch allocated to him/her it is the responsibility of the stallholder to comply with the current health and safety regulations applicable to his/her display or goods for sale. This should be acknowledged by the stallholder when booking a pitch. However the Safety Officer will periodically check the stalls throughout the Event to ensure that nothing is being used which might constitute a fire risk, such as gas fuelled patio heaters. Guy ropes of gazebos and tents are a trip hazard and should be flagged. No barbeques or open fires will be permitted in or near the stalls.

5.3 Stalls “at home”

Each is the responsibility of the householder. If such a stall intrudes on to the public highway it must not constitute an obstruction or traffic hazard.

5.4 Commercial Food outlets

The operator of each of these must comply with current health and hygiene regulations and the Committee should require the production by each operator of evidence that the relevant licences, etc. are held.

5.5 Attractions

- a) **Heavy Horses** - If heavy horses are brought to an Event and they are hitched to drays to give rides to visitors the route over which they operate must be devised by the Committee to avoid conflict with pedestrians distracted by watching other attractions, e.g., Morris Dancing. The Committee will require one operator to be responsible for the safe operation of all the teams of horses present at an Event.
- b) **All animals in attractions/ displays** - It should be the responsibility of the person displaying the animals to ensure that his/her display is safe for visitors.
- c) **Morris Dancers** - The leader of each group of dancers should be responsible for ensuring that their performance does not constitute a danger to those watching it. The Committee will agree with the Morris Dancers on suitable places for performances.
- d) **Bands and other Performers** - The Committee will provide a marquee or stage for band and other performances. The performers will be responsible to ensure that their performance/act is safe for visitors. The performers are asked to park in the Peggs Close car park before 9am or in the Cricket Meadow car park after that time.
- e) **Steam Traction Engine and similar displays** - If an engine is brought to an Event the Committee will agree with its operator on the place where it may be displayed. It is the responsibility of the operator to ensure that the engine operates in a safe manner and that **when it is moved on and off its site that it complies with the road traffic regulations.**
- f) **Children’s Play Area/Bungee jumps/Roundabouts etc** These will be organised and run by persons or firms who appear to the committee competent to run such attractions. The Committee will require evidence that all apparatus brought to the Event for this area complies with current safety regulations.
- g) **Tractor rides** - These will be organised by the Cambridge Vintage Tractor Club
- h) **Classic cars** Are booked through the committee and will be on Peggs Close

i) Landrover display Organised by the committee and are on Gentleman's upper walk field

j) General - If any events are planned by a third party, they will be responsible for the safe operation of that event.

Appendices

A. The Chairman and members of the Committee

B. Checklist of Steps to be taken before an Event

C. Important Contact Names and Telephone Numbers

D. Site layout (to be developed strictly in accordance with the principles contained within these documents particularly as to spacing, use of BBQs and open fires, etc).

E. Booking Forms

F. Risk Assessments

G. Traffic Plan

H. Emergency Action Plan

Appendix A

Committee members and their roles

<u>Role</u>	<u>Names</u>
Admin	Gill McDonnell
Attractions	Mary Lindgren
Chairman and Events manager	Paul Earnshaw (reserve events manager Gill McDonnell)
Children's Thriplow	committee
Country Thriplow	committee
Finance	Stephanie Dods
Safety	Caroline Harris (reserve Dale Coss)
Infrastructure	Greg Hilton, Jan Chapman Dale Coss & Jez Deacon
Publicity and website	Kirsten Rivett
Radios	Mark Brogan
Signs	Andrew Parsons
Stalls	Sarah Deacon & Laura Hunt
Taste of Thriplow	Alastair Gray
Music	Richard Murphy
Tea rooms	Mandy Thornton,
Transport	Fergus Ramsay & Phillip Bushell
Transport & Coaches	Dan Hanson
Village Image	Neil Rowland Hall
First Aid	St John Ambulance

Appendix B

Pre-event Checklist

DATE OF EVENT 16/03/24-17/03/24

[1] September.

Chairman and Administrator call initial Committee Meeting to discuss the Daffodil Weekend for the following year. Any matters arising from the current year's event discussed. Procedures and documentation reviewed and revised if necessary. Meetings scheduled at least monthly up to the weekend of the next event. Administrator confirms first mailing to coach companies and clubs/organisations has been sent (early April)

[2] October. Formal requests submitted to landowners for utilisation of fields by Daffodil Weekend. Publicity and publications agreed. Bulb planting day organised, advertised and undergone. Committee considers Application submitted to Parish Council for Road Closures and use of public spaces. Application submitted for use of Village Hall and booking confirmed. Use of school premises, opening of village smithy and St George's Church involvement in Daffodil Weekend requested. Initial letter circulated to village residents confirming the event and requesting support.

[3] November.

Initial contacts made at the end of the month with participants and exhibitors to distribute application forms and confirm attendance. Entertainers, musicians etc booked. Special attractions booked such as heavy horses, sheepdogs, birds of prey and Morris dancers. A5 flyers and A4 Posters designed and printed. First Aid cover arranged. Event budget set.

[4] December.

Marquee suppliers, toilet contractors and insurance broker all arranged. Second mailing to clubs/organisations with flyers. First Press release sent to PR database. Safety Manual revised and updated. Open Gardens request letter sent to local residents. Stalls-at-home application forms handed out.

[5] January.

Local Authority, Fire, Ambulance and Police services informed. Second village letter circulated. Order of events and participants finalised, and event programme completed and sent to print. Advertising material sent to Libraries, Tourist Information Centres, Surgeries and Garden Centres to promote event. Coach packs dispatched containing maps, coach numbers, parking and Health & Safety information.

[6] February.

Site allocation for stalls finalised and stallholders notified. External caterers finalised. Marquee and furniture allocation agreed. Complimentary programmes sent out. Large banners and signs advertising event sited on private land beside A10/A505 etc. Second Press release sent.

[7] March

General tidying of village. Grass cutting as necessary. Final check of all aspects of the arrangements. Television and radio interviews. Committee review of proper utilisation of portable radios. Letter sent to Meridian Line re Bus access. Drivers for mini-coaches finalised and licences checked. Site electrics agreed and professionally installed. Site notices erected. Marquees erected. Toilet units positioned and connected. Rubbish skips and bins organised. Volunteer helpers recruited and briefed. Risk assessment of all sites carried out and recorded. Health & Safety Briefing for all helpers carried out and recorded. Traffic bollards and signs distributed.

Following Event:

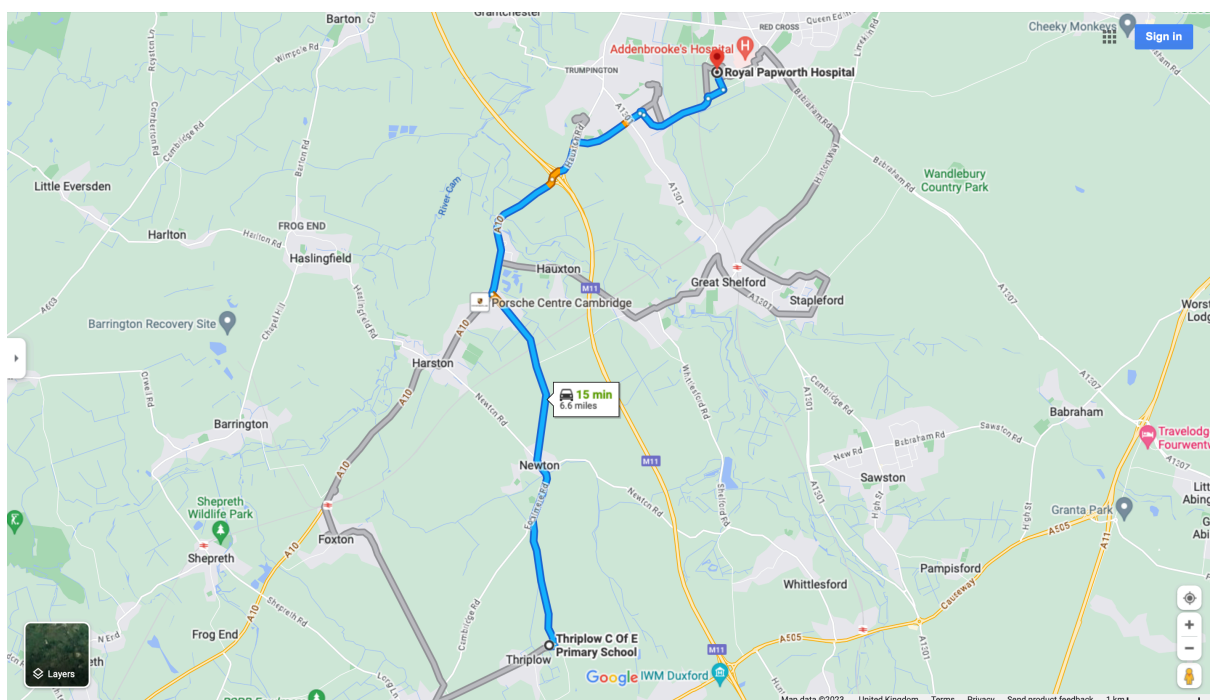
Proceeds announcement. Thank you letters and third Village letter circulated. Committee considers applications for charitable contributions from village organisations and passes recommendations to Daffodil Trust. Committee reviews event and considers any changes necessary for the next one. Open Meeting to present cheques to External Charity and village organisations and for village residents to discuss the event.

Appendix C

Important Contact Names and Telephone Numbers

(To be expanded in light of experience)

Addenbrookes Hospital, A & E Department,
Hills Road, Cambridge, CB2 0QQ
01223 805000
contact@addenbrookes.nhs.uk



Cambridgeshire County Council, Traffic Liaison Manager
PO Box CC1303, 3rd Floor A Wing,
Castle Court, Shire Hall, Castle Hill,
Cambridge CB3 0AP
01223 715913

Cambridgeshire Fire & Rescue Service, Community Safety Officer
Hinchinbrookes Cottage, Brampton Road, Huntingdon PE29 2NA
01480 444500
<https://www.cambsfire.gov.uk>

Cambridgeshire Police
39 Parkside, Cambridge, CB1 1JG
01223 358966
<https://www.cambs.police.uk>

South Cambridgeshire District Council, Safety Advisory Group

Environmental Health, Licensing & Fraud, South Cambridgeshire Hall, Cambourne Business
Park, Cambourne, Cambridge CB23 6EA
01954 713140
sag@scambs.gov.uk

St John Ambulance

Robert Ratcliff
Rob.ratcliff@sja.org.uk

Waste management

Grundon 01491 834311

Landmark toilet solutions

Mobile: 07871113921

Appendix D

Site Layout

The event takes place across the whole of the village, attractions and stalls are focused around the Green, the school, the cricket meadow, Gentleman's field, and Barkers Close

Traffic restrictions and Car/ Coach Parking are well signed.

Appendix E

Booking Forms, etc

This year all applicants for bookings are being directed to our website;

For coaches: www.thriplowdaffodils.org.uk/coach-booking-form-2024

For stalls: www.thriplowdaffodils.org.uk/craft-foodartisan-charity

Catering units: www.thriplowdaffodils.org.uk/catering-units-application-form-2024

Appendix F

Risk Assessments

Rev 4							
S = Severity of hazard	3 = Major (death or life threatening)	SO	=	Safety Officer			
	2 = Serious (3day absence)						
	1 = Slight (all other injuries)	FH	=	Functional Head			
L = Likelihood	3 = High (certain or almost certain to occur)	D	=	Opening Saturday of the Event			
	2 = Medium (may occur frequently)						
	1 = Low (will seldom occur)						
R = Risk	Assessed risk (severity x likelihood)						
Hazard Identified	Control Measures	S	L	R	Risk Mitigation	Action Officer	Completion Date
All hazards associated with The Event	Management control document used as a health and safety mission statement by The Event management team: complying with the H&SAW Act 1974, MHSWA Act 1999, the event safety guide (HSG195) 1999 and Fire Safety in places of entertainment.				As all members of the Event Management give of their time freely, the Management Control Document shall be as clear and concise as comprehensive coverage of the legislation and guidelines will permit. The Document shall be 'user friendly'		D-90
	Event Management/Functional heads to be briefed				Meeting to be held with all Functional heads present and the Event Management prior to the Event commencement.	SO	D-3

	Section staff to be briefed				Functional heads to brief Section staff on a daily basis before the start of each day or shift.	FH	D and D+1
	De-brief of Section staff and Functional heads during the Event				Safety Officer to arrange meetings as required	SO	D+30
	De-brief of Event Management				Safety Officer to arrange meeting	SO	D+30
	Emergency services and local councils to be made aware of provisions/perceived risks prior to the Event				Safety Officer to circulate Risk Assessment	SO	D-30
Trip Hazards	Adequate spacing around pitches	2	2	4	Safety Officer to check before commencement of each day and during the Event	SO	D and D+1
	Event Management, Functional heads and Section staff to be briefed to identify hazards				Event Management, Functional heads and Section staff to check before commencement of each day and during the Event	FH	D and D+1
Lost children	Procedure for lost children	1	1	1	Lost children to be escorted to the Event Control Point by a DBS checked Functional head and left in the care of one or more DBS checked members of the committee	FH	D and D+1
Lost property	Procedure for lost property	1	1	1	Lost property to be handed over to the Event Control Point by Functional head and left in the care of the Safety Officer	FH	D and D+1

Food poisoning	Food traders informed of the need to comply with the appropriate legislation regarding delivery, storage, preparation and sales of food	3	2	6	Hard copy of Caterers details (including Public Liability Insurance) to be submitted with payment for the pitch and to be retained by Safety Officer	SO	D-7
Attendees safety in the Cricket Pavilion, School and Village Hall	Adequate access and egress to/from each building and lighting	1	1	1	Functional head to check before the commencement of each day (and at regular intervals during The Event), that entry and exit routes are not blocked. Lighting is similarly to be checked that it is functioning adequately.	FH	D and D+1
LPG storage	All supplies to be secure and free from outside interference	3	1	3	Ensure that food stalls only bring enough for the Event		D and D+1
Minor burns/scalding	Ensure that kettles, water heaters, teapots and coffee percolators and the like, are not kept in areas accessible by the public and that they do not represent a hazard to anyone	2	1	2	Functional head to check before commencement of each day and during the Event	FH	D and D+1
Cars and coaches arriving and leaving	Sufficient marshalling and signs to direct attendees to a safe parking area and the designated safe route upon leaving the Event	2	1	2	Functional heads and marshalls to ensure compliance with the plan prepared by the Highways Engineer. High Visibility PPE to be worn by all Event Officials and marshalls	FH	D and D+1
Event attraction/Stall/Pitch holder vehicles	Restricted access/egress within the areas accessible by the public during the Event: no movement of stall/pitch tenant's vehicles until the Event has closed for the day	2	1	2	Functional heads and marshalls to ensure compliance. The requirement that no movement of stall/pitch tenant's vehicles until after the Event is over for the day, shall be made a condition on the pitch-booking form.	FH	D and D+1

Pedestrians leaving the permitted parking areas	Sufficient marshalling and signs to direct attendees to the Event	3	1	3	Functional heads to ensure sufficient marshalling and signs are deployed to ensure that attendees leave the permitted parking areas, preferably along designated and fenced pedestrian access routes.	FH	D and D+1
Uneven surface to coach park	Disembark/embark attendees in the safest possible manner	2	2	4	Marshalls to board each coach as they park and warn the attendees about the uneven surface before they disembark		D and D+1
Misuse of waste ie throwing	Minimise available waste	2	1	2	Event Management, Functional heads or Section staff to ensure waste materials are quickly disposed of, safely	FH	D and D+1
Trouble makers/affray	Event Management to attempt to defuse verbally all other staff to act as observers only	2	1	2	Police to be called if unable to defuse		D and D+1
Dehydration	Water readily available	2	1	2	Drinking water to be readily available at all refreshment points serving the Event		D and D+1
Major incident	Speed of re-action to unforeseen incident(s)	3	1	3	Event Control Point to be continually staffed and effective communication between Event Management/Functional heads and Emergency services to be maintained		D and D+1

	An Emergency Action Plan shall be established and copied to St John Ambulance and the Emergency Services				Each Functional head to have their own copy of the entire Emergency Action Plan and be briefed by the Safety Officer on its implementation, prior to the commencement of the Event	FH	D-30
Horse & dray stampede/panic	Ensure that public are kept on the footpath and off the road in the proximity of the horse and dray ride	3	1	3	One member of attraction staff to ensure compliance by leading the horses at all times. One marshall to ensure public compliance at the alighting and turning point		D and D+1
Overcrowding in the Church	Manage attendees presence in the Church	1	1	1	Church Wardens to manage the access and numbers of attendees present in the Church. Marshalls to encourage attendees to visit other attractions first, when boarding the coaches prior to disembarkation		D and D+1
Electric shock	Only NICEIC registered Contractors to be employed	3	1	3	Evidence of Registration to be provided by Contractors directly employed by the Event Management. For pitch bookings, it shall be made a condition of booking that the pitch tenant will, wherever necessary, utilise the services of a suitably registered Contractor		D and D+1
	No exposed cables to be run in pedestrian/traffic access routes				Contractor and pitch tenants to ensure compliance		D and D+1

	All electrical appliances to be checked for current PAT test certification				Evidence of compliance to be provided by the providers of the appliances where these appliances are directly employed by the Event Management. For pitch bookings, it shall be made a condition of booking that the pitch tenant will, wherever necessary, utilise only appliances that carry a current PAT test certificate		D and D+1
Cable trips, crushing or severing	Cables to be suspended at a safe height or to be buried to avoid tripping hazards	3	2	6	Safety Officer to ensure compliance prior to commencement, daily	SO	D and D+1
Exposure to inclement/adverse weather	Use only appropriate IP rated equipment/appliances	3	1	3	Evidence of compliance to be provided by the providers of the appliances where these appliances are directly employed by the Event Management. For pitch bookings, it shall be made a condition of booking that the pitch tenant will, wherever necessary, utilise only appliances/electrical equipment that are IP rated		D and D+1
Interference by attendees	Electrical equipment either fenced off or in no access areas	3	1	3	Ensure that all electrical equipment that is within an area that is easily accessible by the public, is properly fenced off	SO	D and D+1

Excavation and hammering stakes into the ground	Ensure that the location of existing services/utilities are known, as far as reasonably practicable	3	1	3	Enquire of local council and utility service providers in order to gather all information available. Information to be passed to all pitch tenants, Event Management and Functional heads.	SO	D-30
Fire within marquees/enclosed pitches/craft barns/Refreshment areas	Marquees with exit signs and fire fighting equipment	3	1	3	Functional heads to ensure sand buckets and/or soda extinguishers are freshly charged	FH	D and D+1
	Identification of Fire assembly points in the Emergency Action Plan				Each Functional head to have their own copy of the entire Emergency Action Plan and be briefed by the Safety Officer on its implementation, prior to the commencement of the Event	FH	D-30
	Sufficient space to be left between food stall pitches and trailers in order to facilitate access by trained fire fighting personnel.				Functional head to produce plan of pitches complete with spacings necessary	FH	D-15
	Flammable materials not to be placed within 1m of heating equipment/appliances				Functional heads and staff to ensure compliance	FH	D and D+1
Fire and/or burns within the working Village Smithy	The Thriplow Society to oversee the working procedures at all times within the Smithy	2	1	2	Numbers of attendees accessing the Smithy to be monitored and restricted by The Thriplow Society.		D and D+1

Musculo skeletal injuries , grazes, lacerations, crush injuries	Working procedure to reduce/mitigate handling and ensure safe method of handling ie keeping back straight and bending legs, sharing the load with another, use of a trolley, minimising distances objects are carried, etc	2	1	2	Functional heads to brief Section staff on a daily basis before the start of each day or shift.	FH	D and D+1
Noise	Ensure that all noise producing appliances/amplifiers are fitted with volume controls	2	1	2	Functional heads to ensure compliance	FH	D and D+1
Theft	Handling of cash to be kept 'low key' by adhering to radio protocol of not mentioning money on site	3	1	3	Functional heads and staff to ensure compliance	FH	D and D+1
Secured storage of cash							
Vary routes when collecting cash							
Communications with Police to be good in order to report incidents of theft quickly							
Collectors to radio in to Control regularly whilst they are collecting and when they have completed the collection							
SMITHY							
Falling Objects							
Work pieces and tools falling from benches, anvils and machinery onto workers or visitors causing physical injury.	PPE is to be worn in the workshop, eye protection glasses, heatproof gloves, safety boots. Visitors behind barrier 1.5 M from forge	2	1	3	Numbers of attendees accessing the Smithy to be monitored and restricted by The Thriplow Society Operators to provide own PPE and be responsible for barriers	Village society & Operators	D + D+1
Electrical hazards							

Electrical shock /burns from trailing cables/ portable equipment	No electrical equipment to be used in forge area during public demonstration	3	1	3	
Manual Handling					
Crush injuries from falling material and work.	PPE is to be worn in the workshop including suitable eye protection, gloves and safety boots. Manual Handling Guidelines to be observed. Heavy / long items not to be moved when public present.	2	1	2	
Trip and slip injuries to hands, feet and limbs.					
Forge Workstation					
Burns from Hot Materials and Surfaces.	Public behind barrier 1.5 M from forge. Instructions as to good safe working practices to be given to staff. PPE is to be worn in the work side of barrier suitable eye protection (goggles), heatproof gloves, safety boots, leather apron for operator. Hot cutting operations to be directed away from public	3	1	3	
Toxic fume build-up.	Keep forge door open. Building well ventilated	3	1	3	
Sparks and hot scale getting into eyes	Visitors kept behind barrier 1.5 m from forge. Village Society staff briefed on eye protection. Operators PPE to be worn in workshop	1	1	1	
Grinders					
Grit getting into eyes	Electric Grinders not to be used when public present. Hand grinder low hazard	1	1	1	

Handling waste	Provide suitable protective clothing, eyewear and gloves, where appropriate	2	2	4	Functional heads to identify need for Personal Protective Equipment (PPE) and requisition from Safety Officer accordingly. Stalls/Pitch tenants to identify and provide their own	FH	D and D+1
	Glass drinking vessels outside the food outlet, not permitted at the Event				Use polystyrene cups for serving beverages at the Event Refreshment areas	SO/FH	D and D+1
	Ensure adequate welfare facilities are available for litter pickers to wash and attendance by suitably qualified first aiders in the event of injury.						D-30
Accumulation of waste	Ensure sufficient numbers of bins and their distribution	2	1	2	Functional heads to monitor need for waste removal/bin emptying	FH	D and D+1
Inadequate sanitary facilities	Ensure there are a sufficient number of sanitary conveniences and that they are easily visible and regularly serviced to ensure they are kept clean, hygienic and charged with soap, hand towels and toilet tissue	1	1	1			D and D+1
Persons in need of First Aid	First Aid to be provided during the Event	1	2	2	Safety Officer to ensure First Aid post is clearly identified and Event Management, Functional heads and section staff know of its precise location.	SO	D and D+1



Risk Assessment Young Persons



RISK ASSESSMENT

Location: Thriplow Daffodil Weekend & County Fair **Task:**

Young Persons Risk Assessment 1 **Revision #:**

Date: 21/09/2023 **Conducted by:**

Risk Header			Inherent Risk			Residual Risk			
Hazard	Who is at risk	How may people be harmed	S	L	Risk Rating	Control measures	S	L	Risk Rating
Communication	Employees	Injuries due to Young persons being unsupervised	3-Moderate	3-Possible	9-Medium	On arrival for work/volunteering the person MUST make himself or herself known to the an event manager or functional head and MUST NOT start any work until supervision is present. Persons must ensure they sign in/out using event signing in book, if one is available.	3-Moderate	2-Unlikely	6-Low
Fatigue (working hours)	Employees	Injury to persons or other members of staff	3-Moderate	3-Possible	9-Medium	The event management team and functional heads will adhere to The Young Persons at Work Regulations in regards to working hours and rest periods.	4-High	2-Unlikely	8-Medium

Inadequate experience of work and work environment	Employees	Injury due to inexperience of the risks that are present	3-Moderate	3-Possible	9-Medium	The young person is to be given the appropriate level of awareness training to ensure that risks are clearly identified and the dangers understood.	3-Moderate	2-Unlikely	6-Low
Inadequate knowledge of Emergency Procedures	Employees	Failure to correctly respond in an emergency situation i.e. fire or accident	5-Major	3-Possible	15-High	A local site induction covering emergency actions must be given and where necessary exit routes etc demonstrated.	3-Moderate	2-Unlikely	6-Low
Exploitaion	Employees	Damage to physical/mental health	5-Major	3-Possible	15-High	Young persons will be supervised by a functional head at all times or trusted adult at all times.			

RISK ASSESSMENT

Location: Thriplow Daffodil Weekend & County Fair

Task: Young Persons Risk Assessment

Revision #:



Date: 21/09/2023

Conducted by:

Risk Header			Inherent Risk			Residual Risk				
Hazard	Who is at risk	How may people be harmed	S	L	Risk Rating	Control measures		S	L	Risk Rating



SIGN OFF SHEET

Location: Thriplow Daffodil Weekend & County Fair

Task: Young Persons Risk Assessment 1

Revision #:

Date	Name	Signature
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Date	Name	Signature
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DETERMINING RISK LEVEL

		Severity				
		1-Small	2-Minor	3-Moderate	4-High	5-Major
Likelihood	5-Almost Certain	5-Low	10-Medium	15-High	20-Critical	25-Critical
	4-Likely	4-Low	8-Medium	12-Medium	16-High	20-Critical
	3-Possible	3-Low	6-Low	9-Medium	12-Medium	15-High
	2-Unlikely	2-Low	4-Low	6-Low	8-Medium	10-Medium
	1-Rare	1-Low	2-Low	3-Low	4-Low	5-Low

Prioritisation of Risk		
Residual Risk Level	Action Required	Suggested Timing
Critical (20-25)	Immediately cease the activity	Immediate
High (15-19)	Initiate steps to further control the risk	Immediate
Medium (7-10)	Review for improvement opportunities. Closely monitor the effectiveness of existing risk controls.	Within one month
Low (1-6)	Monitor the effectiveness of risk controls. Reduce the risk further if practicable.	Ongoing control as part of a management system



Risk Assessment Adverse Weather

Location:
 Conducted by:
 Task:
 Revision #:

Thriplow Daffodil weekend & county Fair
 Adverse weather Risk assesment
 1

Risk Header			Inherent Risk			Residual Risk			
Hazard	Who is at risk	How may people be harmed	S	L	Risk Rating	Control measures	S	L	Risk Rating
Sun Exposure	General Public, Employees	Sunburn/Sun Stroke	3 - Moderate	3 possible	12 - medium	Appropriate Safety Talk Check weather forecast Ensure staff/volunteers have appropriate clothing Shaded areas made available where possible	3 - Moderate	2 - unlikely	8 - Medium
Cold Weather	General Public,	Cold/Hypothermia Employees	4-High	4 - Likely	16 - High	Appropriate safety talk Check weather forecast Ensure staff/volunteers are dressed appropriately Ensure St Johns Ambulance have thermal blankets if necessary	4-High	3 - Possible	12 Medium
Rain	Employees, General Public	Slips, trips and falls, Hypothermia, Hazardous ground due to flooding	4 - High	4-Likely	16- High	Appropriate safety talk Check weather forecast Ensure staff/volunteers are dressed appropriately Cancel event activities if ground has become too hazardous	3-Moderate	3-Possible	12 - Medium
Risk Header			Inherent Risk			Residual Risk			
Hazard	Who is at risk	How may people be harmed	S	L	Risk Rating	Control measures	S	L	Risk Rating
Windy Conditions		Risk of falling trees/branches,	4-High	4 -Likely		Cancel event activates if excessive wind is present	4-High	3 - possible	

Employees, General
Public

Falling/moving of street furniture,
Uncontrolled movement of
marquees

16 -
High

Appropriate safety talk
Safety checks on surrounding trees by competent persons
Ensure stools/marquees on site are secured to ground appropriately

12-
Medium



SIGN OFF SHEET

Location:
Conducted by:
Task:
Revision #:

Thriplow Daffodil weekend & county Fair

Adverse weather Risk assesment

1

Likelihood	Severity		
	1-Small	2-Minor	3-Moderate
5-Almost Certain	5-Low	10-Medium	15-High
4-Likely	4-Low	8-Medium	12-Medium
3-Possible	3-Low	6-Low	9-Medium
2-Unlikely	2-Low	4-Low	6-Low
1-Rare	1-Low	2-Low	3-Low

Prioritisation of Risk		
Residual Risk Level	Action Required	Suggested Timing
Critical (20-25)	Immediately cease the activity	Immediate
High (15-19)	Initiate steps to further control the risk	Immediate
Medium (7-10)	Review for improvement opportunities. Closely monitor the effectiveness of existing risk controls.	Within one month
Low (1-6)	Monitor the effectiveness of risk controls. Reduce the risk further if practicable.	Ongoing control as part of a management system





Risk Assessment Alcohol and Drug

RISK ASSESSMENT

Location:



Thriplow Daffodil Weekend & County Fair 1

Task:

Alcohol and Drugs RA

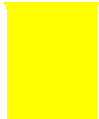
Revision #:

Date:

21/09/2023

Conducted by:

Risk Header			Inherent Risk			Residual Risk			
Hazard	Who is at risk	How may people be harmed	S	L	Risk Rating	Control measures	S	L	Risk Rating
Misuse of Drugs and Alcohol	Employees, General Public	Violence, Public order offences, illness	3-Moderate	4-Likely	12-Medium	Functional heads will monitor volunteer and general public for signs of drink/drug abuse. Alcohol will not be sold by or to persons Under 18, Challenge 25 will be in place on site. Event literature, web site and other points of information to emphasise a clear "no drugs tolerated" policy. Bar staff/Functional heads will be trained in licensing objectives at all time with regards to serving times. Bar staff/Functional heads will be trained for signs of drug or alcohol misuse and not serve those exhibiting misuse Staff/Volunteers are prohibited from drinking during or before work.	3-Moderate	2-Unlikely	6-Low



Medical and/or police support as necessary in extreme cases.



Public are not authorised to bring their own alcohol.

SIGN OFF SHEET

Thriplow **Location:**

Daffodil Weekend & County Fair

Task:

Alcohol and Drugs RA 1

Revision #:

Date	Name	Signature
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Date	Name	Signature
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DETERMINING RISK LEVEL

		Severity				
		1- Small	2- Minor	3- Moderate	4- High	5- Major
Likelihood	5- Almost Certain	5- Low	10- Medium	15- High	20- Critical	25- Critical
	4- Likely	4- Low	8- Medium	12- Medium	16- High	20- Critical
	3- Possible	3- Low	6- Low	9- Medium	12- Medium	15- High
	2- Unlikely	2- Low	4- Low	6- Low	8- Medium	10- Medium
	1- Rare	1- Low	2- Low	3- Low	4- Low	5- Low

Prioritisation of Risk		
Residual Risk Level	Action Required	Suggested Timing
Critical (20-25)	Immediately cease the activity	Immediate
High (15-19)	Initiate steps to further control the risk	Immediate
Medium (7-10)	Review for improvement opportunities. Closely monitor the effectiveness of existing risk controls.	Within one month
Low (1-6)	Monitor the effectiveness of risk controls. Reduce the risk further if practicable.	Ongoing control as part of a management system

Risk Assessments Provided by attractions.

- This risk assessment should be read in conjunction with the RADMES Manual for Miniature Railway Operation.
- Operation controllers MUST ensure the control measures identified as necessary to reduce the risks to acceptable levels are implemented.
- Failure to implement these standards may lead to personal injuries and, as they are based on legislation and/or best practice, may lead to prosecution.

Two Risk Ratings are given: one for the inherent risk associated with the hazard without controls, the other for the residual risk once controls have been implemented. The residual risk rating scores are only relevant when all control measures are in place and actioned.

RADMES PORTABLE TRACK RISK ASSESSMENT			
Assessment Ref:		Assessor:	
RADMES RA1.00 v 1:2014		Mike Burt	
Specific site operation: Portable track operations		Date assessment carried out/reviewed: March 2014	
Equipment/Operation/Environment Assessed: Portable track operations using ground level or raised track		Nominated controller for this operation: Main legislation covering this operation: Passenger carrying miniature railways PSSR 2000 , Management of H&S at work Regulations 1999.	
Description & purpose of Setting up, running and taking down of portable track in order to give rides to the general public using a live steam or alternative powered locomotive			
Colleagues at Risk: RADMES Portable track operators		Others at risk: General Public	
Risk Rating Definitions			
Severity (S)	Definition	Likelihood* (L)	Definition
1	Insignificant Minor injury	1	Improbable Highly unlikely to occur/not known to have occurred before
2	Minor Injury requiring first aid attention, visit to GP or A&E, but not incurring overnight hospitalisation.	2	Possible Known to have happened before/reasonably foreseeable
3	Moderate Injury resulting in a period of being unable to carry out normal duties for a period specified in current legislation	3	Occasional Foreseeable annual occurrence
4	Major Injury resulting in permanent disability	4	Probable Foreseeable monthly occurrence
5	Severe Fatality of one or more persons	5	Expected Frequent regular occurrence
*Likelihood scores are based upon a single user, the anticipated or actual frequency of operation and likelihood of occurrence.			

Hazards & Consequences (Equipment/Operation/ Environment)	Inherent Risk Score			Control measures required Can the hazard be eliminated altogether? Can the hazard be replaced with something less hazardous? Can the hazard be separated from those it may harm? Can the work be reorganised to reduce the risk? Can personal protective equipment be used?	Residual Risk Score		
	S	L	Ris k Ra tin g (S x L)		S	L	Ris k Ra tin g (S x L)
1. Manual handling <ul style="list-style-type: none"> Lifting track sections and water containers Moving trailer on rough ground Lifting locomotives and passenger cars Halting a moving train 	4	2	8	<ul style="list-style-type: none"> Do not attempt to lift objects beyond personal capability. Supply water in small containers capable of being lifted by one person and decant into larger drum. Position trailer as near to site as possible while attached to towing vehicle, minimise manual handling operations. Always use two man lift with locomotive and passenger cars. Always stop train using regulator and brakes. 	4	1	4
2. Contact with hot surfaces/products of combustion <ul style="list-style-type: none"> Sparks from chimney Hot ashes and coals Contact with steam and boiling water Contact with hot engine components (chimney, safety valves, controls, loco body etc.) Sudden release of steam under pressure 	4	2	8	<ul style="list-style-type: none"> Never leave a hot engine unattended. Always supervise children and adults when near hot engine. Place a metal tray under engine at station end when dropping the fire. Do not attempt to lift hot engine, allow to cool sufficiently Consider fitting a spark arrester when running a live steam engine. Do not stand over engine when in steam Do not allow boiler to run dry Do not allow steam pressure to rise above stated pressure for engine Erect warning sign within station area (Engines are hot) 	2	1	2
3. Contact with/struck by moving train Resulting in: <ul style="list-style-type: none"> Impact / crush Injury Trapped fingers Damage, loss or harm to equipment or property. 	4	2	8	<ul style="list-style-type: none"> Install a suitable and sufficient barrier to prevent access the track when in operation other than in the station area. Supervise the station area when track in operation. Install barriers between passenger cars. Drive at a suitable speed relevant to the site and track conditions. When locomotive is stationary in station put into mid gear and apply handbrake if fitted. Announce safety rules to passengers before moving train. 	2	1	2
4. Slips, trips and falls <ul style="list-style-type: none"> Falling off locomotive or passenger cars Tripping over ground level track Tripping over rope barrier Untidy site 	4	2	8	<ul style="list-style-type: none"> Instruct all passengers to sit upright, do not lean out or stand up on a moving train. Ensure that a suitable and sufficient barrier is placed between the track and public areas. Install rope barrier through posts, do not leave trailing ends on floor Do not leave setting up tools and 	2	1	2

Hazards & Consequences (Equipment/Operation/ Environment)	Inherent Risk Score			Control measures required Can the hazard be eliminated altogether? Can the hazard be replaced with something less hazardous? Can the hazard be separated from those it may harm? Can the work be reorganised to reduce the risk? Can personal protective equipment be used?	Residual Risk Score		
	S	L	Ris k Ra tin g (S x L)		S	L	Ris k Ra tin g (S x L)
				equipment laying around during running operations, clear up site after use.			
5. Derailment <ul style="list-style-type: none"> • Locomotive dismounts the track • Passenger car(s) dismount track • Locomotive damage (sudden release of steam) • Falling off locomotive and/or passenger cars 	4	3	12	<ul style="list-style-type: none"> • Check the integrity of the locomotive running gear prior to going into service. • Check the integrity of the track especially at the section joints prior to going into service. Recheck regularly. • Drive at a suitable speed relevant to the site and track conditions • Instruct passengers to sit upright, do not lean out or stand up on a moving train 	3	2	6

Appendix G
TRAFFIC PLAN

is available to view on the website

Appendix H

EMERGENCY ACTION PLAN

This section outlines the manner in which Event Manager will deal with incidents. It sets out the procedures to be implemented and the key people involved.

This Emergency Action Plan (EAP) is formulated to ensure that the Event Manager may effectively and quickly respond to any incident during the Event, an incident for which the Event Manager has a responsibility to re-act to.

In order to ensure that the Event Manager's reaction to an incident is targeted and commensurate with the level of risk/danger encountered, two levels of incident are identified: Serious Incidents and Minor Incidents.

Serious Incidents

A Serious Incident is defined as any event that requires the attendance by one or more of the emergency services, the NHS and/or local authority and for which the 'on-site resources' (St John Ambulance, for example) are unable to cope, in response to

- The treatment, rescue and transport/evacuation of casualties or
- The threat of death or injury
- Suspicious items, vehicles, bomb threats
- Fire

All other events are defined as Minor Incidents.

All incidents will be reported to Event Control (EC) as soon as they occur, and the incident shall be logged in an 'Incident Report Book' kept at EC. The Event Manager and Safety Officer will decide upon the action to take and allocate the appropriate resources, as deemed necessary.

Details of Functional Head briefings (prior to the commencement of The Event), fire safety procedures and radio protocols are included within this document.

Notification of Incidents

Incidents shall be reported to EC promptly, preferably by radio.

Radio Protocols

Users of radios should do so for only essential messages and should keep these messages short and to the point.

EC will control radio traffic and upon hearing a report of a Serious Incident all users must immediately stop using the radio themselves and listen carefully for further instructions from EC, only speaking if spoken to.

When reporting an incident, the transmitter shall provide all the details as quickly as they are able to EC stating clearly.

Declaration of a Serious Incident

The Event Manager and the Cambridgeshire Constabulary will be responsible for the declaration of a Serious Incident, considering all the known circumstances.

Actions will be co-ordinated from EC by the Event Manager or, where EC is not available for any reason, from the Village Hall.

The Event Managers responsibilities will include liaison with the Emergency Services, Safety Officer, and Functional heads and, sending and receiving reports as required.

A reporting system called METHANE can be utilised, so all necessary information is recorded and easily communicated.

M	MAJOR INCIDENT	Has a major incident been declared? (Yes/No – If 'No', then complete ETHANE message)	Include the date and time of any declaration.
E	EXACT LOCATION	What is the exact location or geographical area of the incident?	Be as precise as possible, using a system that will be understood by all responders.
T	TYPE OF INCIDENT	What kind of incident is it?	For example, flooding, fire, utility failure or disease outbreak.
H	HAZARDS	What hazards or potential hazards can be identified?	Consider the likelihood of a hazard and the potential severity of any impact.
A	ACCESS	What are the best routes for access and egress?	Include information on inaccessible routes and rendezvous points (RVPs). Remember that services need to be able to leave the scene as well as access it.
N	NUMBER OF CASUALTIES	How many casualties are there, and what condition are they in?	Use an agreed classification system such as P1; P2; P3 and dead.
E	EMERGENCY SERVICES	Which, and how many, emergency responder assets and personnel are required or are already on-scene?	Consider whether the assets of wider emergency responders, such as local authorities or the voluntary sector, may be required.

Evacuation

Should an evacuation of one or more areas become necessary, Functional heads will be alerted immediately by radio in order to move people away from the affected area.

Functional heads will assist the Emergency services in the evacuation of an area, via a safe route, to a safe evacuation assembly point.

Should a Serious Incident be declared by the Event Manager that requires evacuation of an area (which in extreme cases, may include an evacuation of the whole village), there are evacuation assembly points at the Church (Point A), Thriplow House (Point B) and Lodge Road (Point C).

In such an incident, the public will be directed by the Functional heads and Event Manager to 'proceed immediately to evacuation assembly point 'x', moving quickly and in an orderly fashion, for their own safety'. The Functional heads and Event Manager shall direct the public along a safe route to the Evacuation Assembly point(s).

Where an incident is limited in its extent, the Event Manager and the Safety Officer may, in consultation with the Emergency service(s), insist on the establishment of an exclusion zone as part of the evacuation notice over the radio, e.g. if there is physical violence between two members of the public requiring police intervention, there is nonetheless, little need to evacuate the whole village as a result.

Sequence of incident closure

1. An incident is reported to EC.
2. The Event Manager declares the incident to be either a Serious or a Minor Incident
3. Upon declaration of a Minor Incident, the Event Manager allocates the necessary resources, which are already present at The Event, to deal with the matter.
4. Upon declaration of a Serious Incident, the Event Manager shall allocate the necessary resources, which are already present at The Event, to contain the incident such that it does not get any worse (bearing in mind always that this action does in no way jeopardise the safety of any of the resources being allocated to contain the incident). The Event Manager shall task the Safety Officer with immediately contacting the appropriate Emergency Service(s), specifying the route that shall be taken.
5. The Event Manager shall declare whether or not an evacuation is necessary and the extent of each evacuation. The need for an evacuation shall immediately be relayed by the Safety Officer to the Functional heads and the Event Manager
6. The Functional heads and the Event Manager (and the Emergency Service(s)), shall direct the public along a safe route to the safest evacuation assembly point, leaving all personal belongings behind (including motor vehicles), until given the 'all-clear' by the Emergency Service(s). This shall continue until the area identified by the Event Manager/Emergency Service(s) for evacuation is completely cleared of people and stallholders.
7. Only upon the strict advice of the Emergency Service(s), shall the Event Manager declare the evacuation unnecessary and thereafter he shall task the Safety Officer to communicate this via the radio to all Functional heads.

Site Map and Emergency Evacuation Assembly zones

Lodge Road
Evacuation Point C

The Church
Evacuation Point A

Thriplow House
Evacuation Point B



Appendix I

REPORTING FORMS

Lost/Found Child Form

Event name	
Date	
Note: Details for records only, not to be announced over the PA.	

Part 1 – Lost / missing child

Personal information – child / young person			
Name		Age	
		Date of birth	
Gender		Hair colour	
Ethnicity		Eye colour	
Clothing (colour and pattern)		<input type="checkbox"/> Spectator <input type="checkbox"/> Participant <input type="checkbox"/> Other:	
Any other relevant information			

Contact details – parent / carer	
Name*	
Contact number(s)	
Address	
Email	

* as reported, or from player registration form if they're a participant

Incident details			
Time and place child last seen		Time event staff informed	
Action(s) taken and when	<input type="checkbox"/> Event security informed, at __:__		<input type="checkbox"/> Police informed, at __:__
	<input type="checkbox"/> Other (details and time)		

Part 2 – Found child

Personal information – child / young person			
Name		Age	
		Date of birth	
Gender		Hair colour	
Ethnicity		Eye colour	
Clothing (colour and pattern)		<input type="checkbox"/> Spectator <input type="checkbox"/> Participant <input type="checkbox"/> Other:	
Has the child any special medical requirements?	⇒ Check for medical tags		
Any other relevant information			

Incident and collection details			
Time found		Location	
Name of security / steward and head of security dealing with the child			
Time child handed over to lost-child unit			
Details of adult handing the child over	Name		
	Contact number		
	Role		
Time that event control was informed			Time child reunited
Any other information			
Details of parent / carer collecting child	Name		
	Relationship to child		
	Contact number(s)		
	Address		
	Signature	x	

Declaration	
<input type="checkbox"/> Parent's / carer's ID document(s) checked	
Member of event staff handing over child	
Staff member's signature	x

Incident/accident Report Form

Report Number –

Date/Time -

Details of person concerned; -

Name -

Address –

Postcode -

Person who completed this form.

Name -

Role -

Address –

Postcode -

Person concerned account of the accident or incident; –

Date of accident / incident –

Time of accident / incident–

Room and place accident / incident occurred –

How did the accident / incident happen -?

If the person suffered an injury what was this-

Witness account the accident or incident; –

Date of accident / incident –

Time of accident / incident–

Room and place accident / incident occurred –

How did the accident / incident happen -?

If the person suffered an injury what was this-

First Aid Provision; –

Was first aid provided –

Name of first aider-

Address of first aider –

Were any of the following contacted; – Family/Parents/Carers, Police or Ambulance

What happened following the incident; – E.g., carried on with day, went home, went to hospital etc.

Classification; – Fatal / Major / Injury or emotional shock requiring first aid, out-patient treatment, counselling, absence from work (record number of days) / Feeling of being at risk or distressed.

Does person involved in the accident / incident consent to disclosing their detail if required – Yes/No

If this is a reportable incident under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 please confirm that you called the ICC on 0845 300 9923 and that this has been reported – Yes/No