



South Northamptonshire Council

Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Health & safety checklist for organisers of village fetes and fairs



The following is a list of some important areas to consider when organising a community event: this is not an exhaustive list and you may need to consider any additional hazards.

Issue	Things to consider	Actions
Crowds	<p>Are stewards/ volunteers briefed?</p> <p>Are means in place for communication e.g. raising alarms, evacuation of areas, communications between organisers and key personnel (e.g. use of radios, mobile phones, loudhailers, PA)?</p>	
Vehicles	<p>Are measures in place to restrict vehicles moving in areas where crowds are present (e.g. are separate vehicle and pedestrian accesses provided)?</p>	
Attractions (e.g. bouncy castles, fairground rides, etc.)	<p>Is equipment used and operated following manufacturers/ suppliers instructions and specifications? Particular things to consider include:</p> <ul style="list-style-type: none"> • equipment must have been inspected by an appropriate body (i.e. PIPA or ADIPS); • the equipment must be securely anchored and monitored whilst in use; • there must be clear criteria for use of the equipment i.e. when the equipment must be evacuated or deflated in adverse weather (e.g. windy conditions, rain, lightening) including consideration of how local weather conditions will be monitored; • supervision of rules for users (height/ age restrictions, number of participants allowed and general behaviour); • safety of the installation e.g. safety mats at entrance, location/guarding of blowers, monitoring for deflation. <p>(see advice sheet for safe use and operation of play inflatables for further information)</p>	
Animal petting	<p>Are hand washing facilities provided (alcohol gel is not adequate)?</p>	
Tents & Gazebos	<p>Suitable anchors appropriate to ground conditions, regular checks on guys and highlighting to avoid trip hazards?</p> <p>Measures to deal with adverse weather (additional strapping or ballast, anchoring to vehicles) and criteria as to when to evacuate/drop structures?</p> <p>(Large tents or marquees present a bigger hazard so need more detailed management such as specific criteria provided by the manufacturer for wind tolerances).</p>	
Electrical safety	<p>Are equipment and installations suitable for use outside?</p> <p>Are generators guarded?</p> <p>Policy on use of petrol generators (it is better to use diesel generators as petrol presents specific hazards)?</p>	

Emergencies	<p>Means for summoning emergency services?</p> <p>Access to the site for emergency vehicles?</p>	
General facilities	<p>Have you considered the following?</p> <ul style="list-style-type: none"> • First aid provision • Fire precautions • Safeguarding arrangements to deal with any lost children/vulnerable people • access to WC's • drinking water supply • waste arrangements 	
General site arrangements	<p>Any uneven or slippery surfaces?</p> <p>Identification of any hazards on site such as overhead power lines, water courses?</p>	
Noise	<p>Has potential impact of noise from any activities (music stage, noisy attractions, etc.) been considered?</p> <ul style="list-style-type: none"> • Locate noisy activities as far as possible from and facing away from sensitive premises. • Fireworks must not be let off after 11.00 pm (or 1.00 am at New Year, Diwali, Chinese New Year and Bonfire Night). • Notify local residents of any potential noisy activities or fireworks displays so they are aware of likely times that they may be disturbed and take any necessary precautions. <p>Are you following guidance on safety of firework displays (available on the HSE website http://www.hse.gov.uk/explosives/fireworks/using.htm)?</p> <p>(see advice sheet on organising firework displays for further information)</p>	
Food safety	<p>Are outside caterers registered as a food business with an acceptable food hygiene rating (check on www.food.gov.uk/ratings)?</p> <p>Are adequate facilities provided for food handlers:</p> <ul style="list-style-type: none"> • hand washing • arrangements for safe storage, handling, cooking and service of food (temperature controls and avoiding risk of cross contamination) • training/instruction <p>(Further guidance is available on our website http://www.southnorthants.gov.uk/2557.htm)</p>	

