

Spelthorne Borough Council

**Application for a premises licence to be granted
under the Licensing Act 2003**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We _____

(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description			
Post town		Postcode	
Telephone number at premises (if any)			
Non-domestic rateable value of premises		£	

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- | | | |
|---|-------------------------------------|-----------------------------|
| a) an individual or individuals * | <input type="checkbox"/> | please complete section (A) |
| b) a person other than an individual * | | |
| i. as a limited company | <input checked="" type="checkbox"/> | please complete section (B) |
| ii. as a partnership | <input type="checkbox"/> | please complete section (B) |
| iii. as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| iv. other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |
| c) a recognised club | <input type="checkbox"/> | please complete section (B) |

- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a statutory function or
- a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/> Please tick yes	
Current postal address if different from premises address					
Post town			Postcode		
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town		Postcode			
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

08/06/2024

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please give a general description of the premises (please read guidance note 1)

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick any that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

Provision of late night refreshment (if ticking yes, fill in box I)

Supply of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon				<u>Please give further details here</u> (please read guidance note 3)	
Tue			<u>State any seasonal variations for performing plays</u> (please read guidance note 4)		
Wed			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Thur					
Fri					
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon				Please give further details here (please read guidance note 3)	
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Tue			
Wed			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Thur			
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue					
Wed					
			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)		
Thur					
Fri					
			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
Wed			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 4)		
Thur					
Fri					
			<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 6)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat					
Sun					

G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 3)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)		
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)		
Wed					
Thur			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 5)		
Fri					
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 6)			<u>Will the supply of alcohol be for consumption – please tick</u> (please read guidance note 7) All sales of alcohol will be made from stalls operated by personal licence holders.	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun			<u>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor:

Name	
Address	
Postcode	
Personal licence number (if known)	
Issuing licensing authority (if known)	

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8).

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			<u>State any seasonal variations</u> (please read guidance note 4)
Day	Start	Finish	
Mon			<u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 5)
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

M Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)

b) The prevention of crime and disorder

c) Public safety

d) The prevention of public nuisance

e) The protection of children from harm

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Checklist:


Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable. (Arranged via SBC Licensing)
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 11). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

For joint applications, signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)

Post town

Postcode

Telephone number (if any)

If you would prefer us to correspond with you by e-mail, your e-mail address (optional)

Notes for Guidance

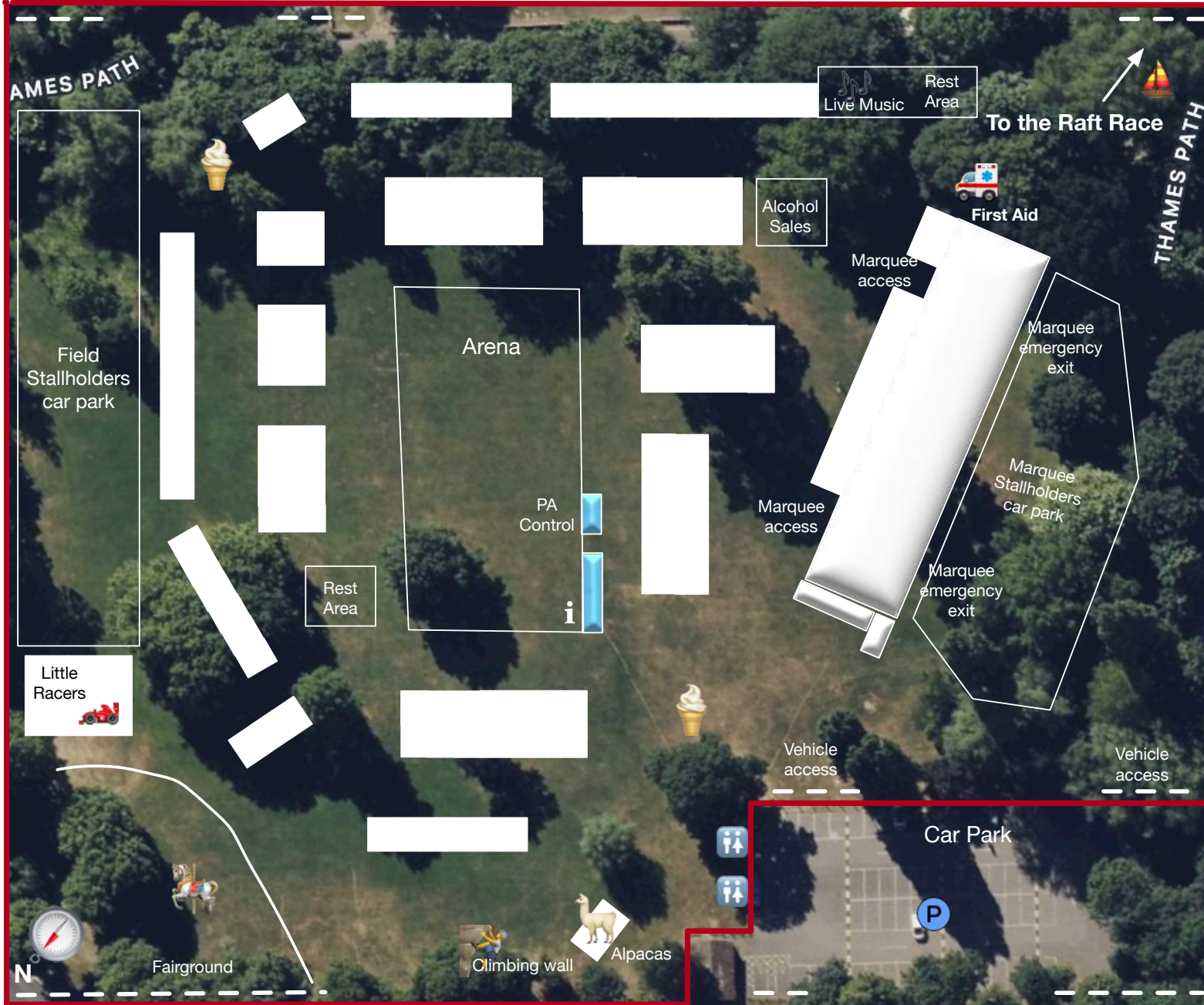
1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

Pedestrian access

Pedestrian access

Red line encloses regulated activities

Pedestrian/Emergency
Vehicle access



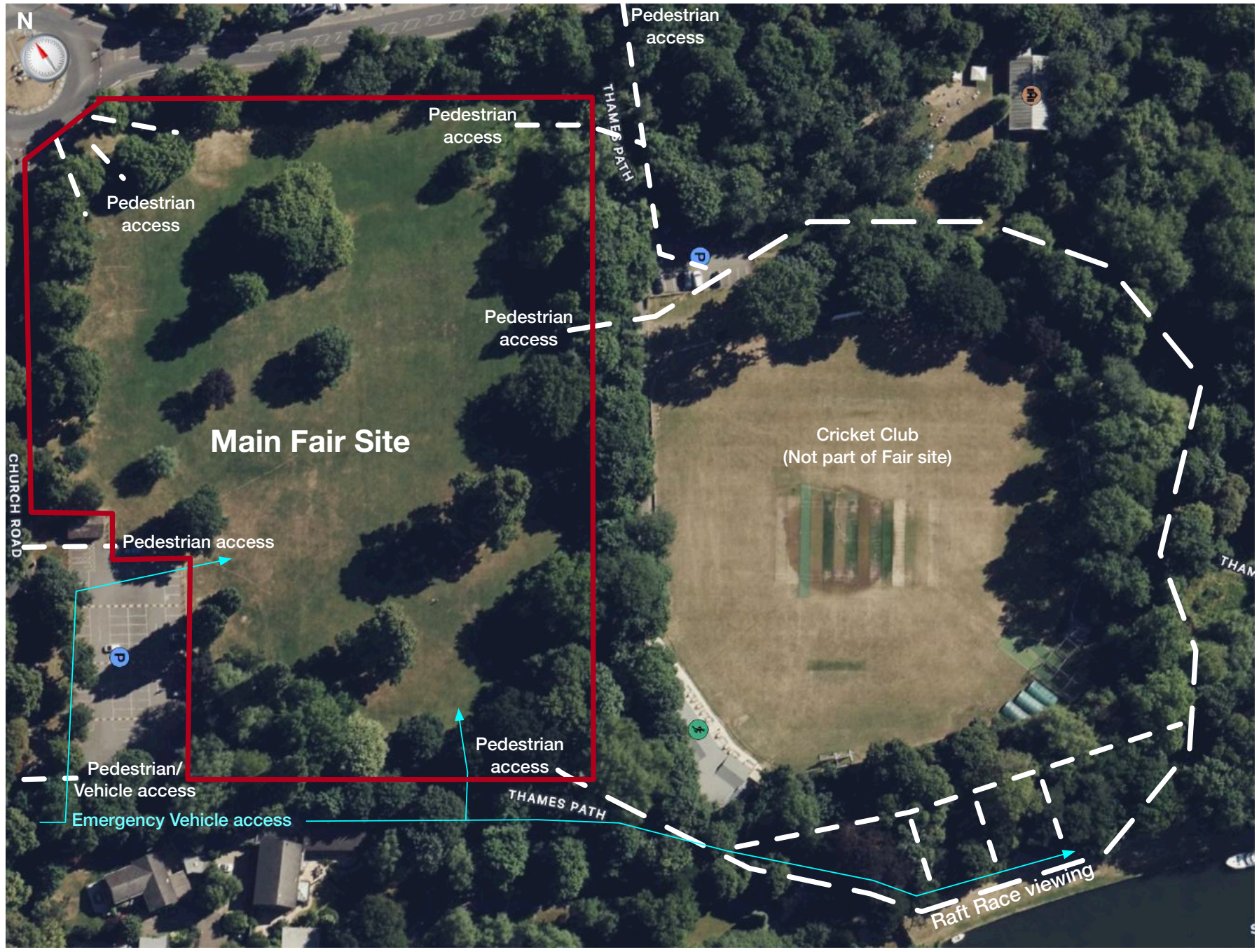
N

Pedestrian access

Pedestrian access

Vehicle access

Red line encloses regulated activities



Key

		Impact (I)		
		Slight	Moderate	High
Probability (P)	Unlikely	1	2	3
	Possible	2	4	6
	Likely	3	6	9

Shepperton Village Fair Committee Risk Assessment for Shepperton Village Fair 2024 (1 Dec 2023)

	Objectives	Phase	ID	Risk	Rating			Controls	After Sum	Contingencies
					P	I	Sum			
▼ 1 Crime & Disorder										
	1 Crime & Disorder	1 Site prep	SP15	Damage to Fair property left on site overnight before Fair Day	2	3	6	SIA Night Security staff protect Marquee and equipment. Vehicle barriers to Main and Riverside sites locked overnight.	1	Police informed and Incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	1 Crime & Disorder	5 Fair delivery	FD13	Disruption or disorder through anti-social behaviour	1	3	3	Key Fair Crew have radio access to onsite SIA Security staff as a first resort to deal with problems. All Fair Crew have personal mobile phones and provided with each others' mobile numbers (paper & vcf).	1	If SIA Security staff fail to resolve or are unavailable, Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery
	1 Crime & Disorder	5 Fair delivery	FD20	Lost property	3	1	3	Items handed in placed in Lost Property container in the SVF Information Marquee and attempts made to locate the owner via PA or mobile phone if possible.	1	If a valuable item is uncollected by the end of the Fair, item is announced on social media. If unclaimed, item is handed in to Police.
	1 Crime & Disorder	5 Fair delivery	FD31	Disruption in the bar area	1	3	3	Bars are outside only. Each bar stall principal operator required to be a personal licence holder. Open air seating area located nearby. SIA security staff deployed to bar area as necessary. Surrey Police stall located nearby.	1	Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	1 Crime & Disorder	5 Fair delivery	FD32	Excessive drinking	1	3	3	Each bar stall principal operator required to be a personal licence holder. Bars are outside only and opening hours limited to 11.00 - 18.00. SIA security staff and/or onsite Police deployed. Stallholders mandated to use non-glass containers for dispensed drinks. Discounted drinks promotions not allowed.	1	Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
▼ 2 Public safety										
	2 Public safety	0 All Phases	AP01	Lack of clarity about safety and its management	2	2	4	Clear briefing of tasks, responsibilities, methods, risks, rules and safety measures for all participating Fair Crew by Fair Organiser, and other specialists as necessary. Written Safety Briefing (inc. Emergency Action Protocols) issued to all Fair Crew. Determine training needs and provide training if required. First Aid Post w/trained paramedics and on-site ambulance provided, and location briefed to SIA/Fair Crew	1	Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	0 All Phases	AP02	Terrorist attack (Marauding individuals)	1	3	3	Fair Organiser responsive to guidance from police/security service intelligence. SIA security staff and/or Fair Crew vigilance.	1	Emergency Evacuation Announcement (on Fair Day) and Emergency Services called. Incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.

	Objectives	Phase	ID	Risk	Rating			Controls	After	Contingencies
					P	I	Sum			
	2 Public safety	0 All Phases	AP03	Terrorist attack (IED)	1	3	3	Fair Organiser responsive to guidance from police/security service intelligence. SIA security staff and/or Fair Crew vigilance.	1	Emergency Evacuation Announcement (on Fair Day) and Emergency Services called. Incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	0 All Phases	AP04	Terrorist attack (Vehicles)	1	3	3	Fair Organiser responsive to guidance from police/security service intelligence. SIA security staff and Fair Crew vigilance. Site closed to all unauthorised vehicles via physical barriers on Site Prep Day. Site vehicle entrances controlled by SIA staff and Fair Crew on Fair Day. No unauthorised site vehicle movements permitted on Fair Day 11.00 - 17.00. No unauthorised drones permitted for duration of the event and its preparation.	1	Emergency Evacuation Announcement (on Fair Day) and Emergency Services called. Incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	0 All Phases	AP05	Terrorist attack (Fire)	1	3	3	Fair Organiser responsive to guidance from police/security service intelligence. SIA security staff and Fair Crew vigilance.	1	Emergency Evacuation Announcement (on Fair Day) and Emergency Services called. Incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	0 All Phases	AP06	Terrorist attack (CBRN)	1	3	3	Fair Organiser responsive to guidance from police/security service intelligence. SIA security staff and Fair Crew vigilance.	1	Emergency Evacuation Announcement (on Fair Day) and Emergency Services called. Incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	0 All Phases	AP07	Terrorist attack (Cyber)	1	3	3	Fair Organiser responsive to guidance from police/security service intelligence. Website hosted securely and SSL certificated. All event-critical Fair data backed up via secure cloud services. Passwords to digital tools, online banking and cloud services strong for all Fair Crew users and double authentication used where possible. Personal data held by permission under GDPR regulations and published SVF Privacy Policy. Fair data registered and certificated under ICO Data Protection regulations.	1	Police informed of any cyber attack targeting the Fair specifically. Passwords changed.
	2 Public safety	0 All Phases	AP08	Pandemic	1	3	3	Fair Organiser responsive to guidance from Govt. and Local Health Authorities. Fair Organiser monitors situation, but risk accepted since no direct controls possible.	2	If necessary, Fair Organiser cancels event. If they have paid, cancelled stallholders and sponsors contacted to ascertain if they would prefer a refund or a deferral to the next year. Any costs met out of Fair reserves. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	1 Site prep	SP01	Injury arising from faulty, out of date, or inappropriate tools and equipment	1	2	2	Inspect all equipment and tools stored since the previous Fair for signs of undue wear or unsafe condition. In the event of unsuitable condition of tools or equipment, replace with new, Ensure that all tools to be used by Fair Crew fit for purpose and adequately trained for.	1	In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery
	2 Public safety	1 Site prep	SP02	Injury during assembly/ disassembly of Marquee	2	3	6	Prevention covered by separate Marquee Contractor RA. Fair Crew advised of the danger and not to enter the area of works.	2	In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.

	Objectives	Phase	ID	Risk	Rating			Controls	After	Contingencies
					P	I	Sum			
	2 Public safety	1 Site prep	SP03	Injury due to mishandling of site set-up equipment	1	2	2	Fair Crew briefed on basic principles of manual handling of heavy equipment at Committee meeting and on Fair setup day.	1	In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	1 Site prep	SP04	Injury due to hot drink spillage	1	2	2	Fair Crew briefed on the risk of carrying and misplacing hot drinks.	1	In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	1 Site prep	SP05	Injury due to trips, slips and falls	2	2	4	Possible trip hazards identified and located to avoid walkways. Slip hazards removed where possible, or labeled, and Fair Crew briefed. Falls prevented by removing need to work at height where possible and briefing on correct use of ladders.	1	In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	1 Site prep	SP06	Accidents due to Contractors and SVF vehicles on site	1	3	3	Fair Crew advised on the movement of vehicles on site. Site entry dates and times agreed between Fair Crew and Marquee Contractor.	1	In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	1 Site prep	SP07	Injury due to setting up tables, chairs and gazebos	1	2	2	Fair Crew briefed on basic principles of safe manual handling of tables, chairs and gazebos.	1	In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	1 Site prep	SP08	Injury due to setting up display stands	1	2	2	Fair Crew briefed on basic principles of safe manual handling of stands.	1	In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	1 Site prep	SP09	Injury from falls due to erection of high-level signage	2	3	6	Erection of high level signage kept to a minimum and where necessary performed by specialist Marquee contractor (w/separate RA) where possible. Fair Crew briefed on correct use of ladders.	1	In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	1 Site prep	SP10	Injury due to inappropriate use of metal stakes	1	2	2	Storage of unused metal stakes controlled by Fair Crew. Stakes transported and used only by fully briefed and experienced Fair Crew. Unless carried in small numbers, metal stakes carried in a purpose-designed wheeled cart.	1	In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	1 Site prep	SP11	Injury or damage due to unauthorised visitors to the site	1	2	2	Fair Crew or overnight SIA Security staff on site at all times.	1	In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	1 Site prep	SP12	Injury due to electric shock	1	3	3	Prevention covered by separate Electrical Contractor RA.	1	In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.

	Objectives	Phase	ID	Risk	Rating			Controls	After	Contingencies
					P	I	Sum			
	2 Public safety	1 Site prep	SP13	Harm due to dehydration	1	3	3	Adequate supply of drinking water maintained on site.	1	In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	1 Site prep	SP14	Toilet/hand washing facilities required by Fair Crew	3	1	3	Facilities available at a nearby residence. Following delivery of the mobile toilets, facilities available on site.	1	N/A
	2 Public safety	2 Procession assembly	PA01	Injury due to vehicle movements in the assembly area	1	3	3	The Assembly Area is a private secure area known as the Clock House Car Park provided by Ian Allan Ltd. The area is supervised by SVF Procession Marshals, under the overall control of a designated Procession Coordinator, to ensure no vehicles enter.	1	In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	2 Procession assembly	PA05	Toilet facilities required by participants	3	1	3	Toilet facilities available at a nearby business. Availability of toilet facilities briefed in the joining instructions and on the day.	1	N/A
	2 Public safety	3 Procession movement	PM01	Safeguarding Procession participants including their protection from accidents due to conflict of vehicle movements and Procession participants on public roads	2	3	6	Closure of the High Street formally requested to prevent traffic entering the High Street from either end during the Procession. Street closure implemented by briefed SIA staff and SVF Marshals and supervised by Police if available. Police presence formally requested to assist in traffic safety while the Procession crosses from Station Approach to top of High St, and from bottom of the High St into Church Road. All Procession entrants supervised by accompanying adults wearing hi-viz vests. Number of accompanying adults determined by each entry's own RA. SVF Procession Marshals wear hi-viz vests, are under the overall control of designated Procession Coordinator, and walk in the Procession occupying positions evenly spaced along Procession entries. Marshals at the front, back and middle in radio contact with each other as well as with main Fair site and Security. Sainsbury's, M&S and the Coop store managers and the local Bus Company all advised of the Road Closure and requested to ensure large vehicles avoid the High St during the Procession. Entrant supervisors and SVF Marshals briefed in writing and orally by the Procession Coordinator about the importance of all participants staying in formation and the fact that, despite Road Closure, traffic movements may take place on the offside of the Procession throughout its progress. Specific risks for Marching Band covered by separate Performer RA. Specific risks for Stilt Walkers covered by separate Performer RA.	1	In the event that there is no Police presence, traffic safety is assisted by SIA staff and SVF Fair Crew, under the overall control of a designated Procession Coordinator. In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	4 Procession arrival	PV01	Safeguarding Procession participants including their protection from accidents due to conflict of vehicle movements and Procession participants while in transit to the Arena	2	3	6	Walking route through Car Park marked off with bollards and supervised by SIA Security staff and Fair Crew. Entrance to Field and Arena cordoned off by Fair Crew, preventing traffic movement and signalling Procession transit to other Fairgoers. Exit from the Arena in case of emergency instantly possible on all sides.	1	In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	5 Fair delivery	FD01	Injury due to electric shock	1	3	3	Prevention covered by separate Electrical Contractor RA. Main event generator area taped off from public.	1	In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.

	Objectives	Phase	ID	Risk	Rating			Controls	After	Contingencies
					P	I	Sum			
	2 Public safety	5 Fair delivery	FD02	Fire in the Marquee	1	3	3	Prevention covered by separate Marquee Contractor RA. Marquee continuously supervised by Fair Crew. Smoking not allowed in the Marquee. No heating, cooking equipment or electrical generators allowed in the Marquee. Multiple Marquee Fire Exits permanently open and designated with BS approved signage. Hydrospray Fire Extinguisher located at each exit. CO2 Fire Extinguisher located at each end of the Marquee. Fair Crew briefed on the correct operation of different fire extinguishers.	1	Emergency Announcement made by PA/Megaphone and Fair Crew safely check that stallholders have evacuated the Marquee to safe locations to wait for further instructions. In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser.. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	5 Fair delivery	FD03	Injury or disruption due to Marquee (partial) collapse	1	2	2	Prevention covered by separate Marquee Contractor RA.	1	Emergency Announcement made by PA/Megaphone and Fair Crew safely check that stallholders have evacuated the Marquee to safe locations to wait for further instructions. In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	5 Fair delivery	FD04	Fire on Main Fair site	1	3	3	Main event diesel generator supplied to the Fair is fuelled by the contractor on delivery, is taped off, and does not need refuelling. Any stallholder generator arrangements inspected by designated Fair Crew and sand buckets provided. Prevention addressed in stallholder rules. Hydrospray Fire Extinguisher located in SVF Information Marquee	1	Emergency Announcement made by PA/Megaphone and Fair Crew safely check that affected area is safely evacuated. In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	5 Fair delivery	FD05	Injury to stallholders	1	2	2	Field and Marquee Stall Holders provided with written 'Safety Guidelines and Information' inc. Site Plan and First Aid Post location.	1	In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	5 Fair delivery	FD06	Injury to Fairgoers	1	2	2	First Aid Post clearly signposted. Site inspected for slip/trip/fall hazards by designated Fair Crew. Ingress & egress of vehicles to Arena taped off and supervised by Fair Crew. Arena performances taped off and supervised by Commentators and Fair Crew. Arena performers provided with written 'Safety Guidelines and Information' inc. Site Plan and First Aid Post location. Arena performers required to provide their own RA and PL insurance. Stallholders mandated to use non-glass containers for dispensed drinks. Stallholders advised to carry out their own RA and arrange PL. Access to all areas of the site maintained for Emergency Vehicles.	1	In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	5 Fair delivery	FD07	Accidents due to vehicles on site	1	3	3	Fair Crew + SIA Security Staff monitor vehicle movement on site. All Stallholders provided with written 'Safety Guidelines and Information' advising drivers to drive 'dead' slow, follow designated movement corridors between stalls and that normal traffic movements are strictly forbidden on site between 11:00 – 17.00. Signs [Public Safety Notice – No Vehicle Exit until Fair Close at 17:00] are displayed at the entrance to the Fair site. If (unusually) a vehicle needs to enter or exit prior to the close of the Fair they are escorted by Fair Crew and/or SIA Security staff at the front and rear of the vehicle.	1	In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.

	Objectives	Phase	ID	Risk	Rating			Controls	After	Contingencies
					P	I	Sum		Sum	
	2 Public safety	5 Fair delivery	FD08	Harm to Fairgoers due to bad stallholder food hygiene or allergens	1	3	3	Food stallholders regularly handling food made-to-order required to produce LA registration and be certificated with a food hygiene score of 3 or more. Food stalls operated on an occasional basis required to be food hygiene course certificated. Food stalls selling pre-packaged foods required to display ingredients/allergens. Food stallholders advised to have active Public Liability insurance.	1	Non compliance with mandatory conditions results in rejection of stallholder and return of plot fee. In the event of a medical issue on site First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	5 Fair delivery	FD09	Toilet facilities required by participants	3	1	3	Sufficient WC toilet blocks w/handwashing facilities provided. Sufficient disabled toilets with ground access provided. Note Toilet provision over many previous years of this event has shown us the number and type we need to avoid queues.	1	N/A
	2 Public safety	5 Fair delivery	FD11	Injury or difficulty associated with toilet access	1	2	2	Single handrail provided for stepped access to multiple toilet units. Disabled toilet with ground access provided.	1	In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	5 Fair delivery	FD12	Harm due to bad hygiene in toilet facilities	1	2	2	Toilet sanitation monitored and maintained throughout event by Contractor and Fair Crew.	1	Circumstances logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	5 Fair delivery	FD14	Site public parking full	3	1	3	Car park marshalling by SIA Security staff who are briefed on car parking permits and spaces for authorised vehicles and on the need for courtesy to all. Sufficient stallholder parking available on site. Sufficient disabled parking available on site. When public parking full, drivers directed to overflow spaces at Halliford School.	1	N/A
	2 Public safety	5 Fair delivery	FD15	Overcrowding	1	2	2	Fair site is a large public park with no fences and multiple entrances/exits, and entry to the event is free with no tickets - resulting in self-determining crowd sizes. Over 50 years, the site has never proved too small for the crowd size attracted and easily accommodates the expected 5,000 people at a time. Drone footage confirms. Marquee is large with spaced out exhibits to avoid overcrowding, and multiple entrances/exits with more openings possible in case of need. Dispersal of people from overcrowded areas facilitated by removal of the cause (if possible), PA announcement and on site SIA staff	1	Fair Organiser cancels event and incident logged.
	2 Public safety	5 Fair delivery	FD16	Emergency announcement or emergency site access required	2	3	6	Key Fair Crew have radio access to each other and onsite SIA security staff. All Fair Crew have personal mobile phones and provided with each others' mobile numbers (paper & vcf). Any background music stopped and appropriate pre-scripted announcement read across the PA system and/or a handheld battery-operated megaphone. Megaphones available at the SVF Information Marquee and main Marquee reception. SIA security staff briefed to keep access to Main Site and Riverside clear for emergency vehicles w/Fair Crew to escort emergency vehicles.	1	Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	5 Fair delivery	FD17	Emergency evacuation from Fair site required	1	3	3	Pedestrian exits from the Main Site always available on all sides via multiple points - no fences around this public park - see map.	1	Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	5 Fair delivery	FD21	Rapid communication needed between Fair Crew and SIA Security staff	3	2	6	Radios issued to key Fair Crew and SIA Security supervisor. All Fair Crew have personal mobile phones and provided with each others' mobile numbers (paper & vcf).	1	N/A

	Objectives	Phase	ID	Risk	Rating			Controls	After	Contingencies
					P	I	Sum			
	2 Public safety	5 Fair delivery	FD22	Injury due to fairground amusements/rides	1	3	3	Prevention covered by separate Fairground contractor RA. Production of ride safety certification required. Fairground operator provided with written 'Safety Guidelines and Information' inc. Site Plan and First Aid Post location.	1	In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	5 Fair delivery	FD23	Injury during performance of Arena attractions	1	3	3	Prevention covered by separate Performer RAs. Performers provided with written 'Safety Guidelines and Information' inc. Site Plan and First Aid Post location.	1	In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	5 Fair delivery	FD24	Injury arising from setup or operation of Climbing Wall attraction	1	3	3	Prevention covered by separate Climbing Wall operator RA. Operator provided with written 'Safety Guidelines and Information' inc. Site Plan and First Aid Post location. Fair Crew assist operator under their control.	1	In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	5 Fair delivery	FD25	Injury arising from display of Alpacas	1	3	3	Prevention covered by separate Alpaca handlers RA. Handler provided with written 'Safety Guidelines and Information' inc. Site Plan and First Aid Post location. Fair Crew assist handler under their control.	1	In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	5 Fair delivery	FD26	Injury arising from setup or operation of live music equipment	1	3	3	Electrical equipment PAT tested by qualified Fair electrician. Dedicated, covered space provided for setup and use of equipment. Sanitiser advised for wipe-down of common surfaces and hand cleansing between uses by different staff.	1	In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	5 Fair delivery	FD27	Accident due to display vehicles accessing/ departing the Arena	1	3	3	PA announcements immediately before vehicle movements. Access lanes to and from the Arena protected by ropes controlled by designated Fair Crew.	1	In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	5 Fair delivery	FD28	Injury to public arising from contact with display vehicles eg hot motorcycle exhausts; motorcycles falling over; hot steam engines with moving parts	2	2	4	Public not permitted into Arena while vehicles moving. Public only allowed access to stationary vehicles under close supervision of vehicle operators. Motorcycle riders briefed to remain with their bikes and supervise contact. Motorcycle riders advised to use jiffy stand mats to avoid sinking into soft ground. Steam vehicles escorted into position and then cordoned off.	1	In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	5 Fair delivery	FD29	Injury to motorcycle riders/pillions due to traction slip hazard over wet or damp grass	2	2	4	Grass conditions assessed before Arena entry – motorcycles not permitted if conditions are unsuitable. Briefing of riders to include a reminder to ride motorcycles upright, take wide turning circles and to avoid aggressive clutch work.	1	In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	5 Fair delivery	FD35	Disruptive weather due to excessive rain (creating difficulty for vehicle movements) or windspeed (>25 mph)	1	3	3	Fair Organiser monitors event, but risk accepted since no direct controls possible.	2	Fair Organiser announces cancellation of event and Fair Crew supervise safe and orderly departure of Fairgoers, disassembly of stalls and departing vehicle movements. 4x4 towing vehicle available to assist vehicles depart the site if necessary. Stallholders and sponsors contacted to ascertain if they would prefer a refund or a deferral to the next year. Any costs met out of Fair reserves. Property, Public & Employers Liability insurance fully covers event setup & delivery.

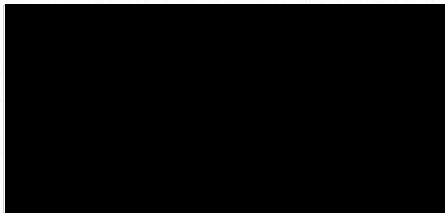
	Objectives	Phase	ID	Risk	Rating			Controls	After	Contingencies
					P	I	Sum			
	2 Public safety	5 Fair delivery	FD36	Dehydration due to hot weather	2	2	4	Bottled water and cold drinks widely available from food stallholders and also from the SVF Information Marquee in case of need.	1	In the event of distress, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	5 Fair delivery	FD37	Accumulation of litter becomes unacceptable or dangerous	3	2	6	Large number of litter/recycling bins provided and signposted throughout site. Bins regularly inspected by designated Fair Crew and contents transferred to skips in the car park throughout duration of event.	1	N/A
	2 Public safety	5 Fair delivery	FD39	Distressed Fairgoer (any reason)	1	3	3	Vigilant Fair Crew. Safe space provided in SVF Information Marquee. SIA staff deployed if necessary.	1	Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	6 Raft Race assembly	RA01	Injury to Rafterers or public from raft materials and/or paddles	1	2	2	Ingress/egress of rafts supervised to take place in orderly way. Rafts visually inspected by Fair Crew to check for any obvious signs of structural integrity problems.	1	In the event of injury, First Aid deployed and/or Emergency Services called. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	6 Raft Race assembly	RA02	Injury to Rafterers through lifting rafts into water	1	2	2	Fair Crew available to monitor and assist.	1	In the event of injury, First Aid deployed and/or Emergency Services called. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	7 Raft Race process	RP01	injury to Rafterers from on-water collision (possibly involving falling in river)	1	3	3	Wearing of lifejackets for ALL participants is compulsory and checked by Fair Crew. Rafts are set off at suitable intervals. River is controlled for other, non-race craft through notification via the EA. Safety/rescue boats patrol course.	1	In the event of injury, First Aid deployed and/or Emergency Services called. Property, Public & Employers Liability insurance fully covers event setup & delivery
	2 Public safety	8 Raft Race finish	RF01	Injury to Raft Race Announcer or public from unstable platform on rough ground	1	2	2	Stable platform ladder available and secured for use on suitable ground.	1	In the event of injury, First Aid deployed and/or Emergency Services called. Property, Public & Employers Liability insurance fully covers event setup & delivery
	2 Public safety	8 Raft Race finish	RF02	Injury to Rafterers through lifting rafts out of the water	1	2	2	Fair Crew available to monitor and assist.	1	In the event of injury, First Aid deployed and/or Emergency Services called. Property, Public & Employers Liability insurance fully covers event setup & delivery
	2 Public safety	8 Raft Race finish	RF03	Harm to Rafterers through effects of heat or cold	1	2	2	Changing facilities and foil blankets provided at Finish Line.	1	In the event of injury, First Aid deployed and/or Emergency Services called. Property, Public & Employers Liability insurance fully covers event setup & delivery
	2 Public safety	8 Raft Race finish	RF04	Harm to Fairgoers or Rafterers due to falling in river	1	3	3	EA notified to provide event notice to all river users. Safety channel in river marked out for Rafts and patrolled by safety boats. Fair Crew and SIA staff deployed to monitor and assist. All Rafterers sign to accept wearing of approved life vests and to confirm they are strong swimmers. No Rafterers under 16 allowed without signed parental authority. Lifebuoy available for deployment at Finish Line. Safety/rescue boats deployed on river in case of rescue need throughout event. Access to the river for emergency vehicles kept clear throughout Fair Day.	2	In the event of injury, First Aid deployed and/or Emergency Services called. Property, Public & Employers Liability insurance fully covers event setup & delivery

	Objectives	Phase	ID	Risk	Rating			Controls	After	Contingencies
					P	I	Sum			
	2 Public safety	8 Raft Race finish	RF05	Difficulty in emergency evacuation from Riverside site	2	3	6	Fair Crew and SIA staff available to provide directions. Main exits at each end of Lady Lindsay Lawn as well as along entire length of the lawn through the woods. Once through the woods, the path leads each way to other parts of Manor Park site and the main road - see map.	2	Emergency Services called. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	2 Public safety	8 Raft Race finish	RF06	Fire at the Riverside	1	3	3	SIA security/Fair Crew patrols prevent BBQs.	1	Emergency Announcement made by PA and Fair Crew encourage spectators to leave by the nearest safe exit including through the woods at the back of the viewing area. Emergency Services called. Property, Public & Employers Liability insurance fully covers event setup & delivery.
▼ 3 Public nuisance										
	3 Public nuisance	5 Fair delivery	FD10	Noise from generators	2	2	4	Single low noise main diesel generator used and located away from stallholders and out of earshot of neighbours.	1	N/A
	3 Public nuisance	5 Fair delivery	FD30	Distress to animals due to motorcycle noise	1	2	2	All dogs required to be on a lead while they are at the Fair. Alpacas required to be either penned or under bridle control of human handlers at all times. Briefing of motorcycle riders includes warnings about nearby animals. Animal display handlers notified of timing of motorcycle movements or other expected loud noises.	1	In the event of a problem, the issue can be referred to an onsite vet, if available Property, Public & Employers Liability insurance fully covers event setup & delivery.
	3 Public nuisance	5 Fair delivery	FD34	Complaints about noise from live music	1	2	2	Live music area located at more remote part of the site. Live music constrained to use low powered PA/amplification system. Live music limited to the hours of 11.00 - 18.00. Some of the nearest neighbours to the live music location are members of the Fair Crew and will therefore be consumers rather than complainants.	1	Fair Organiser instructs the performers to turn the volume down and/or re-direct speakers. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	3 Public nuisance	5 Fair delivery	FD38	Noise from equipment or waste delivery/collection	2	1	2	Nearest neighbours are considerable distance from site. Equipment and skips delivered and removed during daytime.	1	N/A
	3 Public nuisance	8 Raft Race finish	RF07	Litter left behind after Raft Race ends	3	3	9	Litter/recycling bins provided by Council at Riverside. Site cleared of discarded waste by designated Fair Crew following end of event.	1	N/A
▼ 4 Protection of children										
	4 Protection of children	2 Procession assembly	PA02	Safety of younger volunteers at Procession assembly area	2	3	6	Younger SVF Procession Marshals are Year 11 Prefects drawn from a local School and all are under the direct supervision of a designated teaching staff member who is briefed by the Procession Coordinator	1	In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	4 Protection of children	2 Procession assembly	PA03	Safety of Procession entrant children	2	3	6	All children in the Procession are escorted and supervised by their parents or designated responsible adults eg teaching staff at all times.	1	In the event of injury, First Aid deployed and/or Emergency Services called and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	4 Protection of children	2 Procession assembly	PA04	Lost child at Procession assembly area	1	3	3	Procession entrant group leaders briefed on their supervisory responsibilities, backed up by the vigilance of briefed SVF Procession Marshals, under the overall control of a designated Procession Coordinator. Assembly takes place in a restricted area with access/egress controlled by designated Marshals.	1	In the event of a missing parent, child cared for by Procession Coordinator or their deputy and available resources utilised to search until found. In the event of a missing child, available resources to be utilised to search, with a call to Emergency Services if necessary and incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery

	Objectives	Phase	ID	Risk	Rating			Controls	After	Contingencies
					P	I	Sum			
	4 Protection of children	5 Fair delivery	FD18	Lost child	3	2	6	Lost child cared for within the SVF Information Marquee by at least two SVF Committee members, and announcement is made over the PA system: child only released with proof of collector's identity.	1	Incident logged by Fair Organiser. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	4 Protection of children	5 Fair delivery	FD19	Missing child	3	3	9	Missing child triggers coded announcement over Fair and SIA radio networks, on site Police informed and search made by Fair Crew and SIA security staff.	2	Incident logged by Fair Organiser. If search fails, matter handed to on-site Police and/or Emergency Services called. Property, Public & Employers Liability insurance fully covers event setup & delivery.
	4 Protection of children	5 Fair delivery	FD33	Underage consumption of alcohol	2	3	6	Bars are outside only. Each bar stall principal operator required to be a personal licence holder and operate a 'Challenge 25' and signed age verification process approved by the Fair Organiser. Vigilance by Fair Crew. SIA security staff and/or onsite Police deployed.	2	In the event of repeated incidents, Fair Organiser shuts down Bar Operator. Property, Public & Employers Liability insurance fully covers event setup & delivery.

Consent of individual to being specified as premises supervisor

I ELLIOT TODD GREGORY
[full name of prospective premises supervisor]

of 

[home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

PREMISES LICENCE
[type of application]

by

SHEPPERTON VILLAGE FAIR LTD
[name of applicant]

relating to a premises licence -----
[number of existing licence, if any]

for MANOR PARK
SHEPPERTON

[name and address of premises to which the application relates]

and any premises licence to be granted or varied in respect of this application made by

SHEPPERTON VILLAGE FAIR LTD
[name of applicant]

concerning the supply of alcohol at

MANOR PARK

SHEPPERTON

[name and address of premises to which application relates]

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

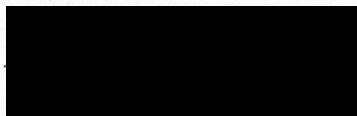
LBH122770
[insert personal licence number, if any]

Personal licence issuing authority

HILLINGDON COUNCIL, CIVIC CENTRE, HIGH STREET, UXBIDGE, UB8 1UW
[insert name and address and telephone number of personal licence issuing authority, if any]

01895 277433

Signed



Name (please print)

E. T. GREGORY

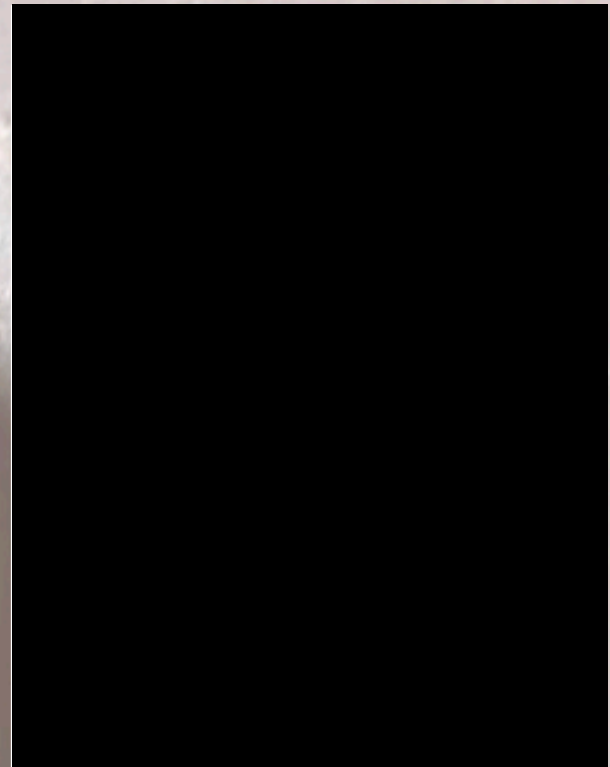
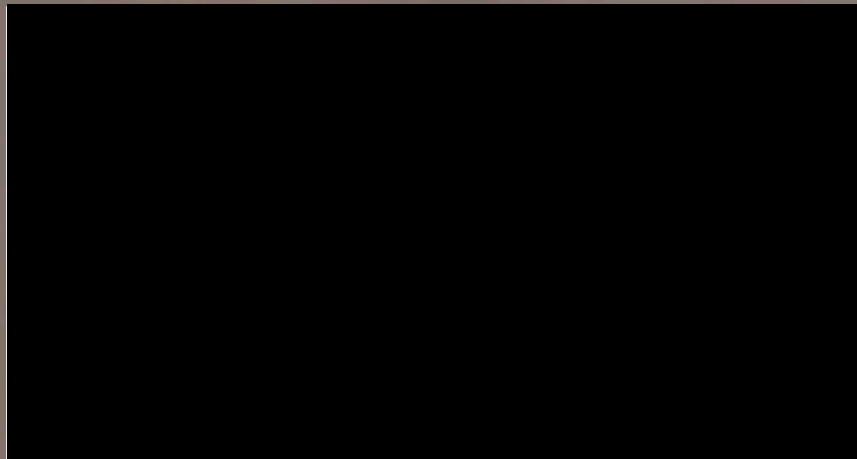
Date

27/11/23

Personal Licence

Elliot Todd

Gregory



Licence No LBHIL2770



HILLINGDON

LONDON