

HENSTRIDGE VILLAGE FÊTE 2025

EVENT MANAGEMENT

DOCUMENT

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1. EVENT DETAILS

Event: Henstridge Village Fête
Date: Saturday 21st June 2025
Location: Henstridge Recreation Ground [BA8 0QP]
Revision: 1
Date: 20th March 2025
Compiled: Veronica Smith

- 1.1. All volunteers are to read this document and ensure that they are familiar with the codes and emergency exits PRIOR to the event.

2. PERSONNEL

2.1. FÊTE COMMITTEE MEMBERS

Event Lead/Chair: Ashley Shirlin HSE/RA Approval..... Date:/...../.....
Marketing: Amanda Shirlin-Brown
Sponsors: Ashley Shirlin/Christine Steele
Site Manager: Bob Steele
Stalls: Ashley Shirlin
Entertainment: Christine Steel/Deborah Petherham
Food & Drink: Ashley Shirlin

HSE Verifier: Veronica Smith
HSE/RA Report prepared for the Fête Committee by: Veronica Smith

2.2. NON-COMMITTEE ROLES:

HSE Asst: Lance Fuller
Dog Show: Anne Smales

- 2.3. Approval of this report confirms that the committee will fully comply with the contents and actions in this HSE document and its Risk Assessments and agree to obtain all the necessary permissions and licences required.

3. SITE DESCRIPTION

Henstridge Recreation Ground is a large space of around 3.25 Hectares (approximately 250m x 130m), laid largely to grass but featuring several large old and a few smaller, younger trees with the whole largely bounded by thick hedging. It is bounded to the west by fields, to the north by the A30 (with the Virginia Ash public house and grounds opposite), to the east by the A357 (with housing opposite), and to the south by a housing estate. The alignment is generally east west with a gentle slope down towards the eastern end which allows the site to drain easily.

The main entrance to the recreation ground is on the eastern side, accessed by a short, sloped ramp from the A357, and the immediate adjacent area contains a small car park, the Village Hall and a children's play area. This is the only vehicular access to the grounds with further access to the main recreation areas via a gate (normally locked) in the south-west corner of the car park, behind the Village Hall. Pedestrian access is provided via the main entrance from the A357 and by a *pedestrian only* entrance about halfway along the south side, from Playfield Close, which is level and adjoins the tarmac perimeter path that runs around the lower main grassed area in front of the Village Hall and play area. There are four entrances to the main grounds from the Village Hall and car park; two of which are level, one of which is ramped and one of which has a single step.

A paved patio, containing several picnic tables, is located in front of the Village Hall facing the main recreation field and a Boules Court is sited along its west side, which is accessed via steps with a handrail halfway along the patio area.

The main *lower* grassed area normally used facilitates a league-sized football pitch and/or a cricket pitch and has a metre wide tarmac path around its perimeter.

The *central area*, separated from the main area by a row of trees and benches as well as the perimeter path, houses a large maintenance and equipment storage shed, an MTB/scooter pump track, a multi-surface skate park with a sheltered seating area, a half-court Multi Use Games Area (MUGA), a 'green gym'. There are several picnic tables situated on the west side of these facilities, which faces a practice football pitch on the *upper* grassed area at the far west end.

4. GENERAL OVERVIEW

The specific detailed Risk Assessments is in a separate document (see 8 below), but the main risks of death or serious injury to event staff are seen to be those of moving vehicles and electric shock, more obviously from the various sources of mains electricity but also possibly caused by lightning. Minor injuries may be caused by a wide variety of causes (see RA document for details) but can generally be summarised as being those from exposed heat sources, sharp implements and trip hazards.

The main risks of death or serious injury to visitors are seen to be from vehicles entering or leaving the parking area and main entrance from the A357 as pedestrians share the space with vehicles, and the risk of electric shock, particularly from lightning should the weather be so inclined. Sources of possible minor injuries may be trip hazards, and people running, cycling or riding scooters, etc. Where activities have an element of risk involved, whilst those dangers have been listed in the RA document, it is up to those running the activities to ensure the public are at all times kept at a safe distance from those participating.

An Event Risk Assessment and a specific Fire Risk Assessment have been created to identify, minimise, prevent and, if necessary, deal with all foreseen risks as far as is practicable or possible. A copy of this document, highlighting the Risk Assessments, has been e-mailed to the Clerk of the Parish Council. All staff and volunteers are also to read this document, particularly the Risk Assessments, and must ensure that they have fully understood them.

An action plan to reduce these risks has been created by the HSE advisor (see §0 below). Ongoing *dynamic assessments* will begin before the event (i.e. during 'set-up'), continue during the event and will again be implemented afterwards (i.e. during 'break-down').

The success or otherwise of all aspects of this document will be reviewed and, if necessary, amendments noted for future events after the event.

5. LICENCES FOR THE EVENT

Licences for the sale of alcohol will have been obtained for the day of the event. These must be available on site for possible inspection by the appropriate agencies throughout the day.

6. KEY PERSONNEL

The event organizer and leading personnel (see list in §2) for each area will, when 'on duty', be wearing identifying lanyards for ease of identification. All leading personnel are well known to each other. Each will be responsible for guiding any volunteers at their disposal.

7. COMMUNICATIONS

Announcements and communications are being provided from the area of the main bar/marquee via the PA system. This will be used to highlight events and times as well as missing children and any messages that may need relaying between committee members. Walkie Talkies are available for leading personnel to use.

8. EVENT RISK ASSESSMENT - A SEPARATE DOCUMENT HAS BEEN PRODUCED TO COVER THIS. SEE HENSTRIDGE VILLAGE FETE – RISK ASSESSMENT FORM 2025. EVENT CHECKS

Below is a list of items which need checking before and during the event. It is followed by a list of structures which need checking both before and at intervals during the event.

AREAS TO BE CHECKED		EVENT CHECK RECORD		
Structure/Feature	Purpose	Time	Checked by	Comments
Access – Entry & Exit Areas	Areas are clear and easily accessible for staff & expected crowd numbers			
	Areas are adequate for emergency services & emergency exit			
Traffic Flow	Controlled traffic flow			
	Safe passage of emergency & other vehicles through pedestrian areas/traffic			
Amenities	Provision of clean toilets & handwashing facilities			
	Clean fresh water available for both staff & attendees			
Signage	Signage/fencing for any hazardous areas			
	Clearly signed First Aid facilities			
Electrical, including Generators	Power supplied to stalls; All cables, leads, plugs, etc. are protected from weather & public			
Structures & Gazebos/Marquees/Tents/Stalls	The structure/marquee/gazebo/tent has been properly erected			
	Suitable anchor mechanisms are used in case of adverse weather conditions (i.e. high winds).			
	Anchor mechanisms are suitably protected against trips, impalement, traffic, etc.			
	All guy ropes are in sound condition.			
	Suitable exits are provisioned & available & kept clear of tripping hazards.			
Village Hall (own certifications inspection)	Food & Drink; some entertainment. Wet weather fall back use.			

9. EVENT SET UP & RUNNING ACTIONS

9.1. Fête Day - Saturday 21st June 2025

9.1.1. 08:00 Arrival of Staff and Work Allocation

Mark out where the temporary structures and stalls are to be erected/positioned according to the prepared site plan.

Staff, responsible persons and volunteers to meet at entrance to Village Hall. Work to be allocated by committee.

9.1.2. 09:00 Public Parking and access to the Fête site

Direction notices to be installed on approaches to traffic lights and at entrance to the Ash Car Park.

Volunteers to be in position from 8:30 until 18:00 at the Village Hall car park.

9.1.3. Village Hall car park to be reserved for:

- Disabled parking (up to 10 spaces); 6 parking spaces for Morris Dancers; 2 parking spaces for Countbackwards
- Dropping off and picking up of the frail and elderly; and performers
- Agreed staff vehicles.

9.1.4. Access to Fête site by visitors.

Members of the public are to be politely dissuaded from entering the park during the peak set-up traffic hours from 09:00 and asked to return for the official opening to the public at 12:00. Those who still insist upon entering what is, after all, a public park; are to be told that they do so at their own risk and advised to keep to the tarmac path & keep dogs on leads.

9.1.5. Set up of tents, stalls and activities

All structures, tents, stalls and activity barriers or boundary demarcations to be set up in accordance with markings / site plan.

These list the hazards of traffic moving across the site during set-up, the dangers inherent during the unloading and setting up of equipment, including but not restricted to: vehicles, tents, gazebos, inflatable equipment, securing ropes, generators, protective fencing, seating bales, tables, chairs, advertising banners, bunting and supports.

The code to the field gate is to be provided to the Fête Committee before the event by the Parish Open Spaces Working group.

9.1.6. Access to on-site parking for Classic Cars

Access to be available from 10.00am until 11.00am; no removal before 3.00pm without specific permission from a committee member. There will be an onsite speed limit of 5 mph and if the route needed to access their designated parking space involves driving through areas where public or staff are busy with setting up or taking down, there will be a requirement to use dipped head lights. [N.B. Late arrivals, if considered vital to the event, are to be told to wait until it is safe to escort them onto the site and taken to the nearest available parking space. If not considered essential, they will be denied access as having 'missed the arrival window' because the public are now amongst with the exhibits.

9.1.7. Inspection of tents, gazebos and other fittings, fixtures and furniture.

[HSE & HSE Asst]

From 10:00, and as required, but to be complete by 12.00, this is to include but is not necessarily limited to:

- Slip and trip hazards.
- All mains electrical equipment is to be powered through an outdoor earth trip device.
- Generators must be set up outside in a well-ventilated area and fenced off from the public.
- Any cables run where the public might cross them are to be secured in appropriate cable troughs.
- Recycling bins provided and properly labelled.
- Registered food business sellers must be able to show an in-date food safety certificate and must abide by the food labelling regulations.
- Food sold for community events such as this does not need to follow food labelling regulations, but sellers must have someone available who knows the contents of the foodstuff on sale should somebody ask; in particular, whether there are known allergens included such as nuts or gluten. If the precise contents are *not* known - for example the cakes provided by helpful local amateurs - then potential purchasers must be informed that the actual ingredients used are *not* known and that they consume them at their own risk.

9.1.8. Clearing of setting-up vehicles from site.

All vehicles to be clear of the public spaces by 11:30 ready for final inspection and opening to the public at 12:00.

Car parking volunteers are to be available to assist with ensuring the parking plans are followed from 8.30 latest at the Village Hall and from 11:30 at the Virginia Ash in the marked spaces in the pub car park.

9.1.9. Pre-opening site walk

10.45 - Event chair and committee members will complete a walking survey to make sure all safety features are in place and that the site is ready to admit the public.

9.1.10. Dynamic Monitoring

Throughout the fête volunteers will be active in monitoring activities, the movement of the public and the facilities provided. The caterers, stall holders and other contractors will be monitored to ensure they are complying with HSE policies and procedures.

The toilets are to be inspected and cleaned periodically as required. Ample supplies for them are being provided.

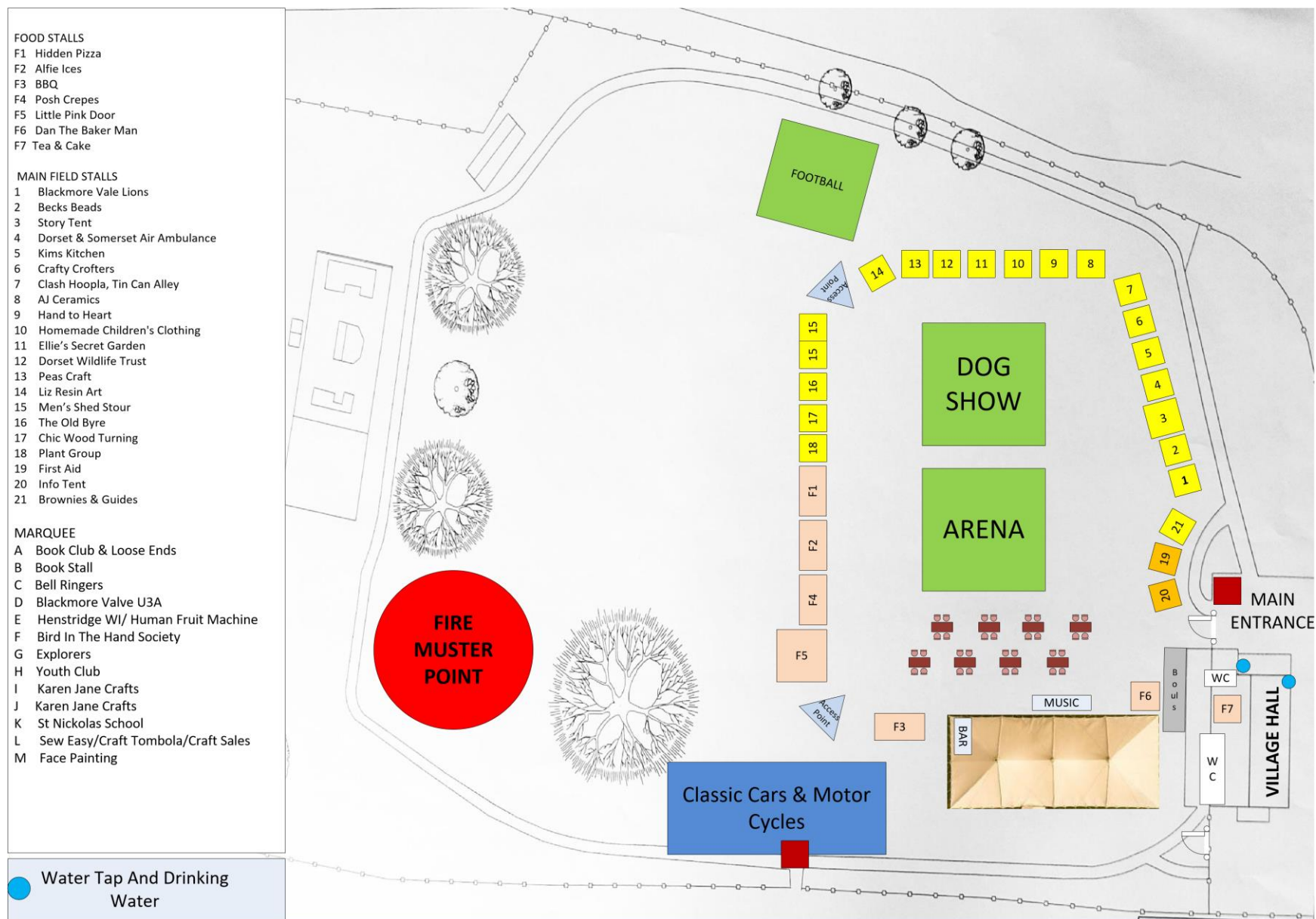
10. LAYOUT OF THE EVENT

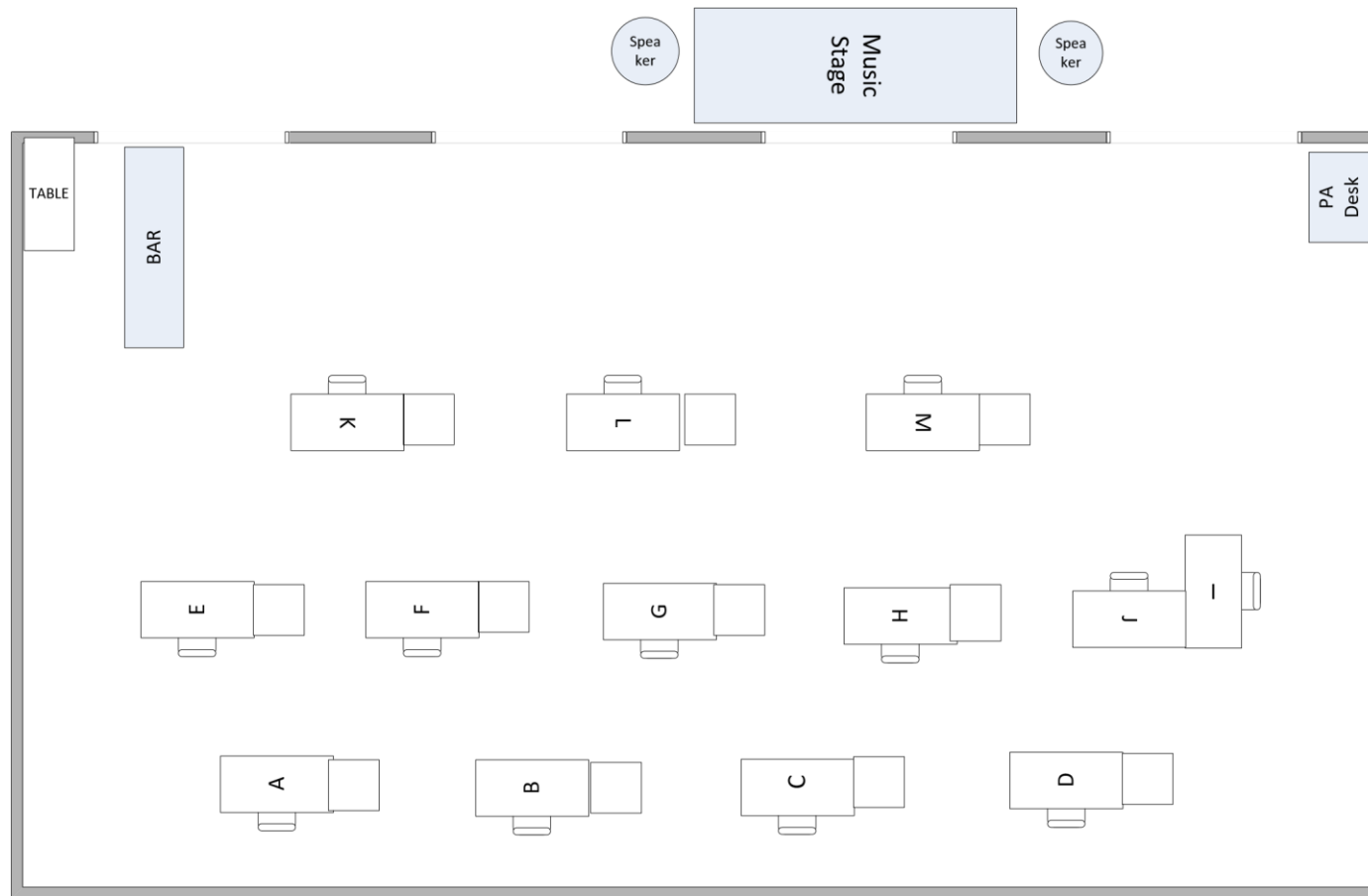
The layout of the event has been arranged wherever possible to avoid dogs and children being in the same areas and to keep cars and emergency vehicles as far away from event arenas as possible.

The PA area is to be located adjacent to the Village Hall lounge and patio area (beside the boules court).

The Site Plan is shown on page 10.

The marquee plan is shown on page 11.





- A. Book club & Loose Ends
- B. Book Stall
- C. Bell Ringers
- D. Blackmore Vale U3A
- E. Henstridge WI/Human Fruit Machine
- F. Bird in Hand Society
- G. Explorers
- H. Youth Club
- I. Karen Jane Crafts
- J. Karen Jane Crats
- K. St Nicolas School
- L. Sew Easy/Craft Tombola/Craft Sales
- M. Face Painting

Village Hall

A few entertainers will be performing in the Village Hall.

11. PARTICULARS OF ACCESS

11.1. Disabled Access [vehicles]

The main access ramp from Ash Walk, and the parking area outside the children's play area/Village Hall entrance - including a three-point-turn reversing area - are to be kept clear of vehicles except those dropping off or picking up disabled or frail persons. All vehicles used to drop people off or pick them up are to be removed to the Ash Car Park as soon as possible. The line of parking spaces to the north of the car park entrance are ONLY to be used for parking **disabled drivers'** vehicles. Blue badge holders are to be allowed to drop off or collect but not to park for the duration of their stay.

11.2. Emergency Vehicle Access

The area outside the Village Hall entrance and a pathway of appropriate width for large emergency vehicles from the entrance ramp to the field's vehicle access gate are to be kept clear at all times except when vehicles are arriving to set up and afterwards when removing equipment from the site.

Emergency vehicles to be escorted across the site by a walking steward.

11.3. Times of the Event

The event opens to the public from 12:00 until 17:00. Site to then be cleared of members of the public.

Most events and the majority of the stalls on the site will be completed/closed by 17:00. They may begin dismantling their stalls/equipment and bringing vehicles on to site as of 17:00 *but only with supervision by volunteers* to ensure the public are not endangered.

Parking volunteers are to hold back departing traffic until the majority of pedestrian public leaving the site have done so and the exit ramp is clear of any exiting mass of the walking public. All vehicles leaving the site must do so with due care and consideration.

Most events and the majority of the stalls on the site will be completed/closed by 5.00pm and may begin dismantling their stalls/equipment and bringing vehicles on to site after 5.00pm but only with supervision by volunteers to ensure the public are not endangered.

11.4. Parking Directions & Exiting of Vehicles

Parking volunteers may ask drivers to wait until they, the volunteers, feel that it is safe to leave the field, pass the Village Hall or exit the site. Parking volunteers may also ask members of the public to clear the pavement either side of the exit in order to allow clear views of approaching traffic - but volunteers must **not** directly assist drivers to enter the public highway.

Stallholders and equipment suppliers whose vehicles should be lined up ready to enter the site as soon as the public are clear of the vehicles access gate and environs, after 5.00 pm.

Classic cars leaving at 3.00pm are to follow directions of Parking Stewards to ensure route from the exhibition area to the exit ramp is clear of pedestrians/public, etc. All vehicles leaving the site must do so with due care and consideration.

12. SITE SECURITY

12.1. Limit of 499 Persons.

While being aware of the expressed limit of 499 persons attending the event as stipulated by SDC, it will be noted that the event is not ticketed and, as it is being held in a 'designated public space' continually open to the public at all hours of the day and night, it will be understood that compliance with this requirement might be challenging. Volunteers will therefore monitor the event, watch both entrances when possible and ensure the emergency vehicle route is kept clear at all times but, other than politely asking people to leave or not to enter, can only report unhelpful or unruly persons or potential overcrowding to the event committee who will then contact the appropriate legal authorities if deemed necessary.

12.2. First Aid

All volunteers are to make themselves aware of the provision and location of the two local defibrillators*, the First Aid tent /quiet area on the site and the availability of help at the Village Hall (fire extinguishers, running water for burns and scalds, and minor injury First Aid Box).

[*Defibrillators are located both in the Village Hall and outside of the nearby Bird-in-Hand pub in Ash Walk on the north wall of the establishment).

13. MISSING PERSONS

13.1. Missing Children or Lost Persons

Any confused or 'lost' person(s) asking a volunteer for help, or parents or guardians attempting to locate what is designated a 'Lost Child', are to be told to take their information to, or shown to, the Information Tent where efforts can be made to reunite the lost parties with each other.

'Found children' are designated as those found without an adult present. These should be escorted to the Information Tent.

No child separated from its parents or guardian is to be left alone with a single adult; the Information Tent shall be sufficiently open and visible to the public.

A 'lost-or-found child/persons' log shall be kept in the PA area/fête site headquarters.

13.2. Reporting a Missing or Found Child

If there is a need to announce a *Found Child* or parents looking for a *Lost Child*, it should be communicated as discretely as possible. There are two reasons for this, both to do with protecting the child:

- Try to keep a low profile on the fact that there is a missing/found child so that public overhearing such messages are not instantly alerted to the situation.
- The child's full name should not be broadcast over the PA. It is essential to be vigilant to identify the correct adult looking for the child and so deter any strangers from attempting to claim the child.

13.3. What to do with a Found Child

No immediate announcement needs to be made as experience at public events suggests the chances are that the parents will be near and by standing with the child in the spot where they were found for 3 to 5 minutes, it is highly likely the parent will come along and 'find' them.

If the parent/adult has not come forward for a lengthy period of time, even after announcements, then 'local knowledge' (local teachers or mothers of school-age children attending the event), will be sought as a first resort.

If it deemed unsafe to release a child or the process fail to locate a responsible parent or guardian, the police will be called for advice (using 101).

14. FOOD AND DRINK

14.1. Food Safety Requirements

Food traders registered as businesses will be required: to provide evidence of Public Liability Insurance *before* the event, to be aware of and display allergy information, and to work to 'established food safety standards'. They should also understand they will be subjected to a stall safety and hygiene inspection before being allowed to trade.

A similar inspection will be made of the stands of amateur food traders who, while not needing to comply to the same standards of food safety, must nevertheless be aware of any common allergens present in their foodstuffs (such as nuts) and be able to warn members of the public thereof if asked.

Food concessions will provide bins for any packaging they use and be responsible for removing all of their own waste, including waste or 'grey' water, accumulated during the day. No grey water waste will be dumped onto the ground.

Food concessions will remove from the site any spent oils or fats they use, and these are to be disposed of properly off site.

14.2. Bar area

This area is to be monitored and anyone behaving in a socially disruptive manner is to be identified, warned and, if necessary, asked to leave.

In accordance with Paragraph 3 of the *Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010*, which states that all places serving alcohol are legally required to give customers **free water**, there will be jugs of water available to the public at the bar. Should the jugs be empty at any particular moment, customers should be made aware that drinking water is always available in the Village Hall.

There will be a '**Zero Tolerance to Drugs**' policy. Anyone found or suspected of dealing or using drugs will be told to leave the event, barred from future use of council property and the police will be informed.

Management will follow the advice offered within the council publication *Noise from Open Air Events Guidance*. Event management will make efforts to reduce the impact of **noise and nuisance** on the neighbouring public as per *Licensing Objective 2 "Prevention of Public Nuisance"*.

15. FOUL WEATHER PLAN

15.1. Wet Weather Prior to or During the Event

Should wet weather be forecast or arrive during the week prior to the event, immediate *and cumulative* conditions are to be monitored and, in co-operation with the village Open Spaces Working Group representative, decisions made by 10:00 as to which, if any sections of the event can be allowed to proceed. Should heavy and long-lasting rain arrive on the day, a similar procedure will take place and representatives of both committees will be expected to have studied the forecasts and considered their options carefully.

Only in the most severe case is the whole event likely to be cancelled or called off.

15.2. Windy Weather

Should strong winds be expected on the day of the event, the following rules are to apply:

- Force 1-6 (Up to a strong breeze or less than 30mph); no action required, but review forecasts hourly.
- Force 7+ Gusts (30mph+); review smaller structures for stability and break-down any unstable structures,
- Force 7 and above, constant ('near gale' or 30mph+); review all structures and begin closing marquees/tents where vulnerable.

15.3. Electrical Storm Warning

Should there be deemed any risk of lightning in weather forecasts broadcast immediately before the event, those 'Quiet Area' stalls arranged below the London Plane, and other stalls or concessions located below or in the immediate vicinity of other trees, are to be moved according to the prepared 'Stormy Weather Plan'.

- The event will follow a “30/30” rule in reference to the management of electrical storm risks. All volunteers to monitor the Lightning-to-Thunder gap; if less than 30 seconds then activities will cease, and warnings to the public of the risk of approaching lightning strikes are to be broadcast and the public reminded not to touch poles or posts, or to stand under trees, or beside other tall objects such as the play or skate parks. These and all pointed and pole-supported structures are to be evacuated by both public and staff, including the children's area and all activities taking place in the immediate vicinity of the site's many trees. Electrical equipment is to be unplugged and isolated.
- This shut-down of the event is to remain in force until no less than 30 minutes *after* the last strike occurring within the 30 second limit. Local weather forecasts are to be checked, and if no further electrical storms are forecast to arrive within the hour, the event may be re-opened.

16. INCIDENT EVACUATION PLAN

Should any unexpected incident occur which requires the immediate evacuation of the site (e.g. fire, flood or violent incident), the volunteers are to be made aware of one of several code phrases, to be announced over the P.A., which are intended to instruct them to begin asking people to leave the field immediately, in an orderly fashion, via one or both of the exits as made plain by the particular code phase announced.

It is proposed that these phrases be:

- "Code Red B" - leave rapidly by Both exits
- "Code Red S" - leave rapidly by the South exit only
- "Code Red E" - leave rapidly by the East exit only
- "Code Yellow B" - leave quietly using Both exits
- "Code Yellow S" - leave quietly using the South exit only
- "Code Yellow E" - leave quietly, using the East exit only.
- "Code Blue A" - Major Medical Incident – Volunteer & First Aid required, ambulance/paramedic attendance necessary
- "Code Blue B" - Minor Medical Incident – Volunteer & First Aid required
- "Code Blue C" - Serious Incident – Volunteer assistance required, police attendance necessary
- "Code Blue D" - Minor Incident – Volunteer assistance required

Where activities within enclosed spaces are taking place (such as covered stalls or service tents):

The activity lead will have a procedure and pre-scripted announcements to hand to cover the common eventualities.

Designated volunteers are to make their way to all smaller enclosed spaces to ensure the occupants are alerted and instructed accordingly.

Assembly points are to be Playfield Close and the CAR PARK outside the Village Hall.

Should the entire site and car park need to be evacuated, or if the emergency services being summoned will need to access the site, **the assembly point for the public will be Playfield Close.**

This is to allow the emergency services to use the main entrance to the site without it being obstructed by members of the public.