

RISK MANAGEMENT - THAME FAIRS

Thame Fairs - September and October Fair						CP
Ref. No.	Hazard	Risk Assessment			Risk Control	Monitoring
		Likelihood	Impact	Rating		This column is used only during the review process
1	Blocked routes around fair site, obstructing emergency services.	2	4	8	<p>Traffic orders and parking suspensions implemented for both September and October Fairs.</p> <p>Security Officers supervise traffic management barriers across each event entry point - North Street- East street /Park Street - High Street. Additional personnel & Barriers are placed at Nelson Street and Butter Market/North Street barrier to assist Fire Station access. A vehicle barrier will be placed at the three main event entry points > East/Park Street, North Street by Prezzo and High Street.</p> <p>Fire Service check access/clearance for fire appliances with drive through before opening.</p> <p>Clearance between attractions and buildings specified by the fire service and indicated on the Fair Plan.</p> <p>Clearances and access checked by the Fire Officer during set up.</p> <p>Hydrants conspicuously marked and kept clear.</p>	
2	Unauthorised vehicle movement within fairground	2	4	8	<p>Numbers of vehicles accessing the site kept to a minimum.</p> <p>All vehicle movements through fairground supervised for both Fairs. Permit check system undertaken by Security Staff for the September Fair only.</p> <p>All necessary vehicle movement constrained to off peak times.</p> <p>All car pass holders informed of prohibited vehicular movement during event.</p> <p>Fair staff/stewards stop entry of unauthorised vehicles.</p>	
3	Crowd Congestion and Panic	1	4	4	<p>Guild Stewards ensure unobstructed walkways throughout the event sites.</p> <p>Particular pinch points at Corn Market and Lower High Street monitored & Security Staff allocated to specific areas working in conjunction with Police during the September Fair. October Fair is monitored by Showmens Guild Stewards and emergency contact details provided.</p> <p>Attractions closed if situations persist.</p> <p>Security Officers briefed about responsibilities with crowd control, and emergency evacuation.</p> <p>Showmen to provide and deploy crowd control barriers at popular attractions.</p> <p>Clear routes in, out and through ensuring no encroachment during set-up.</p> <p>CCTV monitoring throughout the Town Centre reporting concerns to Police.</p>	
4	Falls from high platforms	1	3	3	<p>Edges of platforms from which a fall could lead to injury be equipped with hand and knee height rails and suitable steps provided by the operator of the attraction.</p> <p>Showmen responsible for operatives safety.</p>	
5	Fire due to Litter build up	1	4	4	<p>Litter picker to operate each day, Showmen to clear own frontages. Additional skips and rubbish bins provided by TTC for the September Fair.</p> <p>Adequate network of litter bins emptied frequently. Company contracted to clear rubbish.</p> <p>Showmen to deal with litter during the October fair.</p>	

RISK MANAGEMENT - THAME FAIRS

6	Injury from trips or slips	2	3	6	All cables to be covered by rubber strips or behind barriers wherever possible.	
					Pedestrian access routes to be kept clear	
					Site inspections during and after set up on Wednesday of the September Fair and Thursday of the October Fair.	
7	Food poisoning	1	1	1	Caterers to provide evidence of due diligence records to the Showmens Guild.	
8	Unsanitary Toilet Facilities	2	2	4	Regular inspections by Security Officers, PCSO and Fair Coordinator during the September Fair.	
					District Council informed of both Fairs to organise contracted cleaning company.	
9	Lack of First Aid Cover	1	4	4	Medical contractor employed to provide first aid cover for September Fair.	
					Level of cover based on assessment and previous experience.	
					Clear signs for the public indicating first aid.	
					Feedback of incidents with serious first aid consequences to Town Clerk. All incidents resulting in injury to be recorded at the Town Hall.	
10	Attacks on Staff	1	3	3	Staff provided with a mobile phone or a two way radio to security personnel.	
					Staff to avoid confrontation.	
					SIA contractor employed for the September Fair.	
					Rapid response security provision from company with proven track record.	
					CCTV monitoring throughout the Town Centre reporting concerns to Police.	
11	Lost Children/Vulnerable Persons	2	2	4	Security Officers, Showmen and staff briefed on how to deal with lost children and vulnerable persons.	
					Lost Child/vulnerable person point located at the Town Hall for the September Fair. October Fair point will be the responsibility of the Showmen Guild Stewards.	
					DBS checked personnel to deal with lost child/vulnerable person before handing to officials	
12	Medical Emergency	1	2	2	First Aid cover by medical contractor for the September Fair. Guild members monitor the small October Fair	
					Emergency Access routes kept clear by security stewards and Showmen Guild Stewards.	
13	Severe weather conditions				Ensure equipment securely located.	
					Plan for severe weather and brief all security and other necessary personnel as required for both Fairs.	
					Implement Evacuation plan if dangerous to public.	
					Brief all staff on public safety	
14	Generators causing injury	2	4	8	Locate a safe distance from flammable features.	
					Fire Fighting equipment in place on attractions.	
					Inspection by Fire Service	
15	Electrical Dangers	2	4	8	Electrical safety check required as part of ADIPs certification for each amusement device	

RISK MANAGEMENT - THAME FAIRS

16	Erection/Taking Down of Attractions	2	3	6	Ensure all public off site before permitting erecting or take down.	
					Amusement devices subject to ADIPs Certification	
17	Failure of funfair rides causing death or serious injury	1	5	5	Amusement devices subject to ADIPs Certification and insurance requirements- check before fair opens. The Showmens Guild operate a 9million over 1million additional insurance for the event.	
18	Fire on ride or attraction	1	4	4	Amusement devices subject to ADIPs Certification - check before fair opens.	
					Fire fighting equipment in place on attractions that use generators.	
					Egress routes are monitored by Security Officers and Showmen Stewards.	
19	LPG/Petrol explosions	1	4	4	Fuel storage areas secured by the Showmen's operators.	
					Adequate fire fighting provision by Showmen's operators .	
					All power to be provided from carefully managed source.	
					All catering stalls inspected prior to event.	
					Minimum safe distances between discrete features.	
					Limited amount of fuel kept on site per attraction controlled by the operator.	
					Pre Fair inspection by Fire Service.	
20	Delays/failure of adequate emergency response.	1	4	4	Adequate provision of high visibility Security Officers.	
					Security Officers equipped with two way radios -Council staff and Security Supervisor with mobile phones.	
					All emergency services involved to attend a briefing meeting.	
					Showmen to make PA systems available.	
21	Operational Failure	1	4	4	All staff fully briefed.	
					Emergency procedures in place.	
					Security and other key staff equipped with mobile phone & two way radios.	
					Showmen to make PA systems available.	
22	Uniformed Public	2	3	6	Security Officers, staff, showmen and contractors will be briefed.	
					PA will be made available by Showmen to convey any instructions.	
					Event information will be issued by the Town Council via Social media channels, TTC website, a press release and posters.	
Review by:		Cassie Pinnells		Signature		Date:
Town Clerk Approval:		Mandy Sturdy		Signature		Date: