

Aldborough & Thurgarton Village Management Plan

for the

Mid-summer fayre

Event Date **23/06/2024**

Version **4.0**

Aldborough & Thurgarton Parish Council Village Fayre Management Group

Date: **12/03/2024**

Contents

Introduction

Aldborough Village Fayre is a **Self-Financing Community Event** held annually on Aldborough Green that now comes under the management of Aldborough & Thurgarton Parish Council the owners of the Green. This document identifies the membership, terms of reference and responsibilities of the Aldborough Village Fayre Management **Advisory Committee** reporting to the Parish Council for this very important village event.

Part 1

Plan Production and Control

Event Outline & Scope

Event Management Structure and Contact Details

Crowd Management & Event Program

Emergency Procedures

Security and Evacuation Procedures

Road Traffic Management

Car Parking Security

Severe Weather and Event Cancellation

First Aid

Fire Precautions and Equipment

Communications

Waste Management

Toilets

Catering

Noise Management Policy

Lost Children Policy

Event Insurance

Equality Impact Statement

Health and Safety and Risk Assessments

Safeguarding Event Participants

Part 2 on next page

Part 2

Appendix 1 - Site Plan

Appendix 2 – List of Stall holders & Exhibitors

Appendix 3 – Risk Assessments

3.1 - Vintage and Farm Machinery

3.2 - Dog Show

3.3 - General - applicable to all Stall Holders

Appendix 4 - Event Management Team & Volunteers Briefing Notes

Appendix 5 Documents available at the Event Management Tent

5.1 Main Event Insurance details

5.2 Exhibitors Public Liability Insurance details

5.3 This document

5.5 Event Management Team

5.6 On site Volunteer & Helper schedule

Part 1

Event Outline and scope - Aldborough Village Fayre will take place on Sunday **23rd June 2024** from 12pm until 6pm. There will be approximately 40 stalls, including traditional activities, displays, country goods and Vintage machinery from our local area. Our objective is to bring the community together for a fun and safe family event whilst raising money for local charities.

Event Management Structure and Contact Details - The Organising Committee and Operational event management team.

The Aldborough & Thurgarton Parish Council Sub Committee for the event will be:

David Hooker, Ricki Gadsby for the Parish Council.

Duties on the day: Valerie King EM Chairwoman

Amanda Halliday

Helen Hudson EO Treasurer

Fiona Stanmore-Cubitt

Peter Wordingham (**Consultant**)

The event will be run and coordinated from the Event Organiser's Marquee

Crowd Management & Event Programme - The event will be open to the public from 12 am thro' 6pm. Attendance is expected to ebb and flow throughout the opening time with a maximum of 300.

Sun 26 th June	
08:00	Event Manager on site
09:00	Exhibitors & Vehicles to enter site
11:00	Road closure begins
12:00	Site open to the Public
18:00	Site closed to the public. Stall & equipment removal. Road Closure ends & vehicles allowed to leave site.
18:30	Staff/volunteers site clean up
20:00	Site check by EM

All in-use/delivery vehicles will be moved from the site before the event **to the Community Centre and Surgery car parks**. If any on-site vehicle requires to be

moved in an emergency, while the site is open, this will be carried out under strictly controlled marshalling.

General site layout and Marquee set up will take place on the preceding Saturday.

Emergency Procedures - If any members of staff/volunteers consider that an incident is developing which could lead to an emergency, this must be communicated to the Event Manager either directly, via mobile or with the use of a runner. Remember, if it is a public safety emergency then call 999 in the first instance. If an emergency incident occurs that is beyond staff/ volunteers' capability, then the control of the emergency will be handed over to the responding emergency service. Staff & Volunteers will assist as requested. **First Responders will be on site to deal with initial stages.**

Security and Evacuation Procedures - All reported situations will be recorded and logged. In the unlikely event that the Event Manager decides a controlled evacuation is required. Advice will be given over the PA system to assemble at the emergency points highlighted in red on the site plan (appendix 1.2).

Point A – Children's Playground & Point B – Wildlife Pond
Staff/volunteers shall assist members of the public away from the area of the emergency to the dedicated evacuation points following PA advice. In the event of an emergency, the responding emergency services will direct site access.

Road Traffic Management - All set up vehicles will be moved from the site before the public are admitted to the site at 12am. There will be a public road closure from 11am to 6pm from the junction of Chapel Road with Thurgarton / Waite Road down to the junction with the Green Road (opposite the Community Centre) will also be closed. The private road on the green normally used for parking will also be closed. Traffic can still use the Thurgarton Road and the North side of the Green to access the remaining part of Chapel Road. The part of Chapel Road that is closed will be pedestrian access only. Site vehicular access for equipment etc will be controlled via Thurgarton road before and after 6pm when the road closure ends.

Car Parking security - Car park staff/volunteers will be briefed, mobile phone contacts tested, parking area will be checked before the event opens by the appointed stewards identified by high visibility jackets. Access & Parking Fee signage & Lane controls put into place. Hazard areas identified and roped off. Any incident however small shall be logged in the provided event book.

Parking fees will be collected at the car park - The Event Manager shall arrange for collection of the parking fee by two members of staff/volunteers, arrange for a regular secure collection and audit.

Severe Weather and Event Cancellation - If high winds or heavy rain are forecast, then the Fayre will be cancelled, and appropriate notices posted. Exhibitors will be advised by e-mail or telephone.

First Aid - Medical cover will be provided by the **First Responder's team**.

Fire Precautions and Equipment - There will be fire extinguishers provided at various identified points on the site. Refer to the fire risk assessment and the Security and Evacuation Procedure section for further details.

Communications - PA use will be kept to a minimum supplemented by mobile phones. Signals though, can be patchy throughout the village. If contacts fail due to poor signals, then a runner shall be used. **In the event of power failure megaphone back-up will be used.**

Waste Management - Each stall holder will be responsible for their own waste products. There are 2-3 bins around the green for public waste and hanging bin bags will also be provided around the site. Bin bags are to be checked and changed regularly throughout the day. After the event the area will be cleaned by committee and volunteers.

Toilets - Toilets are located at Church, Rooms, Cricketers pub & Community Centre. **They will be clearly sign posted.**

Catering - Caterers will provide their own equipment/insurance and shall display relevant legislation requirements.

Noise Management Policy - Constant music is not planned for, emergency announcements via the PA system are expected to be minimal and directed away from resident's houses as far as possible. **Announcements will be made to alert people of timing of events e.g. Childrens races etc.**

Lost Children Policy - Any lost children will be taken to the Event Organisers marquee and announced over the PA system.

Event Insurance - Insurance will be covered by the existing Parish Council's cover for Public & Employers liability for organising committee and helpers on the Green. Professional and High-risk exhibitors are required to produce their own insurance cover.

Equality Impact Statement - Disabled parking is provided as shown on the site map.

Health and Safety and Risk Assessments - Health and Safety standards for the event will be in accordance with the current legislation. Risk assessments for the event are shown in appendix 3. The responsibility of H&S on site will rest with the Event Management Team. Breaches of regulations will close off the area of concern on the site.

Safeguarding of Event Participants - All stallholders and exhibitors are to report to the Event Organisers marquee to be booked in and out and directed to a marked/numbered pitch. Incidents will be logged in a book maintained on site and the car park area to record time etc., however small.

Part 2

Appendix 1 - Site Plan & Road Closure Details

Appendix 2 – List of Stall holders & Exhibitors

Appendix 3 – Risk Assessments

3.1 - Vintage and Farm Machinery

3.2 - Dog Show

3.3 - General - applicable to all Stall Holders

Appendix 4 - Event Management Team & Volunteers Briefing Notes

Appendix 5 Documents available at the Event Management Tent

5.1 Main Event Insurance details

5.2 **Professional and High-Risk Exhibitors** Public Liability Insurance details

5.3 This document

5.5 Event Management Team

5.6 On site Volunteer & Helper schedule

Appendix 3 – Risk Assessments

Risk Assessment 3.1 - Vintage and Farm Machinery

Aldborough & Thurgarton Village Summer Fayre		
Stall/ Display/ Event	Time 12pm – 6pm	Date 23/06/2024
Vintage and Farm machinery		
Where is it located		
On the green		
Hazard	What could happen and to whom	Action Required
Static displays	Children and adults climbing on displays. Hirers, and Volunteers	Supervision by Exhibitor Machinery will only be running whilst moving to and from display site. Movements shall be closely supervised. Appropriate fencing off to limit access.
Falling machinery	Major & Minor injuries. Hirers and Volunteers	Ensure each safety area is sufficient for displays

Evaluation

Safety shall be assured by following required supervision of the moving vehicles/machinery assisted by stewards on and off of the village green before the public are admitted

Signature:

Print

Event Manager

Co-Signature:

Print

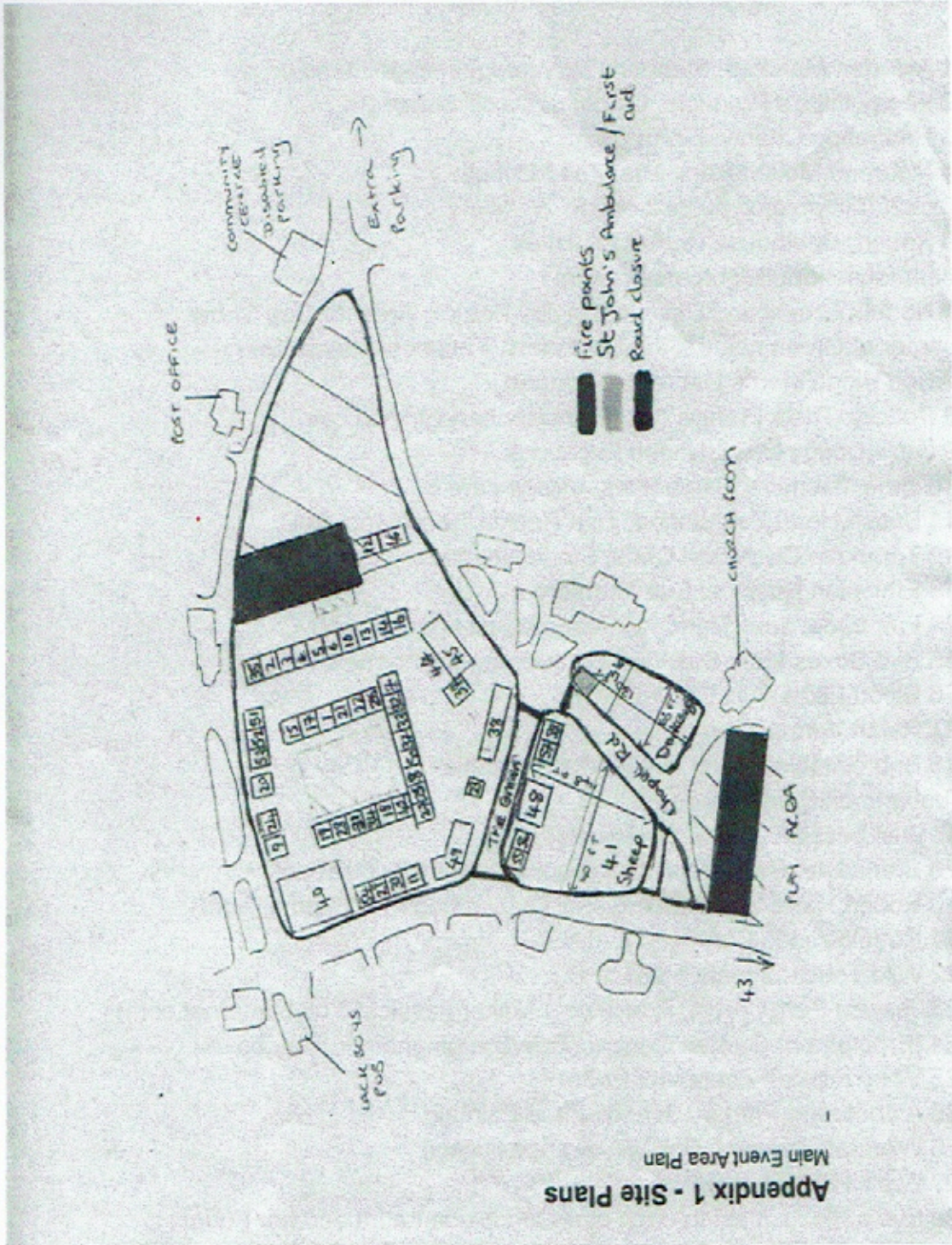
Ass't Event Manager

- 31 Woodland Trust: Sally Burge will confirm waiting
- 32 Potatoes, Strawberries etc. (hjjones92@yahoo.co.uk)
33. Judy Heal (Bees, space for tent etc..) (secretariat@wnklba.co.uk) C
- 34 Keith: Bacton Classic and Vintage Tractors. (not as many as last time,may need to leave 4.30pm.) C
35. Laura Amies Pet portraits & ?mother 's bakes (theesaltydog@gmail.com)
- 36 NICE Neil Cushion Niall : messenger
- 37 Nicholas, next door, Chapel Vintage bus
- 38 Toye Two gazebos Books (kim.a.toye@gmail.com)
- 39 Heather Spiller (heather.spiller2@gmail.com) ?Buddhist artifacts
- 40 Lisa Luke and Emily C Next to family opposite Stone House

Appendix 2 - List of Stallholders and Exhibitors

- 1 Alderfen Marshes: Stephen Ferry (stephen@go-moco.co.uk)
- 2 Peggy Little's Products: Carol . . . David Shippey
- 3 Hedgehog Charity: Fiona C
- 4 Moorend Moisturisers: Mrs. Zoe Mitchell
(zoe2003thecroft@outlook.com)
- 5 Robert: Boathouse Norfolk: X 2sites
boathousenorfolk@btconnect.com
- 6 Norfolk Greyhound Rescue: Hayley Patrick: Area for Dog Show
corner of Green nearest the Cricketers. Facebook messenger
- 7 Holt Ridge Morris Dancers: Marquee
- 8 Pottery: Tricia Francis (triciafrancispottery@gmail.com)
- 9 Jen's Doggy Delights: Jen Facebook
- 10 Jane Macquire: Site/bottles. Village care c
- 11 British Heart Foundation: Tina Hooker/Becci Macklin C
- 12 Tombola: Gwen and Chris, Stone House C
- 13 Ethiopian Hospice: Sue Mumford c
- 14 Fair trade: Jean Parton C (jeanparton24@gmail.com)
- 15 Bird Boxes etc. : Sue Wymer (suewymer@hotmail.co.uk)
- 16 Blood Bikes: Alix Display only
- 17 Rajan Verma: Currylicious
- 18 Bob Grimble: Wood worker demonstration
(bobgrimble@hotmail.co.uk)
- 19 Just hessian around: facebook Kerry
- 20 Brancaster Bay Shellfish: ? requires electricity facebook
- 20 Robert Hicks Woodturning and ?? (captbob169@hotmail.com)
- 21 Ronaldo's Ice Cream
- 22 Wild Touch: 2 tents + space C
- 23 Jessica Perry: Artist, Educator & Maker (jessica531@btinternet.com)
- 24 (Erpingham) Garden Centre: (Sally@erpinghamnursery.co.uk)
- 25 Vicky mijnlieff-chapman: Potter
- 25 Aldborough Primary School: Face Painting
- 26 Wildcraft Brewery: Bob will arrange licence
- 27 Eve's Hill Veg. x 2sites
- 28 Eve's Hill . . . next to each other to include Laura and her Fungi
Rebecca.Rolf@outlook.com) Art work 'Give two figs' f C
- 29 Aldborough Primary School: Tombola/Georgina Aswell
- 30 Deborah Allan: Artist/crafts (deborahallan14@gmail.com)

Appendix 1 – Site plan



Risk Assessment 3.2 - Dog Show

Aldbrough & Thurgarton Village Summer Fayre		
Stall / Display / Event	Time 12pm – 6pm	Date 23/ 06/ 2024
Dog Show		
Where is it located - Top corner of the Green near The Cricketers pub.		
Hazard	What could happen and to whom	Action Required
Domesticated Animals	Dogs could bite. Minor and major injuries Public and volunteers	Owners to supervise. Dogs to be always on lead.
Animal escaping	Dogs could escape their owners resulting in minor panic or accidents in the arena or road. Public and volunteers	Owners to always supervise animals and have them suitably constrained.
Trips and slips	Minor and major injuries. Public and volunteers	Visible tables/stalls Visible signs Ropes & Cables to be secured to the ground where possible.
Evaluation		
If any major problems arise call for stewards' assistance and follow Fayre procedures. Dogs mess is to be deposited in the adjacent Dog Bins		

Signature: _____

Print _____

Event Manager

Co-Signature: _____

Print _____

Ass't Event Manager

Risk Assessment 3.3 – General - applicable to all Stall Holders

Aldborough & Thurgarton Village Summer Fayre		
Stall / Display / Event	Time Completion	Date Completion
Main Event	12pm – 6pm	23/06/2024
Where is it located? Aldborough Village Green, NR11 7AA		

Hazard	What could happen and to whom	Action Required
Public Roads	Road accident Public and Volunteers	Road closure and marshalling has reduced accidents to the minimum
Trips and slips	Minor and major injuries Public, hirers, and volunteers	Support guy lines and public areas clearly marked. Log the event. St Johns Ambulance on site
Fire	Spread of fire from Stalls. Smokers' cigarettes may cause fire and burns. Public, hirers, and volunteers	Clear area of incident Use Fire extinguisher. If appropriate. Advise Event Manager. Call 999 if unmanageable. Log the event.

Lost children	Families	Duty staff to escort children to the Event organisers marquee on the Green. Announce over PA system. Children to be supervised and comforted until parents are located. Log event details.
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<p>Vehicles & authorised Parking areas</p>	<p>People involved in an accident either on or off the fayre site.</p> <p>Unauthorised Parking or vehicle movements on the Village Green.</p> <p>Possible accidents by un-authorized carparking.</p> <p>Public and volunteers</p>	<p>Road closure's and authorised / supervised car parking areas minimise risk.</p> <p>Stewards will ensure movement of vehicles before and after site opening time.</p> <p>Directional signs indicating car parking areas.</p> <p>Thro' traffic subject to normal road traffic regulations</p>
<p>Structures</p>	<p>Collapsing causing injury or trapping users.</p> <p>Public, hirers, and volunteers</p>	<p>Secure structures with guy ropes/leg weights Wind bars (if available) to be used If high winds occur fayre site will be closed to the public.</p>
<p>Provision of medical assistance</p>	<p>Medical negligence</p> <p>Public, hirers, and Volunteers</p>	<p>St Johns Ambulance backed team are engaged to cover minor injuries backed up by Emergency 999 cover.</p>
<p>Moving and Handling</p>	<p>Setting up and taking down facilities.</p> <p>Volunteers and hirers</p>	<p>Ensure adequate persons are available to move or handle facilities</p>

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Appendix 4 - Event Management Team & Volunteers Briefing Notes

Undertake work activities in accordance with instructions given by the event management team.

Ensure that you know the relevant procedures laid out in the Event management plan.

Become familiar with the location of the First Responders Team

Be aware of the location of the fire extinguishers.

Ensure that all personal protective equipment issues to you is used as required and stored safely!

Always work in a safe manner

Report and log defects found in equipment immediately to the event manager.

Report and log all injuries, accidents, or incidents to the event manager (this includes the car parking area)

Dress appropriately for the weather conditions and environment.

Do not misuse anything which is provided for your health, safety, and welfare.

Do not use or maintain equipment unless you have been trained to do so.

Do not undertake manual handling activities such as moving compost sacks unless you have received manual handling training for the task Do not use personal electronic equipment.

Appendix 5 Documents available at the Event Management Tent

Main Site Plan

List of Stall holders & Exhibitors

Risk Assessments

Event Management Team

Event Management Team & Volunteers Briefing Notes