**LIMPSFIELD CHART FAIR 23rd June 2024**

# **Prepared by: EMMA TINKER (CONTACT 07876 685567** [**emma.tinker@asper-im.com**](mailto:emma.tinker@asper-im.com)**)**

# **on behalf of The Chart Fair Committee (A Committee of the Limpsfield Parish Council)**

**On: 08 February 2024**

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| **Potential hazards** | **People at risk and how?** | **Actions already in place** | **Further action required** | **Action by** | **Action target date** | **Done** |
| **Alcohol abuse** | People may lose their inhibitions, ability to judge distance, coordination and clarity of speech, so become a danger to themselves and others | • Event attendees that are deemed to have trouble with coordination, balancing or walking will be monitored/cautioned by stewards who will be appointed and briefed by the Event Organiser  • Event attendees that have slurred speech or difficulty in conversing will be monitored/cautioned by stewards  • Event attendees that are loud, lewd or abusive will be cautioned and monitored by stewards | The Cricket Club will be selling alcoholic drinks as normal.  Stewards to be briefed on their responsibilities | Emma Tinker (ET) | 23/6 |  |
| **Alcohol serving** | People may lose their inhibitions, ability to judge distance, coordination and clarity of speech, so become a danger to themselves and others | • Bar to be supplied and staffed by Cricket Club  • Event attendees under the influence of alcohol are not to be served  • Event attendees must provide proof of age before being served if asked  • Glass and bottle collection to be carried out at regular intervals | Cricket Club to be aware | ET | 23/6 |  |
| **Barbequed Food** | Consumers may suffer illness / food poisoning from pathogens and contaminated meat | • Meat to be purchased from reputable suppliers, within best before date and stored in a suitable way  • Good housekeeping and hygiene practices to be implemented and observed  • Food handlers to wear Nitrile, Nylon or Latex gloves and any cuts to covered with a blue dressing.    • No one to handle food that's had diarrhoea or other food related illness in last 24 hours  • All meat to be 'well done', and checked in the middle to ensure it is cooked through | Responsibility of Cricket Club. NFA |  |  |  |
| **Bottle stall**  **(TOMBOLA)** | Stall holders and event attendees may suffer cut, puncture or crushing injuries | • Stall to be erected in accordance with manufacturer's instructions with uprights being vertical and cross members being horizontal  • Roof covering to be firmly secured in place with consideration for rain collection and removal should it arise  • Tables to be adequate to support weight, with legs locked in place  • Alcohol awareness notice displayed and disclaimer stating that under 21s will receive an alternative non-alcoholic prize should the situation arise  • Breakages and spillages to be cleaned up as they occur. | Supervisors to be briefed on responsibilities prior to setting up | ET | 23/06 |  |
| **Food Sales. (Other than from the Cricket Club)** | Consumers could suffer allergic reactions, choking or cross contamination infections | \* Visitors to be told that it is their responsibility to advise the vendors of any food allergies.  • All food must be produced not more than 24 hours earlier and stored in an appropriate way  • No food handlers to directly touch food, instead gloves or tongs to be used  • Money to be handled separately from food sales point  • Hands to be washed or cleaned with gel at regular (no more than 15 minute) intervals and after any task other than serving food to customers | All vendors are to be qualified to at least ‘Food Hygiene Level 2.  ET to ask for proof prior to service commencing  Food service providers to confirm insurance to DD by 1 /06 | ET | 1/06 |  |
| **Emergencies and Medical Events** | There is no legal requirement to provide first aid during the event | \*There is a Defibrillator at the Cricket Cub House  \*There will be a First Aid Box at the Information Point This will be made available to any visitor | The Information Point will be obvious. Signage will be erected on the Day  In the event of a Major Incident: Call 999. | ET | 23/06 |  |
| **Cross contamination from food preparation** | Consumers may suffer illness / food poisoning from cross contamination of raw and ready to eat foodstuffs | Follow appropriate practice for example:  • Use colour coded chopping boards for raw meat, seafood, eggs and ready to eat food stuffs  • Never use the same knives and utensils for different food types  • Wash hands with warm, soapy water for 20 seconds, or use gel, before and after handling raw meats and foods  • Ensure there are two separate preparation areas. One for raw and one for ready to eat | Applies to Cricket Club and any other vendors.  As with ‘Food Sales’ item, Food vendors to confirm to us their ability to comply will all hygiene procedures – as well as provide evidence of appropriate certification and insurance (documents to DD by 1/06) | Cricket Club / SMcL  ET | 1/06 |  |
| **Cross contamination from food storage** | Consumers may suffer illness / food poisoning from cross contamination of raw and ready to eat foodstuffs | Follow appropriate practice for example:  • All foodstuffs to be stored in sealed containers when in fridge  • Cooked foods and salad should be stored above raw meat, seafood and eggs  • All storage containers to be sanitised before use  • Store eggs in original containers on the refrigerator shelves  • Ensure refrigerator temperature is below 4 ̊C | Applies to all food vendors.  As with ‘Food Sales’ item, Food vendors to confirm to us their ability to comply with all hygiene procedures – as well as provide evidence of appropriate certification and insurance (documents to DD by 1/06) | ET | 1/06 |  |
| **Crowd control / overcrowding** | All staff and event attendees may suffer a variety of injuries through overcrowding or lack of evacuation procedure | • Room numbers to be strictly adhered to  • Ensure adequate access for wheelchair users, people with pushchairs and disabilities  • Ensure there are sufficient stewards and marshals to manage crowds at the event  • Ensure chairs, furniture, stands and displays do not obstruct fire escapes or evacuation routes  • Ensure that stewards and marshals all fully versed in fire escapes and evacuation routes | Applies to Cricket Pavilion only.  Maximum capacity to be ascertained and entry restricted.  Escape routes to be kept clear  A Cricket Club Pavilion Manager is to be appointed by the Cricket Club and notified to us | Cricket Club / SMcL | 23/06 |  |
| **Damaging knees (from kneeling) (N/A 2018)** | Musculoskeletal problems to knees may occur if body weight is predominantly on knees during set up or take down | • Provision of suitable PPE for knee protection, either in the form of independent knee pads or a kneeling mat  • Raise work up off the floor when possible to eliminate kneeling or squatting  • Avoid remaining in one posture for long lengths of time | This is very unlikely, but retained as a warning. | ET | 23/6 |  |
| **Drugs** | People may lose their inhibitions, ability to judge distance, coordination and clarity of speech, so become a danger to themselves and others | • Event attendees that are deemed to have trouble with coordination, balancing or walking will be monitored/cautioned by stewards  • Event attendees that have slurred speech or difficulty in conversing will be monitored/cautioned by stewards  • Event attendees that are smoking any substance that smells different to tobacco will be cautioned and monitored by stewards  • Event attendees that are loud, lewd or abusive will be cautioned and monitored by stewards | Stewards to be briefed prior to 1200 23/06 | ET | 23/06 |  |
| **Golf Chip and Putt, Coconut Shy and Cricket** | People participating could suffer sprains and bruising from slips, trips and falls | • To be overseen by those operating the stall  \* Area used to be clearly defined and made out-of-bounds to non-participants  \*Nets to be used where necessary to ensure stray balls/objects cannot hit people. | Organisers to offer assistance if necessary | Anne Davey (AD) | 23/06 |  |
| **Electricity** | Risk of electric shocks and fire risks including smoke inhalation and burns to people in the vicinity | • All equipment has been PAT tested during past year  • Any defective cables, plugs, sockets or other electrical equipment to be removed  • Extension cables to be run around perimeter where possible and cable tied above head height  • A maximum of a twin extension socket per single socket to be used  • No cables to be run at ground level where they could be a trip hazard or suffer damage from chair castors or similar | Cricket Club to confirm compliance to us | Crickets Club / SMcL | 23/06 |  |
| **Extreme weather conditions** | All people may suffer from adverse weather conditions, including UV damage and slips, trips and falls | • Stewards to announce caution warning over PA if pathways become slippery or muddy.  • Free clean drinking water made available to all  • Stewards to offer event attendees assistance for access and egress | NFA | ET | 23/6 |  |
| **Fire/explosion** | All people in the vicinity could suffer smoke inhalation or burns | • Suitable fire extinguishers and blankets (where trained personnel in place) to be kept in kitchens and at various points around building as required  • Smoke alarms and emergency lighting to be fitted as required prior building being used  • Fire risk assessment carried out prior to building being used  • Escape routes, traffic management plan, muster point and importance of signing in book explained at induction and good housekeeping maintained  • Working fire alarm to be demonstrated at induction | Applicable only to the Cricket Pavillion and Cricket Club barbeque – or to any food vendors or stallholders using fuel or cooking equipment.  Cricket Club and any relevant food vendors / stallholders to confirm to us they have adequate fire safety procedures in place. | Cricket Club / SMcL  Other food vendors - ET |  |  |
| **Hot foods and/or liquids** | Consumers and staff may suffer scalds or burns | • Disclaimer notice displayed on counter informing consumers that hot drinks can scald  • Cups are placed on tray before been filled with hot liquid  • Trays are used for serving drinks  • Staff only serve hot drinks at counter and do not offer table waiting  • Spillages and breakages cleaned up as they occur | Not expected to apply to this event except for Cricket Club | n/a |  |  |
| **Inflatables (e.g Bouncy Castle))** | Users may suffer sprains, bruises and suffocation from misuse of equipment | • To prevent the risk of suffocation, no one is allowed on the inflatable during inflation or deflation  • Observe manufacturers guide lines for maximum number of users, anchor points and positioning of inflatable  • Ensure there is an exclusion zone between inflatable and event attendees  • Users are not permitted food or drink while on inflatable due to choking hazard  • All users to be observed and cautioned if involved in over boisterous or misappropriate behaviour  \*Copy of contractor’s Liability Insurance and proof of membership of Trade Association to be provided before setting up | Not applicable this year – no inflatables will be present. | n/a |  |  |
| **Manual handling** | Staff may receive back and other injuries if correct practices are not adhered to | • Raising, lowering and carrying loads is to be carried out using the correct posture and technique  • Ensure the load is light enough to lift and will remain stable in transport. Loads over 15KG are classified as double handling  • If the load is to be carried check the route is free from obstacles before starting  • Use mechanical aids such as stack trucks where possible if applicable  • A load is classified as double handling if it is of irregular shape, obstructs vision, has to be manhandled around staircases or other obstructions or if a person doesn’t feel confident lifting it | All stallholders, vendors and Cricket Club responsible for their own staff.  Emma Tinker will remind volunteers of these guidelines as they arrive.  Monitor and immediately intervene and correct if unsafe practices identified. | ET | 23/6 |  |
| **Marquee (Individual Pop-Up shelters)** | Staff and event attendees could suffer trips and falls | • Red and white hazard tape to be strung where pegs meet guy ropes | Marquees will be erected by individual stall holders. | ET | 23/06 |  |
| **Noise** | Staff, volunteers and others in the vicinity may suffer temporary or permanent hearing loss from exposure to noise | • Consideration of noise output when selecting events such as, live music, PA announcements etc.…  • Volume limits set on music playback devices and event or rehearsal noise limited LA eq of 107 dB with peak sound levels less than 140 dB  • Carry out noisy set up and take down tasks with as few people as needed | Operator/DJ to be briefed on maximum noise levels.  No noisy set up or take down tasks are involved at the event. | ET | 23/6 |  |
| **Objects falls from height** | Minor or serious injury could occur to a person if objects fall from height | There are no overhead storage facilities | n/a | n/a | n/a |  |
| **Refuse** | Staff and event attendees could suffer cuts and slips, trips and falls | • Ensure adequate bins are provided and labelled for waste segregation  • Areas with heavy waste requirements to have additional bins  • Refuse bins to be checked for capacity on an hourly basis and emptied as required | Event Organisers to be responsible | ET | 23/06 |  |
| **RSI (Repetitive strain injuries)** | Any individual who carries out repetitive tasks may experience pain in various joints and muscle groups. | • Avoid forceful or repetitive tasks where possible  • Ensure work area is set up correctly  • Avoid arching back or squatting for long periods  • Avoid stretching and over reaching | n/a | n/a |  |  |
| **Slips, trips and falls** | Sprains, fractures and tissue damage could be suffered by someone from slipping, tripping or falling over obstacles, furniture, guy ropes or poor floor coverings | • Housekeeping to be maintained at all times with no boxes, folders, chairs or bags left in walkways  • Report any trip or slip hazard as soon as you see it  • Avoid trailing cables, and use hazard tape around tent pegs and guy ropes  • Use signage for wet floor surfaces and ensure floor coverings, steps and ramps are clean and in good condition  • Ensure there is adequate lighting and designated walkways are kept clear | Monitoring prior to and during event | ET | 23/06 |  |
| **Coconut Shy** | Only fresh coconuts to be offered as prizes | \*All children to be closely supervised by both parents and staff |  | AD  (See |  |  |
| **Vehicles (Including provision for Emergency Vehicles and Handicapped Parking ad access)** | Staff and event attendees could suffer injuries through collisions with vehicles.  Access must be provided for Emergency Vehicles.  Dedicated Handicapped Parking must be available | • Traffic management system in place  • 5 mph speed limit in place and enforced by marshals  • Marshals to direct traffic to parking spaces  • Pedestrian walkways to be signposted  • Car park surfaces checked for debris and broken glass before the event  \*Access for Emergency Vehicles to be provided along all paved roads.  \* Dedicated Handicapped Parking Spaces to be reserved outside the Church Hall, and near the Carpenters Arms | No road closures required.  Monitoring during event | ET | 23/06 |  |
| **Tug of war** | Participants could suffer rope burns and musculoskeletal disorders and injuries may be sustained by participants colliding with event attendees | • Visually inspect rope prior to use and inform participants to let go of the rope if it is sliding through their hands  • Ensure the ground surface is checked for debris and broken glass prior to the event  • Choose suitable flat ground away from mud, stones and other natural hazards.  • Ensure the teams are aware of the rules before commencing  • Stewards to ensure that an exclusion zone between participants and event attendees is observed |  | AD | 23/06 |  |
| **Violence** | Staff and event attendees may suffer verbal or physical abuse | • Staff always polite to guests [we are not providing training]  • Staff not to serve abusive or intoxicated customers alcohol  • Staff to report suspect customers to stewards for monitoring / cautioning  •  • Event attendees that are repeatedly swearing or acting in an aggressive manner to be monitored / cautioned by stewards | Cricket Club to brief staff serving customers | Cricket Club / SMcL | 23/6 |  |
| **Welfare facilities** | Event attendees may suffer disease, infection and dehydration | • Ensure there is adequate working toilet facilities  • Warm water, soap and hand drying facilities to be provided  • Fresh, clean drinking (tap) water available free of charge at the Carpenters Arms and the Church Hall  \*A Defibrillator is fixed to the wall outside the Carpenters Arms.  \*A First Aider will be present throughout the event | Toilet facilities in the Cricket Club are adequate for the event coupled with additional facilities available at the Church Hall and the Carpenters Arms | Cricket Club / SMcL | 23/6 |  |
| **Working with animals**  **(See separate entry specificity to dog show)** | Event attendees may suffer infectious, crushing, striking or biting injuries | • Only healthy animals allowed at event  • Adequate hand wash facilities available  • Event attendees to be supervised when in contact with animals  • Animals to be kept away from face | Applies only to pet animals “attending” with owners  Stewards to be briefed | ET | 23/6 |  |
| **Dog Show** | Uneven ground  Dog health and injuries  Heat exhaustion  Dog faeces  Security | Uneven ground may cause trips  Vet to be on call  Quarantine area with dog first aid equipment  Hot sunshine may be a problem  Faeces may spread disease  Dogs may escape | Check for uneven ground prior to event. Fill in if required  Very low risk of any accident or incident  Water to be available and sign-posted  Ensure all faeces are collected in plastic bags and removed from site  Ensure that whenever a dog is not tethered it is closely supervised. Barriers to be erected around arena | Jane Hilson (JH) | 23/6 |  |
| **Substance Risks** | | | | | | |
| **Bleach** | Harmful by inhalation, in contact with skin and if swallowed, irritating to eyes and respiratory system, may cause lung damage if swallowed, vapours may become toxic if liquid contacts acid | • PPE not normally required however vapours may become toxic if liquid contacts acid so a 10 minute per hour working exposure limit is to be observed in well ventilated areas  • Chlorine sensitive individuals not to work with product as it may cause bronchospasm  • Do not use in unventilated confined spaces | No Bleach will be used. | n/a |  |  |
| **D10 Sanitiser** | There may be irritation to eyes on contact and respiratory irritation | • Follow manufacturer’s instructions and use guidance set out in COSHH Assessment | No sanitiser will be used during the event. | n/a |  |  |