



Health And Safety Guidelines For Your Village Fete

A small local charity hosts an annual village fete and fun dog show on the village cricket green. The fete attractions include a bouncy castle, various stalls, helium balloons and a barbeque food and drinks bar.

Hazards

- Crowds of people
- Vehicles
- Dogs – bites, allergies, phobias and faeces
- Dangers associated with the attractions
- Dangers associated with the grounds:
 - o Slips (mud or wet steps or paths)
 - o Water features
 - o Steps and changes in ground level
 - o Disabled access
- Adverse weather conditions (hot and/or wet)
- Tents and marquees – stability and fire retardancy
- Equipment, eg water boilers, trestle table stability
- Trailing wires, eg from electrical wires for power to stalls and attractions

Harm

- Injuries or ill health due to:
 - o Collisions between people and vehicles
 - o Lack of crowd control, especially in emergencies
 - o Dog bites, allergies etc
 - o Falls from (and contact with other children on) the bouncy castle
 - o Gas cylinders (balloons and barbeque food bar), eg pressurised gas, flammable gas
 - o Tent or marquee collapse
 - o Work equipment
 - o Moving and handling loads
 - o Trips
 - o Hot weather (heat stroke)
 - o The grounds
- Fire
- Food poisoning

Solutions

- Include health and safety in all pre-event planning meetings, consider:
 - o The suitability and size of the grounds and any obvious hazards – visit the location and liaise with the cricket club (they should ask for a copy of your risk assessment and visa versa)
 - o The ground entrances and exits – take account of any disabled people who may attend
 - o The ground layout, especially where the stalls and attractions will be placed to minimise hazards – leave sufficient space around stalls for people to walk past safely
 - o A separate area for the dog show – how the dog areas will be cleaned up during and after the fete
 - o How people and vehicles will be separated – provide high-visibility clothing for workers in vehicle areas



- Contacting the local police if any traffic control is needed on the nearby roads
- An effective means of communication during the fete – identify key personnel and emergency/evacuation plans
- The estimated crowd numbers
- The necessary welfare facilities (eg toilets – include disabled facilities)
- The necessary insurances
- Check emergency arrangements:
 - Fire – how and where will people be evacuated to in the the event of a fire? What types of extinguishers are required in the different fete locations? Check workers are trained to use them. Separate fire extinguishers should be allocated for fundraising so they are not ‘borrowed’ from other work areas
 - First aid – check if the venue has trained first aiders and suitable equipment available and that you are able to use them – if not, provide a first aider (eg an external provider such as St John’s Ambulance or the Red Cross)
 - Accident reporting
- Check all the identified hazards associated with the proposed attractions – ask the attraction suppliers for copies of their risk assessments
- Where specialist attractions and equipment are required establish whether the supplier will provide their own workers to manage the attractions or will they provide training for your workers
- Ensure any workers or external food providers have current and valid food hygiene certificates – take account of:
 - Keeping raw and high-risk foods separate
 - Effective temperature control (insulating bags and ice packs are not sufficient for keeping food cold in hot weather)
 - How high-risk foods (eg meat products, ice cream) will be kept refrigerated and frozen
 - The washing of food equipment such as knives, ice cream scoops etc

Notes

- Consider how vulnerable people (eg children and disabled visitors) will be protected, as well as any workers in the risk assessment
- The First Aid Regulations only require employers to provide first aid facilities for employees at work – members of the public are not included. However HSE recommends that suitable first-aid provision should be made when there is a reasonable likelihood that this will be needed – St Johns Ambulance and the British Red Cross can be booked to attend fundraising events. The revision of the Regulations continues to uphold this recommendation
- Trained first aiders providing first-aid treatment specifically to employees at work covered by the Employers Liability (Compulsory Insurance) Act 1969 – liability for treating other people should be checked and confirmed with your insurance company
- Fundraising extinguishers should be included in the annual workplace fire extinguisher service
- Always plan a ‘debriefing’ meeting soon after the event to discuss what went well or badly and why – this will lead to improvements in the future