



Tavistock Goose Fair

Wednesday 10th October 2018

Tavistock Town Council Safety Plan

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Section 1

1.1 Organisation of Tavistock Town Council

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Deputy Mayor Tavistock Town Council	Councillor Paul Ward	Via Town Council Office 01822 613529	paul.ward@tavistock.gov.uk
Safety Consultant	Tony Mogford	07815 844186	tony@tmaservices.co.uk

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1.2 Policy Statement

It is the policy of the Town Council to ensure that all events and services we have control over, or are providing in connection with Tavistock Goose Fair, are provided without risk to the public, our employees or residents, in line with Event Safety Guide HSG 195.

We will, through our organisation, encourage those associated with the fair to adopt a responsible attitude to the health and safety of all who visit the fair, and anyone working at the fair.

We will implement checks on stalls and rides to ascertain their compliance with our safety requirements, pre and during event operations, with Tavistock Town Council engaging an Amusement Device Inspection Procedures Scheme (ADIPS) Registered Inspector for the site set up on Tuesday and the event management on Wednesday.

We will work closely with the emergency services to prepare for problems and emergencies, and will implement measures to reduce risks to all concerned. We will provide sufficient resources to ensure this policy is implemented, and will appoint specialist advisers as necessary. Details of how this emergency plan will be implemented are included in our Health & Safety documentation.

1.3 Pre Fair Arrangements

As the authority responsible for organising Tavistock Goose Fair, we will plan ahead in order to ensure we minimise the risks to the public. Multi agency operational meetings will be held regularly throughout the planning stage.

The planning stage will involve:

- Consultation with all interested bodies
- A planning meeting with all interested bodies

- Applications to Devon County Council, West Devon Borough Council and Devon & Cornwall Police, regarding road closures and traffic flows for the event
- Traffic management and full AA sign service agreed with Devon & Cornwall Police, through Tavistock town centre
- The publication of revised traffic management details, parking arrangements and road closure times for the event
- Radio and television broadcasts informing the public about the event
- Advertising the Park & Ride service for the event, to include the provision of disabled facilities
- Liaison with Stagecoach South West regarding revised bus service pick up points
- Car park security and lighting, to include stewards for parking duties
- Providing emergency services with a comprehensive plan of the event so that, in the case of any emergency, they can locate appropriate stall number etc.
- Operators of food outlets to be issued with a food safety check list, to be returned with full payment. Advise all food outlets that they must comply with the food safety requirements of West Devon Borough Council.
- Advising all stallholders, if necessary, that they are required to complete and return, with full payment, a Trading Standards and Consumer Protection booking form, together with a current copy of their Public Liability Insurance and to retain for inspection on their stalls the Fire Risk Assessment Form.
- On receiving full payment the Town Council will issue an official numbered card to the attending traders/showmen. The colour of the cards is changed each year, to stop unauthorised persons attending.
- In respect of the Borough Council's car park land, all current ride safety certificates, risk assessments, site plans and insurance must be made available for inspection prior to the opening of the Fair on Tuesday evening and the collation and oversight of this activity is the responsibility of WDBC.

Note: Alcohol licencing only relates to the cider seller located opposite the Alexander Centre in ZONE 5 and this is a matter for WDBC. Additional Alcohol Designation Order signage will be erected by TTC prior to the Fair to help with the management of public disorder.

Tavistock Town Council and West Devon Borough Council share provision of welfare, first aid and communication facilities at the event.

Note: This plan only includes the fair in Bedford Car Park for the duration of the Goose Fair (10th October 2018) and NOT its operation throughout the remainder of that week. The Bedford Car Park and Bus Station are on the ownership of WDBC and the ground is licenced to the Showmen of The Showmen's Guild. For information pertaining to this activity, contact either Cathy Aubertin, 07703 320277, 01822 813600, cathy.aubertin@swdevon.gov.uk or Honey Foskett, 07980 011797, honey.foskett@southhams.gov.uk as the Responsible Persons.

Devon County Council will co-ordinate on street parking enforcement in relation to the Temporary Traffic Restriction Order (Traffic Management Plan).

1.4 Fair Organisation

The "Goose Fair" is held on the second Wednesday of October and it is one of only two historically established traditional fairs in the UK to carry the name Goose Fair. The fair today attracts market traders from all over the UK whose stalls line Abbey Bridge and stretch along the length of Plymouth Road, interspersed with smaller fairground rides.

The Fair is located on land belonging to Devon County Council, Tavistock Town Council and West Devon Borough Council. The Town Council have been appointed to act as agents for Devon County Council.

This Plan covers the following areas:

- Abbey Place
- Bedford Square
- Market Road
- Plymouth Road
- Alexander Centre Car Park
- Russell Street

1.5 Road Closures

Road closures are organised by Devon County Council's Highways Department, and will take effect from 5pm on Tuesday 9th October to 7.00am on Thursday 11th October. The road closure will be undertaken by Chapter 8 qualified Tavistock Town Council stewards.

Signage for the temporary traffic arrangements in the Town Centre has been prepared by AA Signs.

1.6 Zones of the Fair

The event 'zones' are shown on plans found in Appendix A.

1.7 Fairgrounds

West Devon Borough Council has licensed the Bedford and Tavistock Bus Station to Fairground Organisers for the period of the Fair. Arrangements for the Fairgrounds on these dates are at Appendix G.

1.8 Control Centre

Tavistock Town Council event control station will be located in Russell Street. It will be manned by a TTC Officer and continually by Raynet Communications. It is hoped representatives from the Police, South West Ambulance Service Trust and St John Ambulance will also be in attendance throughout the course of Goose Fair. The Devon Fire & Rescue Service are unable to guarantee a representative's attendance. Devon Fire & Rescue Service should be contacted using the normal emergency protocol for any incident.

1.9 Communications

Communications for the fair are provided by Ian Harley, Raynet Communications, 302 Tavy House, Devonport, Plymouth Tel 01752 500153 / 07790 336362. Raynet has provided these services for several years. Raynet will be located in the Control Centre, see map.

Emergency Service	Contact No.
Air Ambulance (non-emergency only)	01392 466666
Devon & Cornwall Police	101 – In an emergency call 999
Devon & Somerset Fire & Rescue Service	01752 333600
SWAST	999 and via Raynet
St John Ambulance	01752 364169 / 07798817886

Other Organisations	
Devon County Council	0345 1551004
Environment Agency	01822 610437
Stagecoach South West (Francis Church)	01752 495221 / 07860 786161
Market Traders' Federation	01226 749021
Park & Ride	01822 613529
AA Signs	07917 597023
Raynet Communications	07790 336362
Showmen's' Guild	01454 228890
South West Water	0800 1691144
Transco Gas	0800 111999
Tony Mogford Consultants	07815 844186

Tavistock Town Council	
Wayne Southall (Responsible Person)	01822 616134 / 07714 222341
Rebecca Hadfield (Deputy Responsible Person)	01822 616134 / 07714 222346
Jacqui Orange (Admin)	01822 616134
Sue Welfare (Admin)	01822 616134
Ian Lashbrook (Senior Steward)	07714222342
Roger Brooks	07912485601
Phil Toms	07999 068404
Alex Snowball	-

Dolan Foy	07473 988200
Robbie McGechie	-
Ash Eslick	-
Mike Watkin	07714 222344
Karl Tait	-
Ross Ayling	01822 617232 / 07872 515174
James Bell	01822 611003
Royston Hackney	01822 612799 / 07774 074228
David Smith	01822 617232
Duane Carruthers	01822 611003 / 07387072518
James David	01822 617232
Martin Searle	01822 616134 / 07535133414
Out of hours / on call	07714 222343

West Devon Borough Council	
Cathy Aubertin	01822 813600 / 07703 320277
Honey Foskett	07980 011797

1.10 Planning

Tavistock Town Council as the organisers of the Goose Fair in Plymouth Road, Alexander Centre Car Park, Abbey Place, Bedford Square and Market Road, has issued Rules and Regulations relevant to the attractions, rides, kiosks and stalls in those areas.

We will use the specialist services of Tony Mogford, an ADIPS Registered Inspector, who is well known to us and has been advising the Town Council for more than 10 years. He will carry out an inspection of the amusement devices and street traders, to review documentation and compliance, including fire safety and waste management on the 9th October and from early of the 10th October (site set up). On completion of his inspection, he will provide a report detailing his findings which we will use when planning next year's fair, as per previous years.

Note: breaches may lead to closure/expulsion

Various individual devices are located in the street and on Bedford Square, and will be checked to ensure they have appropriate documentation and are sited appropriately to ensure operational and public safety. Tavistock Town Council lets ground on an individual basis and will ensure all operators of rides/stalls are compliant with the Town Council's rules and any statutory undertaking.

Ride Controllers:

All Rides are required to be operated in accordance with HSG175. Individual showmen will receive briefings regarding event safety and crowd management from the ADIPS Inspector for areas under the control of Tavistock Town Council. This does not include the Bedford Car Park or Bus Station which are licenced via WDBC.

Emergency Procedures

The important feature of any emergency plan is that it is simple and clearly understood by all involved. All of the consultants and emergency services listed above will be provided with a copy of our emergency plan.

There are a whole range of emergencies that could require partial or total evacuation of Goose Fair, including:

- Fire
- Collapse of a ride or building
- Civil disturbance
- Terrorist attack
- Flood

Access must be made available throughout the Fair site and the Fairgrounds for emergency service vehicles.

The Fairground Organisers, if they require the attendance of the emergency services, must ensure that they can guide the vehicles through with minimal delay. Stewards will be provided with a handbook that details emergency procedures. Please see appendix B for further information regarding emergency procedures.

Section 2

2.1 Terrorism

Due to the significant number of persons who attend Tavistock Goose Fair and the physical nature of the event whereby large crowds gather, appropriate consideration has been given to the likelihood of a terrorist attack, specifically the risk of a vehicle being used as a momentum weapon.

We have assessed the risk to Tavistock Goose Fair and made ourselves aware of NaCTSO and CPNI (Centre for the Protection of National Infrastructure) guidance. We have determined the threat level to the event this year is low, an attack is unlikely. Goose Fair is not a national or international high profile event and we have not been informed by the emergency services of any specific information or intelligence against the fair.

To manage a reasonable and a proportionate response to mitigate against the threat of terrorism to Goose Fair we have included the following within our safety planning of the event:

- A communication strategy for raising awareness among staff and others who need to know about our security plan and its operation. Taking advice from CPNI we understand one of the most disruptive measures to counter terrorists and wider criminality are Stewards who are vigilant and proactively engage with the public. We therefore ensure our Stewards are aware of the importance of engaging with the public, note any suspicious behaviour, trust their instincts and report immediately to the Control Room should they have any concerns.
- Following a terrorist attack, mobile telephone communication may be unavailable due to excessive demand. We have in place the provision of radio communication through Raynet which is used as the main form of communication throughout Goose Fair.
- Stewards in place to disperse crowds. The location of Goose Fair lends itself to nearby open spaces where crowds would be dispersed to in the event of an emergency.
- We provide each of our staff and stewards with information packs which contain key information and telephone numbers and ensure we enhance their presence through high visibility clothing.
- Positioning of Stewards at access areas who can give early reports via radio of vehicles giving concern or proceeding through road closures.
- The use of physical barriers at access areas to keep all but authorised vehicles at a safe distance. Full consideration was given to the installation of physical barriers and balanced against the requirements of planning regulation and fire safety risk assessment. It is deemed appropriate to install physical barriers at access areas. The barriers are able to be moved by the Stewards to allow access to authorised vehicles in the state of an emergency. All unnecessary entrances are closed to prevent authorised access.

Our planning incorporates seven key instructions applicable to most incidents, which are covered in more detail in the next part of the plan:

1. Do not touch suspicious items.
2. Move everyone away to a safe distance.
3. Prevent others from approaching.
4. Communicate safely to staff, visitors and the public.
5. Use hand-held radios or mobile phones away from the immediate vicinity of a suspect item, remaining out of line of sight and behind hard cover.
6. Notify the police.
7. Ensure that whoever found the item or witnessed the incident remains on hand to brief the police.
8. Once the event is in operation on the Wednesday unauthorised vehicles (unless the emergency services) are not permitted access to the event area or allowed to park next to event entrances.

The best way to manage the hazards and risks to the event is through good practice coupled with vigilance and well exercised contingency arrangements.

Security and Search

All Tavistock Town Council staff and supporting consultants must wear identification passes during the event.

Prior to the event opening, Tavistock Town Council arrange for a Responsible Person (s) with local knowledge to assist the Safety Consultant in conducting a visual search of the event area (as referenced within the emergency plan) to look for suspicious items and identify anything unusual. If a vehicle is parked within the traffic restricted area and arouses any suspicions, the incident must be reported to the Police, Responsible Persons (WS, BH) and Raynet Communications. Stewards must note the location and vehicle registration mark.

Throughout the course of the event at frequent but irregular intervals, Stewards will conduct further searches of their designated zones.

Should a suspicious item be found, use the HOT protocol to inform your judgement:

Is it **HIDDEN**

- Has the item been deliberately concealed or is it obviously hidden from view?

Is it **OBVIOUSLY** suspicious

- Does it have wires, circuit boards, batteries, tape, liquids or putty like substances visible?
 - Do you think the item poses an immediate threat to life?

Is it **TYPICAL**

- Is the item typical; of what you would expect to find in this location?

Any activity &/or items which raises suspicion must be reported immediately to the Police, the Responsible Persons and Raynet Communications, followed by the 4C's protocol

CONFIRM *the item is suspicious*

- If the item is assessed to be unattended rather than suspicious, examine further before applying lost property procedures
- However, if **HOT** leads you to believe the item is suspicious, apply the 4Cs

CLEAR the immediate area

- Do not touch it
- Take charge and move people away to a safe distance. Even for a small item such as a briefcase move at least 100m away from the item
- Keep yourself and other people out of sight of the item. It is a broad rule, but generally if you cannot see the item then you are better protected from it
- Think about what you can hide behind. Pick something substantial and keep away from glass such as windows and skylights
- Cordon off the area

COMMUNICATE

- call 999, followed by the Responsible Persons and Raynet Communications

Do not use mobile phones or radios within 15 metres of suspicious item

CONTROL *access to the cordoned area*

- Staff and members of the public should not be able to approach the area until it is deemed safe
- Try and keep eyewitnesses on hand so they can tell the police what they saw

Housekeeping

Good housekeeping is an important part of the events security regime and helps to reduce the opportunity for placing suspicious items as well as minimises false alarms and hoaxes. Good housekeeping includes:

- Regularly emptying litter bins/receptacles throughout the event
- Keeping public and communal areas (exits, entrances, lavatories etc.) clean, tidy and well lit
- Removing items that could be used as a weapon (e.g. poles, street furniture etc.)
- Ensuring TTC staff understand their role and responsibilities
- Ensuring TTC staff know how to report suspicious behaviour and are aware of the emergency procedure
- Prior to and during the event checking the content and condition of first aid kits, fire extinguishers etc.
- Ensuring TTC staff are aware of any contingency plans in the event the site becomes unusable
- Ensuring activity/site layout does not impact upon evacuation routes, assembly areas, exits or entrances

Major events may be targeted by terrorists or extremists because of the large crowds of people in attendance. They also offer the group or individual the opportunity for publicity by events being televised or subject of media attention. The vast majority of threats are hoaxes designed to cause alarm and disruption. As well as the rare instances of valid bomb threats, terrorists may also make hoax bomb threat calls to intimidate. While many bomb threats involve a person to person phone call, an increasing number are sent electronically using email or social media applications.

All such communications, no matter how implausible the threat may seem, are a crime and should be reported to the police by dialling 999, followed by the Responsible Persons and Raynet Communications. The following advice has been provided by Devon and Cornwall Police

Telephone Bomb Threat

- Stay calm and listen – alert a colleague to call 999, followed by the Responsible Persons and Raynet Communications
- Allow the caller to speak uninterrupted
- Obtain as much information as possible about the caller, including the callers number if possible
- Try to get the caller to be precise about location and timing of the alleged bomb and who they represent
- Write down what is said, what location is being targeted and how. Record the message if possible
- After the call dial 1471 to obtain the caller number where possible

Email Bomb Threat

- Do not reply, forward or delete a bomb threat made via email
- Call 999, followed by the Responsible Persons and Raynet Communications
- Note the address and print off a hard copy
- Preserve all web log files – as a guide 7 days prior and 48 hours after the receipt of the threat message

Social Media Bomb Threat

- Do not reply, forward or delete a bomb threat made via email
- Call 999, followed by the Responsible Persons and Raynet Communications
- Note which application has been used and any username/ID

In all cases complete the “Actions to be Taken on Receipt of a Bomb Threat” checklist (please see appendix H) and avoid revealing details about the incident(s) to the media or through social media without prior consultation with police.

Suspicious Behaviour

This includes, but is not limited to:

- **Unusual Items or Situations:** A vehicle is parked in an odd location, a package/luggage is unattended, a window/door is open that is usually closed, or other out of the ordinary situations occur.
- **Eliciting Information:** A person questions individuals at a level beyond curiosity about a buildings purpose, operations, security procedures and /or personnel, shift changes etc.
- **Observation/Surveillance:** Someone pays unusual attention to facilities or buildings beyond a casual or professional interest. This includes extended loitering without explanation (particularly in concealed locations); unusual, repeated, and/or prolonged observation of a building (e.g. with binoculars or video camera); taking notes or measurements; counting paces: sketching floor plans etc.

What to do

- If someone's behaviour appears suspicious then act without delay
- If safe to do so, approach the person acting in a suspicious manner and ask them to account for their actions – begin with a friendly – can I help you?
- Be confident, be polite but challenge them if you can
- If you are not satisfied with their answers report to the police, Responsible Persons and Raynet Communications

****You cannot spot a terrorist from their appearance, age, ethnicity, gender or clothing. You can identify and report suspicious behaviour****

****Remember any activity &/or items which raises suspicion must be reported immediately to the Police, the Responsible Persons and Raynet Communications****

Section 3

3.1 Role of the Responsible Persons

Effective organisation of the Fair is essential to manage safety properly and control risks. The aim of the organiser is to ensure the safe operation of the fair by taking overall responsibility for the management of the risks. The Responsible Person appointed to organise and co-ordinate all aspects of the Tavistock Town Council areas of the Fair is Wayne Southall (WS) and he will be available throughout the event. Cathy Aubertin and Honey Foskett are the appointed Responsible Persons for West Devon Borough Council for the areas including the Bus Station and Bedford Car Parks. WS will keep CA informed of any emergency situations in the TC areas of the event that could have a bearing on WDBC parts of the Fair.

For arrangements for the Fairgrounds on the Bus Station and Bedford Car Parks see Appendix G.

WS will be assisted by the Rebecca Hadfield, Deputy Responsible Person, who will assume the responsibilities of the Responsible Person if WS is not available.

WS and RH will be available on site from 07.30am – 9.00pm on Tuesday 9th October and from 06.30am – 11.00pm on Wednesday 10th October. WS & RH are contactable 24 hours per day on their respective phone numbers Tuesday 9th and Wednesday 10th October.

- The Responsible Person will be responsible for all decisions regarding the organisation of the event but may delegate duties to
 - The Safety Consultants
 - The Stewards
- The RO will meet with the other Authorities and Emergency Services at the Safety Action Group meeting and liaise with them, in particular regarding -
 - Road Closures
 - Times when access is available to erect stalls and rides
 - Times by which the streets must be vacated
 - Operating times and restrictions
 - The arrangements to ensure safe access for emergency vehicles
 - Advise them of the operating procedures in place for reporting incidents and dealing with minor incidents
 - Seek from them local contact names and numbers
- The RO will be responsible for organising
 - Stewards and instructions
 - Pre Fair inspections
 - Setting out the site
 - Safety during the event
 - Formulating the emergency procedures
 - Identifying emergency escape routes
 - Arranging first aid cover throughout the fair
 - Ensuring that traders attending fair comply with the requirements
 - Responding to any emergencies
- The Responsible Person will need to:
 - identify any control measures needed to avoid or reduce risks to the public and employees;
 - have a policy in place for organising, planning, monitoring, controlling and reviewing activities that affect the safety of people on the site.
- While individual controllers have overall responsibility for the safe operation of their attractions, the organiser needs to make sure that the actions of these controllers do not affect the overall safety of the site. The RO will take reasonable steps to ensure that individual controllers have complied with their duties under this guidance.

The organiser has the authority to take any necessary action to ensure the safety of the public if it is apparent that a controller is failing to do so.

- The RO will be on duty during the event set up and while the event is open and must ensure:
 - stewards have been trained in the appropriate action to take if there is an emergency (Note: roles & responsibilities & event briefing stewards a week prior to the event and on the Monday of the event)
 - that people with specific responsibilities in emergencies are readily identifiable by conspicuous clothing or marking (identified using hi-vis tabards in yellow with senior personnel in orange)
 - access and escape routes are identified and make these known to stewards and to the emergency services and others involved with the fair
- The RO will ensure that Stewards have been prepared to identify what needs to be done with regard to:
 - transport and access, e.g. for park and ride transport and emergency vehicles;
 - emergency situations, including evacuation, which could arise from:
 - fire or explosion
 - failure of an attraction
 - severe weather conditions
 - overcrowding or crowd disturbances
 - any other reasonably foreseeable emergencies, which will depend on the – nature, size and location of the site.
- The RO will ensure the appropriate emergency procedures are in place for the duration of the fair with a written emergency plan. This will be made available to the emergency services and will include:
 - a list of those with allocated responsibilities and their contact details;
 - stewarding arrangements
 - liaison arrangements with emergency services
 - emergency routes
 - evacuation procedures;
 - contact details for the relevant emergency services;
 - a layout plan of the site including areas of the fair, first aid arrangements & position of the control centre
 - Liaison with Park and Ride providers Stagecoach and operators Tavistock Lions and Tamar Lions
- The layout of the fair is planned so that:
 - risks arising from the site such as fire spread from adjacent properties or contact with overhead power-lines, are minimised
 - there are no points where channelling the public could lead to dangerous overcrowding in an emergency.
 - there is sufficient space to allow access for emergency vehicles (including n access to fire hydrants), at the same time as the public is evacuated.
 - That exit routes are suitable for people with disabilities or families with children and pushchairs; re: Equality Impact Assessment 2018, to include disabled ramps at Drake Statue and Spar and the provision of mobility scooters, located at Drake Statue and Pannier Market
 - there are safe distances between attractions and perimeter walls, fences etc.
 - the motion and passenger clearance envelopes of amusement devices is acceptable
 - the public are segregated from dangerous moving parts or areas of danger
- The RO will check before the fair starts that all controllers have current insurance and that for each device there has a current Declaration of Operational Compliance (DOC) from a registered inspection body.
- To manage the Fair effectively the RO will
 - be available on site, or be represented by a deputy, whenever the site is open to the public;

- establish a means of communicating with controllers, the public and the emergency services via radio communications and mobile backup;
 - make sure that fire and other safety checks are carried out and that a system for raising the alarm is in place and fire escape routes are unobstructed
 - ensure there are no obvious hazards (e.g. deteriorating ground conditions)
 - ensure emergency instruction notices are displayed
 - ensure fire-fighting equipment is available.
- The RO will monitor the Fair to ensure that safe conditions are maintained in and around the attractions throughout the day by
 - monitoring attractions
 - checking for overcrowding and re-routing the public if necessary
 - keeping all routes, including emergency routes, clear and well signposted
 - monitoring the condition of the site, particularly housekeeping and that waste paper and other flammable materials are not allowed to accumulate where they may be a source of danger;
 - checking that the layout stays as planned
 - Finally, the RO will review the effectiveness of procedures at the end of the fair, use the findings in future planning and include a review of effectiveness of the organisation

3.2 Role of the Safety Consultants

The Consultants will advise and support TTC. Their Role includes inspection of the fair ground devices prior to the Fair and advising the Responsible Person on the following issues:

- An event safety plan covering
 - Emergency Procedures
 - Evacuation of the guests, showmen and staff on the Fairground Check as far as is feasible on the assembly of rides and clearances to buildings
 - That overhead cables are sufficiently high in relation to emergency vehicles
- Deputise for the Responsible Person in the distribution of Emergency Procedure Notices
- Pre fair inspection
 - Checks for compliance with the Conditions of Let that were sent to each stall holder and device owner.
 - He will advise the RO where the specific requirements established for emergency routes at the fair, are not met.
 - Advise the RO. If there is a failure of any “operating envelopes” for devices.
 - Check for any likely problems with –
 - Overhead Cables, Awnings, Hoardings, Trees, Planting & Hanging Baskets, Access to properties, Soft Ground
 - Record any problems to the RO
 - Monitor for any instability that could result in a collapse or failure of a stall, kiosk or ride,
 - Where there is a change to the device that normally attends, check that the new ride does not constitute a risk of:
 - contact with overhead hazards,
 - require additional space that might restrict circulation areas,
 - intrude into the operating space of other devices
 - Check for badly executed repairs, poor quality packing, badly positioned packing or lack of packing that threatens the rides stability
- Operating checks – Any irresponsible actions will be recorded and reported to the RO immediately.

3.3 Role of Stewards

This is a copy of the relevant part of the guidance document given to Stewards which sets out their role.

● **Your Role**

Your role is to ensure the public are not put at risk. You must read this Safety Handbook before the Fair. It is specific to the Fair that is about to take place and WS has put a great deal of effort into getting this right; we expect the same from you.

- Fair Control Centre –Located in Russell Street. If it is necessary to move the Fair Control Centre, all stewards and emergency Stewards will be informed by the RO.

● **Duties**

Your duties are simple but must be taken seriously. If you are a Steward you will wear the High Visibility jacket/waste coat at all times. This is not so much for your protection as to ensure the Public can identify you!

Your first and principal duty is to the safety of the public. This is more important than anything else. However you must not put yourself at risk.

Familiarise yourself with the layout of the fair and particularly the section in which you are located, especially:

- Exit routes for the public
- Routes for emergency vehicles
- Any special restrictions
- Study the plan provided

● **Emergencies**

- Incidents can include anything from a fire in an adjacent building to a lost dog. Details of all incidents should be telephoned immediately to the Responsible Person or his deputies. You will all be provided with an emergency summary sheet that will detail telephone numbers and procedures. The Responsible Person will give you instructions and you must follow them. Each zone is manned throughout site set up and the event with Tavistock Town Council stewards, supported by RAYNET personnel.

● **If you become aware of an emergency**

- Phone the emergency services giving clear information and answering their questions accurately
- Inform Raynet and the RO (all communications in an emergency must be through Raynet)
- If necessary pass on information to the public and ride operators.
- Consider the needs of members of the public with special needs and assist them. Special needs include both physically and mentally disabled, young children in prams and buggies, and elderly with walking sticks and frames.
- Direct the public away from any emergency towards an appropriate evacuation route. If someone refuses to follow your directions, try to find out why because they may know something you don't. But don't waste too much time it is more important to assist the mass of people and not to argue with one individual.
- As necessary, ask showmen to close their rides, though it may be advisable to keep generators running to provide lighting
- Avoid panic and unnecessary alarm. Be particularly mindful of young children and the infirm, who can be at risk when large numbers of people are trying to move quickly.
- Avoid, where possible, directing people towards an exit near the emergency, and try to avoid congestion of emergency routes that will be utilised by arriving emergency vehicles (ambulances, fire engines etc.).
- In the event of a fire, or collapse of a ride, it will be necessary to close a section of, if not the entire, Fair at least for a while. Advice must be sought from the emergency authorities and our Fairground Safety Consultant before that area is re-opened.
- Should a member of the public be seriously injured, any ride involved in the incident will be close immediately. The injured person will not be moved before a competent person has confirmed that it is safe to do so.

- **Preventative measures**

- Monitor over-crowding and be prepared to take appropriate action to ensure the safety of the public or those with special needs in an emergency
 - Ensure there is no build up of litter
 - Immediately investigate any disturbance or incident
 - You will also be expected to use your experience to identify any incidents at an early stage. This will always be an advantage and may enable the Responsible Person to take action before an issue becomes serious.
-
- **Fire** - This could be a stall fire, an amusement device or a house adjacent to the Fair. Follow the Responsible Persons instructions for the evacuation of the area, those summarised in the steward's handbook. The objective is to evacuate the public without obstructing the routes that will be used by the emergency services – Fire, Ambulance and Police. If the evacuation is slow and you can hear the emergency service close by, be prepared to direct the public to stand on the footways or in stalls, so that the route is clear for the emergency vehicles. Then continue to move the public away from the scene. Remember – it is your job to move the public to safety, not to get involved in fighting a fire at this stage.
-
- **Amusement Device Failure** – Telephone Tony Mogford on 07815844186 and follow his instructions. The machine must be closed and made safe. Depending on the nature of the failure, it may be necessary to close a section of the fair or the adjacent machines. Nothing will be re-opened until the Responsible Persons or Tony Mogford gives their approval which will probably be after an Inspection and approval by an ADIPS Registered Body.
-
- **Violence and Obscene Behaviour**– There are a number of types of violence – verbal, mental, or physical. You will advise the Responsible Person immediately. Move the Public to safety; ensure children are not distressed or abandoned. If the Violence is not yet physical you may be able to intervene and separate the parties. Try to understand what happened and calm the parties. If the violence is physical call the Police and check the Responsible Person is aware. Concentrate on moving the public back and discouraging them from inflaming the situation. If you spot any offensive weapons, glass bottles, knives, staves etc. phone the Police immediately. Keep the suspect in view. Ensure the public are not at risk. Do not put yourself at risk. Update the Responsible Person.
-
- **Bomb Threat** – if you receive a bomb threat, try to obtain as much information as possible – Why? Where? Who? When? Listen for accents, background noises etc. Inform the Police by calling 999 immediately and follow their instructions. Then telephone the Responsible Person . Follow the instructions of the Police
-
- **Suspicious packages** – Do not move or open it if you are the least bit suspicious. Then check quickly with people in the immediate area. Call the Police and then the Responsible Person . Evacuate the area and wait for the Police or the Bomb Disposal Squad and take instructions from them.
-
- **Lost Child / Vulnerable Adults** – There are two aspects of this policy
 - **A child / vulnerable adult who has been lost** - Parents/guardians approach you to advise that they have lost their child / a vulnerable adult. Record the details on the forms in the back of your hand book. Advise the Parents / guardian to contact the Police and check at the lost child / vulnerable adult station – at the Fair Control Centre in Russell Street. Signage, re: lost children and directional arrows are displayed throughout the event infrastructure.
 - **A child / vulnerable adult who is lost and is brought to you** - A child / vulnerable adult who is brought to your attention and is separated from its Parent/Guardians
 - Ensure you are not alone with the child / vulnerable adult
 - Complete the form in the back of your handbook.
Use the resources available to you, PA Systems etc., to try and locate the parents / guardians.
If found, proof of identity must be sought from the parents. If the child is reluctant to go with the collecting adults, report the matter to the police and ask them to attend.
If the parents cannot be found the child must be handed over to the police or to the Fair Control Office in Russell Street.

- **Injuries**

- All minor injuries which occur on Goose Fair Day should be treated by the St John Ambulance crew or the paramedics at Russell Street.
- Three First Aiders from Tavistock Town Council will be on duty for the event
- St Johns Ambulance will have ambulances on site – one in Russell Street and the second in located in Plymouth Road as per Map FAC1.
- SWAST will have a paramedic ambulance located in Russell Street
- In the event of a more serious condition:
- Do not try to move the patient and, if they are standing, get them to sit or lie down
- Keep the patient warm
- Do not let them go to sleep
- Keep the patient talking
- Apply pressure to staunch any bleeding.

*****CALL THE EMERGENCY SERVICES on 999 AND ADVISE THE RESPONSIBLE PERSONS AND THE CONTROL CENTRE*****

- Answer questions clearly, stating exactly where you are
- Stay with the patient and do not try to move them unless to leave them where they are would involved even greater risk of injury (i.e. approaching fire, possible collapse of equipment)
- If a ride or device was in any way associated with injury, close the device and ensure nothing is altered.

- **Fire**

- It is a condition of attending the Fair that all stalls, kiosks, and rides must have fire extinguishers readily available. Our consultant will be checking all devices. If you find a fire extinguisher is not present, inform Raynet immediately.
- One of the three essentials for any fire is the availability of a fuel. One ready source that poses a high risk in any public area is the rubbish and detritus that collects in areas that are not readily accessible (NB the Kings Cross underground fire started in rubbish under the escalator). All stall, ride or device controllers must remove rubbish, including paper, plastic bottles, wrappers etc., under and around stall, kiosk or rides periodically during the day. If necessary, you must remind operators of the need to carry out this duty.
- All rubbish must be bagged and safely stored in a suitable area for approved disposal. Waste management is undertaken by WDBC.
- Rides and devices must be spaced as required in HSG175 to ensure a reduced risk of fire spread from one device to another.
- If a fire is identified, the standard emergency procedure must be put into operation.

- **Adverse Weather** – The Responsible Person will give you advice. This may be to close all stalls and amusement devices and to remove tilts and covers. Your duty is to ensure all stall holders and controllers in your Zone, comply.

- **Communications** – when you are passing on information or receiving it, it is extremely important that this information is clear and easily understood.
 - State who is calling and why you are calling
 - Where are you calling from
 - What is the message
 - The receiver of the message should confirm that they have received the message
 - If receiving information ensure you have clearly understood the message

- **Monitoring** - Stewards must carry out continuous inspections to ensure the emergency routes are never blocked. They should look for
 - Itinerant traders
 - Food carts
 - Strikers
 - Projecting canopies
 - Projections from rides – fences for inflatables, signs etc.
 - Vehicles
- **Over Crowding** – if stewards identify over crowding, they must inform the Responsible Person immediately. He will discuss and advise. The action may involve restricting access to parts of the fair for a while. You will then advise the public to try other areas of the Fair until the overcrowding has eased. Explain to the public why you are taking this action. The Responsible Person will probably join you.
- **Drugs and Alcohol** - If you suspect the presence of these substances, inform the Police and the Responsible Person . Without putting yourself at risk, consider
 - asking the suspect to leave the Fair.
 - consider requesting the presence of another Steward.
 - Keep the suspect in view.
 - Ensure the public are not put at risk.
 - Ensure you are not at risk.
 - Update the Responsible Person .
 - The sale of legal highs has been prohibited for 2018 as per Rules and regulations amendment
- **Locations** - For 2018, the stewards will be located as follows: (refer to attached zone maps):
 - Wayne Southall RO (TTC) – Floating / Control Centre
 - Rebecca Hadfield RO (TTC) – Floating / Control Centre
 - Ian Lashbrook (TTC) – Floating / Stall Inspections / Control Centre

Zone 1

- Mike Watkin (TTC) – Guildhall, Abbey Bridge, Market Road
- Karl Tait (TTC) – Guildhall, Abbey Bridge, Market Road

Market Road

- James Bell (TTC) – Entrance of Market Road from Duke Street, Market Road

Zone 2

- TBA – Duke Street, Bedford Square
- Royston Hackney (TTC) – Duke Street, Bedford Square

Guildhall Car Park

- Jacqui Orange (TTC) – between Guildhall Car Park, Mini Roundabout and Town Hall
- Alex Snowball (TTC) - between Guildhall Car Park, Mini Roundabout and Town Hall

Zone 3

- Roger Brooks (TTC) – between the Town Hall and the Bus Station
- Phil Toms (TTC) – between the Town Hall and Bus Station

Russell Street

- Martin Searle (TTC) – Length of Russell Street leading from Plymouth Road to West Street
- Sue Welfare (TTC) - Length of Russell Street leading from Plymouth Road to West Street

Zone 4

- James David (TTC) – between the bus station and Alexander Centre
- Dolan Foy (TTC) – between the Bus Station and Alexander Centre

Zone 5

- Ash Eslick (TTC) – between the Alexander Centre and Drake’s statue
- Rob McGechie (TTC) – between the Alexander Centre and Drake’s statue

- David Smith (TTC) - between the Alexander Centre and Drake's statue
- **Zone 6**
- WDBC Bedford car park

Section 4 Risk Assessments

The Hazard – Tavistock Goose Fair

Who is at risk – Residents, Guests, TTC staff, Emergency Personnel, Stall Holders, Showmen, Operators and Attendants

What could happen – Injury, Serious Injury and Death, as a result of inadequate response to emergencies, lack of coordination of response, areas of the Fair being inaccessible, lack of first aid facilities, poor stewarding

Control Measures – The fair will be run in accordance with our safe working practice as identified in this Safety Plan

Risk if the control measures are implemented - Low

Section 5

First Aid Management Plan

Please also refer to the 2018 Traffic Management Plan.

- First aid services will be available throughout Tavistock Goose fair
- There will be a First Aid designation point for St John Ambulance in Russell Street.
- Three fully qualified First Aiders from Tavistock Town Council will be on duty throughout the event
- St John Ambulance will have two ambulances on site and are the co-ordinators of all first aid provisions. Refer to Map FAC 1.
- Additional paramedic cover will be provided by SWAST in Russell Street.
- Appropriate directional signage will be erected re: first aid and lost children
- An air ambulance-landing pad will be established in the Meadows and will remain in place throughout the event.
- Tavistock Hospital will be briefed on the event programme and operating times and have co-ordinated their activities to accommodate variations due to this event.

Introduction

The Event Organisers recognises its duty to protect all present at its event against harm as far as is reasonably possible. It also recognises that an event such as Tavistock Goose fair can attract a large number of people and that existing medical facilities such as Tavistock Hospital may not be able to deal in an emergency. Good organisation and communication between the Town Council and Tavistock Hospital is important.

Medical & First Aid Coordinator

The main medical provider for the event is St John Ambulance, with additional paramedic cover provided by SWAST. For all stages of the event, the medical provision will be managed by the Responsible Person, in co-operation with a named Officer from St John Ambulance. During the Fair the St John Ambulance will co-ordinate all first aid personnel. They will be responsible for the welfare for all first aid teams.

Stewards and helpers can also get first aid from the designated first aiders at the Control Centre.

There will be teams of three first aiders, equipped with a first aid bag, who will roam around the fair and provide assistance where needed.

A medical incident for the purposes of this event is the need to remove somebody to either the first aid point or to hospital from the initial place of first aid treatment.

In the event of a medical incident the First Aid Coordinator will be responsible for informing the Responsible Person of any medical emergencies.

All first aid treatment will be recorded:

- a) as evidence in the event of a legal challenge,
- b) statistical information for use by the authorities
- c) to evaluate and use to improve the Health and Safety of the event.

All accidents / treatment given to organisers, stewards, operatives, helpers and performers will be recorded in the Accident Book kept in the control centre. Traders are responsible their own accident books.

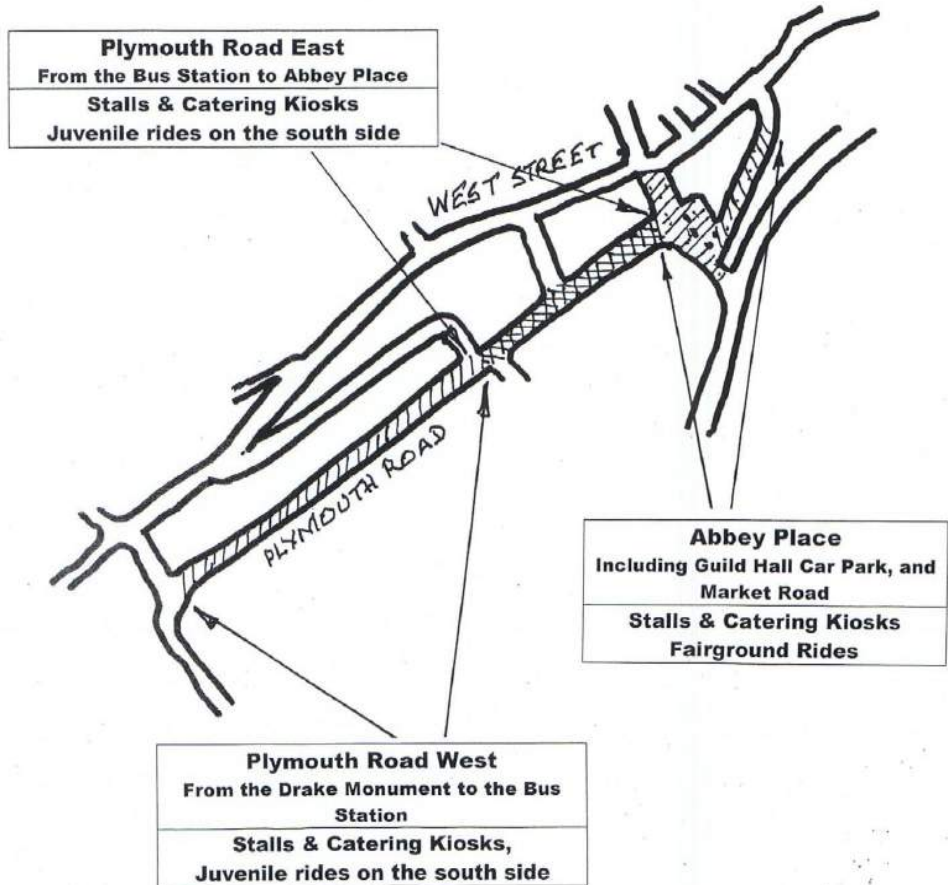
St John Ambulance will treat injuries to visitors, entrants and VIPs at the first aid post. They will follow their own procedures for reporting.

The Responsible Person will request a statistical summary of numbers requiring first aid and their general injury types at the end of the day.

The Responsible Person can be contacted by radio and mobile phone should any urgent healthy and safety issue arise. The Event Organisers will comply with all Reporting of Injuries, diseases and dangerous occurrences Regulations, 2013 (RIDDOR) requirements.

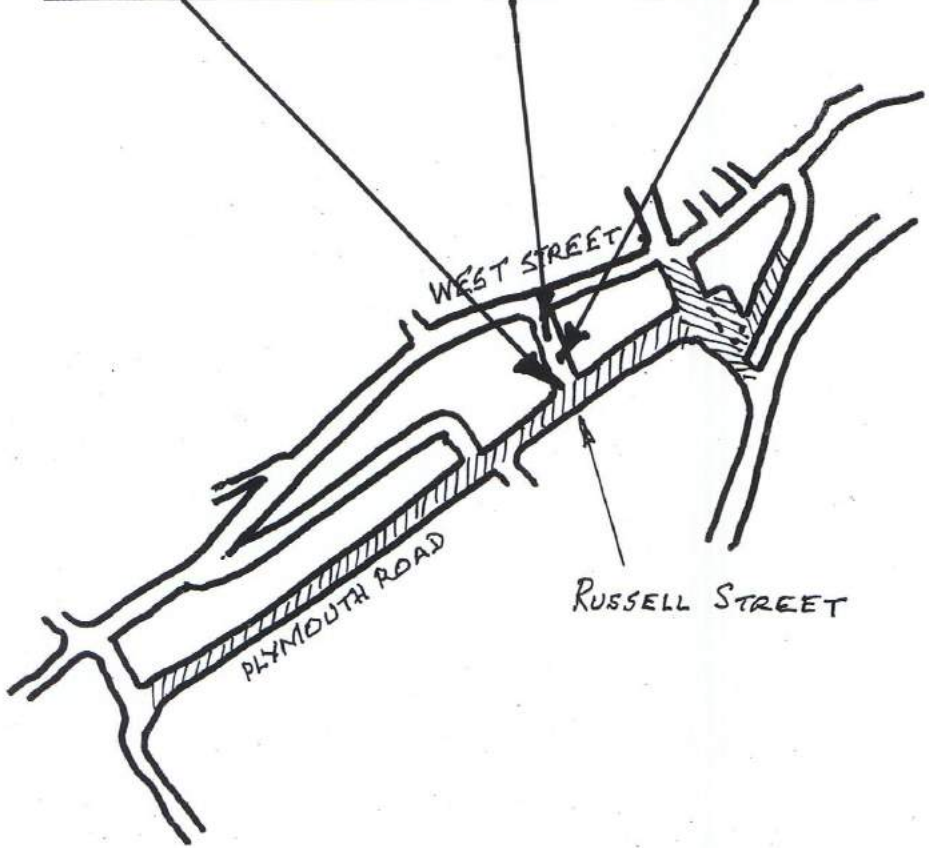
Appendix A – ZONES OF THE FAIR

Tavistock Goose Fair 10 th October 2018	
Responsible person – W Southall	
Areas of the Fair	
Plymouth Road West	From the Drake Monument to the Bus Station
Plymouth Road East	From the Bus Station to Abbey Place
Abbey Place	Including Guild Hall Car Park, and Market Road



Tavistock Goose Fair 10th October 2018

Organiser – Tavistock Town Council		
Responsible person – W Southall		
Raynet communications centre Russell Street – Plymouth Road Jct	Tavistock Town Council Control Centre Russell Street	St John Ambulance and SWAST station, fire and police Russell Street

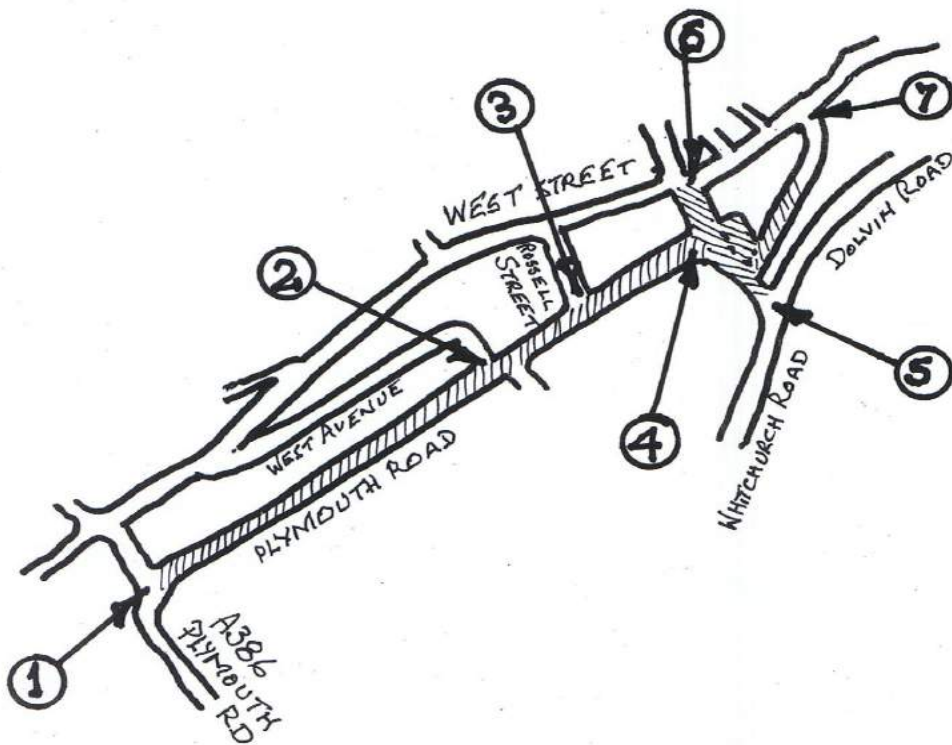


Tavistock Goose Fair 10th October 2018

Responsible person - W Southall

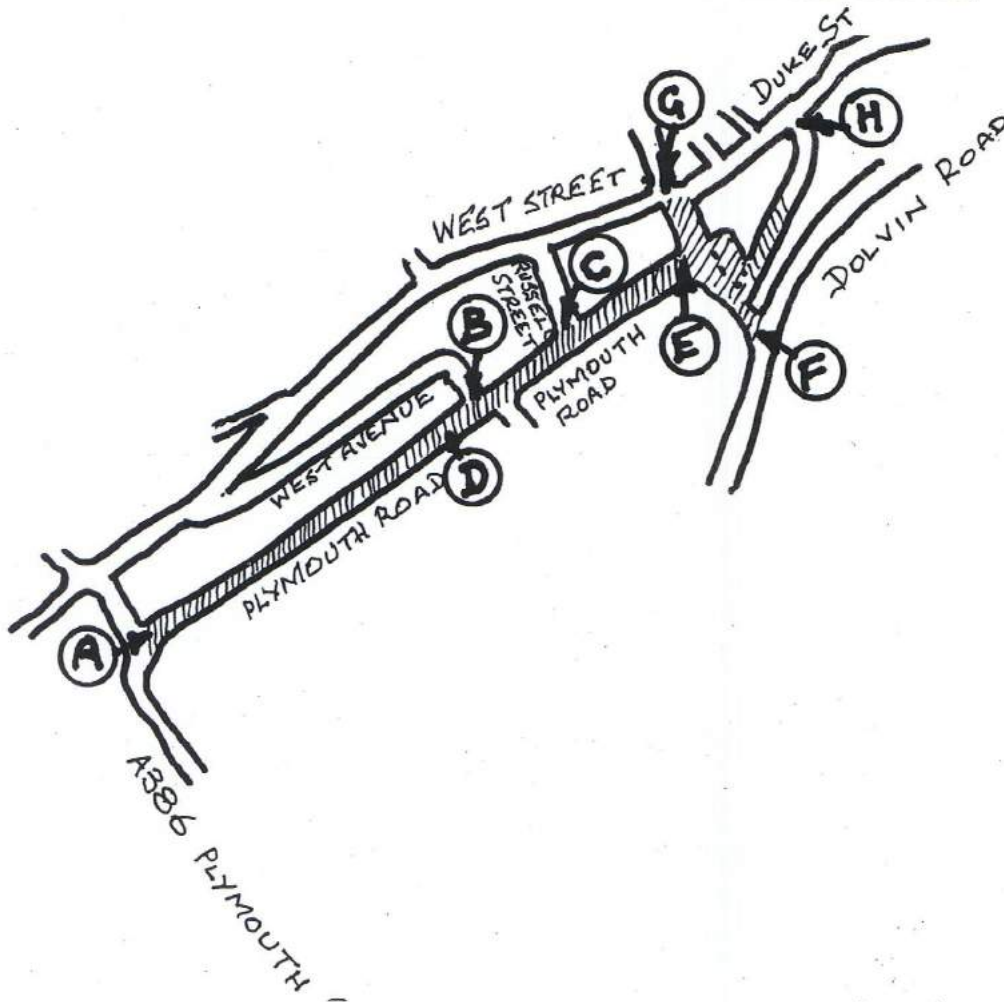
Access Points for Emergency Vehicles

1. Plymouth Road (West End) – from the A386 at the Drake Monument
2. Plymouth Road (Middle) – from West Avenue. (Not suitable for large vehicles)
3. Plymouth Road (Middle) – from Russell Street
4. Plymouth Road (East End) – via Abbey Place
5. Abbey Place/Abbey Bridge/Bedford Square – From the Dolvin Road/Whitchurch Road Roundabout
6. Abbey Place/Abbey Bridge/Bedford Square – From the West Street/Duke Street Roundabout
7. Market Road – Eastern end from Duke Street (Not suitable for large vehicles)



Tavistock Goose Fair 10th October 2018

Organiser – Tavistock Town Council
Responsible person – W Southall
Evacuation Points for Pedestrians
A. Plymouth Road (West End) – into the A386 at the Drake Monument
B. Plymouth Road (Middle) – Into West Avenue.
C. Plymouth Road (Middle) – Into Russell Street
D. Plymouth Road (Middle) – Into the Meadows
E. Plymouth Road (East End) – Into Abbey Place
F. Abbey Place – into Dolvin Road/Whitchurch Road
G. Abbey Place – Into West Street/Duke Street
H. Market Road – Into Duke Street



Appendix B - EMERGENCY PROCEDURES

Tavistock Town Council organise this Fair and have invited you to attend the fair. We expect a 100% commitment to safety from you during the Fair. The following procedures have been developed to ensure the safety of the public and the continued safe running of the Fair. Please follow this code. Amusement Devices must be operated in accordance with HSG175.

If you become aware of an emergency, which may be a:

- Fire
- Structural failure
- Lighting failure
- Bomb threat
- Failure of a ride

OBSERVE THE FOLLOWING PROCEDURES

- Raise the alarm
- If you are operating a ride, stop the ride and evacuate everyone, ensuring they are aware of the emergency and that they leave by the emergency routes.
- Be particularly careful to ensure that all members of the public know the exit route and they do not put themselves at risk.
- Phone for the appropriate emergency service if this has not been done and be sure to give all the details they request.
- Inform the Responsible Person if you suspect he is not aware.
- Contact a steward and offer your services.
- If there is anyone still in danger, inform the emergency services when they arrive.
- Always cooperate with the emergency services and follow their instructions
- If a ride has failed, that ride must be closed and may not be re-opened until it has been checked and approved by an ADIPS registered inspection body.

*****FOR EMERGENCY SERVICES DIAL 999*****

In the event you discover

- Lost children/vulnerable adults
- Violence involving the public
- Anyone who is drunk or on drugs
- Any rowdy or disruptive behaviour
- Any incident that is likely to lead to an emergency

Telephone the Responsible Persons for the event or Raynet at Control Centre on 07790 336362.

INJURY ACCIDENTS

If you discover anyone who is injured or ill:

- Do not move them unless to leave them could result in more injuries,
- Try to keep them calm and warm,
- Call the emergency services and the Responsible Persons (07714 222341)
- Only allow them to move if the injury is minor and the patient is quite sure they can move safely.
- **Your responsibility is to the safety of the public but never put yourself at risk.**

Appendix C - GOOSE FAIR RULES AND REGULATIONS 2018

On day of event all stall holders must provide and display their respective pitch numbers.

1. An appropriate fire extinguisher dependant on your offer must be provided by the stall-holder and this is to be displayed in a prominent position. Failure to comply will result in the stall not being permitted to operate. Fire Risk Assessment forms must be COMPLETED & RETAINED for inspection on every stall under the Trader/Showman's Contracts.
2. Pitches can be restricted to a depth of 10 feet (dependant on location of pitch overhangs are permitted at a maximum of 4 feet).
3. Stalls of greater depth or frontage than that specified will not be allowed.
4. No goods shall be hung or displayed on or in the overhang area unless express permission is obtained from Responsible Person.
5. Names and addresses of Traders must be displayed prominently on the pitch; (members of N.M.F.T. may display their names and the address of N.M.F.T.).
6. 2 foot fire breaks where provided are to be maintained clear of obstruction.
7. Any space allocated is for personal use for the trade specified. Sub-letting and change of trade is not allowed.
8. Any person found to be sub-letting will immediately be removed from the site, as will be the sub-tenant.
9. No space will be let for "mock auctions"; any person so trading will immediately be removed from the site.
10. Stall-holders will be required to produce proof of identity before setting up.
11. No stall-holder shall commence to erect his or her stall before 5.45 p.m. on Tuesday 9th October 2018
12. Any site which has not been claimed by 8.00 a.m. on Wednesday 10th October 2018 (Goose Fair Day) will be re-allocated and any deposit or rents paid will be forfeited.
13. Any amplified music or public address systems used shall be kept to a reasonable volume so as not to cause nuisance.
14. Generators shall not be excessively noisy and shall not exceed 110 volts except where the installation is protected by an approved circuit breaker. A Council representative will be inspecting all installations.
15. Mains electricity from any source is not allowed and no cables are to be attached to lamp posts or other street furniture etc.
16. Insulation of all electricity cables must be in perfect condition and all cables must be safely located.
17. No vehicles, vans etc. will be allowed in the stall areas after 8.00 a.m. and all vehicles shall be removed from the stalls by 8.30 a.m.
18. No vehicles whatsoever shall be allowed to park behind any stall unless specific permission has been granted by the event organiser.
19. No vehicles may be parked in any areas of the Fair not occupied by stalls or Showmen's equipment.
20. All traders' vehicles have been allocated parking in the Riverside car park - £2.00 per day (correct at time of issue, but check on day of parking).
21. Stall-holders to whom the provisions of the Food Hygiene (Markets, Stalls and Delivery Vehicles) Regulations 1966 (Food Traders), will be required to comply with the Regulations in full, including the following which have been requested by West Devon Borough Council:
 - (i) Food businesses preparing and selling cooked food products or foods which require cooking, with the exception of candy floss, may only operate from vehicles or trailers specially designed for the purpose. Any food business found to be preparing and selling cooked food products other than from a vehicle or trailer will immediately be removed from the site.
 - (ii) Food businesses must comply with all food safety requirements of the Council's Environmental Health Officers. Any food businesses found to be contravening these requirements will, unless an immediate acceptable remedy can be found, be similarly removed from the site and will not be allowed to return. Also enclosed, to help you in the above assessment, is a Food Safety Check List which must be returned with your payment.
22. The use of hydrogen-filled balloons is strictly prohibited.
23. The applicants must agree to indemnify the Council against all actions, claims, proceedings, costs, expenses and demands made against the Council as a result of any loss or damage suffered by members of the public by reason of his/her use of trading space. All traders must be covered by Public Liability Insurance, a copy to be included with final payment and this must be displayed and available on the stall on the day of the event.
24. The sale of items of a dangerous (including pellet guns), and legal highs, obscene or illegal nature are forbidden.
25. Failure to abide by all or any of these conditions will prejudice applications for space at future Fairs.
26. The payment of a deposit will not guarantee allocation of ground.
27. Would all stall-holders please note in the case of any emergency, e.g. Fire, Police, Ambulance, when requesting any of these services state Stall No. and Emergency telephone number for Raynet : 07790 336362. All Emergency Services have a copy of the Fair layout to enable them to attend to any such emergencies.
28. The General Manager's decision on the allocation of space and all such matters is final.

Appendix D – SAFETY ADVICE TO CATERING UNITS

This short guidance note is applicable whilst you are at Tavistock Goose Fair and may not be suitable for use elsewhere.

Whilst at Tavistock you will be expected to apply the highest standards of safety. This notice will provide guidance and instructions and must familiarise yourself with and follow these instructions. It is likely that the Fire Service and the Environmental Health Officer will check during the fair.

You must –

- Ensure you gas bottles are not accessible to the public and that no-one can interfere with the valves or the hoses. Gas bottle lockers must be shut and locked.
- Ensure your appliances have a no-flame cut-out
- Have a current Gas-Safe certificate
- Have an appropriate fire extinguisher
- CO2 – for Liquid fires
- Powder – for liquid fires but probably not advisable in a confined space
- Stay with your unit for 30minutes after you have switched of the gas supply to fryers and hot plates in order to reduce the risk of fires from hot substances and surfaces.
- Ensure you fire extinguishers have been serviced or are in date, and that they are readily accessible. (It's no good saying "I know I have one here somewhere")
- Ensure oil that you are not using is stored in flame resistant containers, labelled and securely capped
- Ensure all your staff are aware of these requirements.

You must not –

- Ever use water on a liquid or an electrical fire.
- Change gas bottles unless you are competent to do so.
- Leave oil soaked tea towels in a bin or bunched up together. This can cause a build-up of heat causing them to spontaneously burst into flames. Take them home with you!
- Drain hot oil from your fryer. Wait for it to cool.
- Leave your unit unattended whilst there is hot oil, hot plates or whilst any gas appliance is operating.

If you experience an oil fire

- Wet a tea-towel and throw it over the fire in order to smother it. Do not remove it until the oil has cooled appreciably and there is no risk of spontaneous ignition.

If you have to use the CO2 extinguisher

- Do not catch hold of the trumpet; direct the flow with the small tube that leads to the trumpet.
- Do not direct the CO2 directly at the liquid – this will splatter burning oil and cause a much worse situation.
- Stand well back and try to lay a blanket of CO2 over the oil which will smother the flames.

Ensure you -

- Only tackle the fire if you are competent,
- Remain between the fire and the exit door,
- Telephone the emergency services by Dialling 999 and answer their question clearly and accurately.
- Telephone Wayne Southall on 07714 222341 or Raynet on 07790 336362

Appendix E – TAVISTOCK GOOSE FAIR RISK ASSESSMENT

Minor revisions and improvements have been made to the 2018 Fire Risk Assessment based on consultation with stakeholders and feedback from 2016 Wash-up Meeting and 2016 Operational Meetings (see below).

Date of assessment – 12.10.2016

This Risk Assessment has been prepared by Tony Mogford under the direction and to the requirements of the Responsible Persons Wayne Southall, based on information available and provided by Wayne Southall. This assessment is of the fairground equipment and layout, in relation to the environment. Each device is required by HSG175 and the Showman's Guild to have a device specific Fire Risk Assessment. The purpose of this assessment is to identify the risk to life and property from fire as result of the Fun Fair Tavistock Goose Fair.

This assessment does not address the risk to business continuity as the result of a fire.

The assessment is only applicable to the Fair held in October 2018 and may not be used for any other fair or event and does not constitute any assurance against risk.

This assessment should be reviewed by a competent person by September 2018 or at an earlier time if significant changes have been made or it is considered that the assessment is no longer valid.

Brief description of site and location.

The fair is located in Tavistock and occupies part or all the following streets:

Plymouth Road, Market Road, Abbey Place and Bedford Square

Details of Emergency Services

Tavistock Town Council	01822 613529
Raynet Communications	07790 336362
Wayne Southall (Responsible Person)	01822 616134 07714 222341
Rebecca Hadfield (Deputy Responsible Person)	01822 616134 07714 222346
Air Ambulance	Dial 999
Devon & Cornwall Police	101 – in an emergency call 999
Devon & Somerset Fire & Rescue Service	01752 333600
South Western Ambulance Service	07791412102 / 999
St. John Ambulance Service	01752 364169
Other Organisations	
Devon County Council	0345 1551004
Environment Agency	01822 610437
Stagecoach South West	01752 495221 07860 786161
Market Traders Federation	01226 749021
AA Signs	07917 597023
Raynet Control	01752 500153
Showmen's Guild	01454 228890
South West Water	0800 1691144
Transco Gas	0800 111999
Tony Mogford Consultants	07815 844186
DCC Traffic Enforcement Officer – Darren Clark	07813444434

*****The emergency Services can be contacted by dialling 999*****

What are the Fire hazards? Sources of ignition, Fire Load & Separation. Amusement devices Cooking in Caravans Smoking Open Flame devices Generators Faulty Electrical equipment Arson, Vandals Re-fuelling Lightening Overheating of mechanical components Welding

Amusement Devices:		Yes	No
Is there a current and valid 'Amusement Devices Inspection Procedure Scheme' (ADIPS) certificate for each device on the site and does this include a current electrical certificate?	HSE Guidance requires each device is inspected annually by an ADIPS registered Inspection Body	<input type="checkbox"/>	<input type="checkbox"/>
Is there a current fire risk assessment in place for every device?	There an Industry requirement specified in HSG 175 that each device has a Fire Risk Assessment.	<input type="checkbox"/>	<input type="checkbox"/>
Are all devices, where possible, kept a minimum of 1 metre from adjoining buildings?		<input type="checkbox"/>	<input type="checkbox"/>
Have all canopies and over hangs on any relevant adjoining properties been noted and appropriate measures taken?	Not applicable	<input type="checkbox"/>	<input type="checkbox"/>
Will refuelling be necessary during the event?	Yes. However this will only be carried out when the fair is closed	<input type="checkbox"/>	<input type="checkbox"/>
Is the amount of combustibile material and subsequent fire loading on devices kept as low as possible?	TMA will check where possible sufficient diesel and Gas for the fair in the lorries.	<input type="checkbox"/>	<input type="checkbox"/>
Is there any restriction on smoking?	Not considered possible to enforce on an open site	<input type="checkbox"/>	<input type="checkbox"/>
Is there regular monitoring for vandals and attempts at arson?	Yes	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate warning of electric storms?	The RO will check weather forecasts for indications of electric storms and flooding.	<input type="checkbox"/>	<input type="checkbox"/>
Is welding allowed to repair devices?	Only when the fair is closed and when a hot works certificate has been issued by the RO	<input type="checkbox"/>	<input type="checkbox"/>
Is there a restriction on the use of naked flames on devices and structures?		<input type="checkbox"/>	<input type="checkbox"/>

Comment

- As some of the devices will be closed during the pre-fair inspection it may not possible to confirm the levels of fire loading in all the lorries, although those that have been available in the past were acceptable.
- Information sheets were provided to each controller stating the Organisers requirements for fire safety, particularly with regard to fire loading on generator carrying lorries.

Sources of Oxygen			
Open air			
Sources of Oxygen		Yes	No
Is there any risk from Oxygen other than normal atmosphere	Most rides are in the open air Even enclosed rides such as Fun houses Ghost trains Catering units	<input type="checkbox"/>	<input type="checkbox"/>

	Are well ventilated Inflatable domes are less well ventilated but the fire loading is low		
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Comment

- None

<p>Who is at risk? Showmen and staff Foreign Workers Families of Showmen Visitors and spectators who may be unfamiliar with the layout of the fair Unaccompanied children Special needs – disabled, elderly, Children in prams and buggies</p>

Persons at risk		Yes	No
Have all persons who may be at risk been identified?		<input type="checkbox"/>	
If it is considered that any of these persons are at additional risk, have additional control measures been put in place?	Stewards are advised on the need to consider and assist persons with special needs during an evacuation of the fairground	<input type="checkbox"/>	
Are evacuation routes suitable?	There are no areas where evacuation of the ground uses stairs, narrow doors, or uneven ground surfaces Evacuation routes do require the use of the public highways	<input type="checkbox"/>	
As far as is reasonably practicable are the provisions sufficient?		<input type="checkbox"/>	

Comment

- Stewards have several years experience and they are provided with an instruction handbook
- All stall holders and controllers will be circulated with the Emergency Procedures pertaining to the Fair
- All Stallholders and Controllers will be made aware of their duty to assist disabled, young and elderly in an emergency.

<p>The Risk of fire occurring As a result of Accident Act or omission – lack of maintenance, electrical equipment poorly maintained Deliberate</p>

The Risk of fire Occurring		Yes	No
Is there a significant risk of fire starting as result of an accident	The showmen are experienced and there is limited potential for a fire as a result of an accident. Diesel fuel is widely used in the industry and Diesel presents less of a risk than petrol		<input type="checkbox"/>
Is there a significant risk of a fire starting from lack of maintenance, or omissions	Each device is subject to an independent inspection annually, which considers all aspects including poor maintenance, damage to the equipment and risk from electrical fires Owners of catering units are instructed that they must not leave those devices until hot oils and hot plates have cooled sufficiently that they do not pose a risk.		<input type="checkbox"/>
Is there the potential for a deliberate arson	Controllers monitor their devices at all	<input type="checkbox"/>	

attack on parts of the fair	times they are open. At other times there is the potential for a fire that is deliberately started but the risk is low		
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Comment

- When the fair is closed the risk of a fire starting accidentally or through lack of maintenance is low.

<p>Risk to people</p> <p>Evacuation routes suitable</p> <p>Fire and smoke spread from external sources</p> <p>Fire spreading rapidly between adjacent devices</p> <p>Rapid fire spread between adjacent lorries</p> <p>Smoke spread</p> <p>Impact of device location on evacuation of people</p> <p>Hazardous materials</p>
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Risk to People		Yes	No
Are there sufficient and adequate evacuation routes for the number of people	The adequacy of the evacuation routes has been calculated Stewards have handbooks and they are experienced, the RO and the Stewards will direct the public in an emergency. There are no dead ends within the fair layout	?	
Are there sufficient and adequate access and circulation routes, to and within the fair	Adequacy of routes has been considered, plans have been prepared, There are no dead ends within the fair layout Stewards are located at each entry point to the fair with the sole duty of identifying any approaching emergency vehicles. The RO and the Zone Stewards will be informed and will act accordingly to clear those routes. Stewards will direct the emergency services to any fire. Plymouth Road is long with minimal opportunities for evacuation, other than at either end. The southern side of the road is only lightly developed so that the risk of fire spread to the fair is low. The footway on the northern side is free of stalls and rides. This will provide a refuge for the public if emergency vehicles need to move through the street.	?	
Is there a risk to people from fire and smoke spread from external sources	The routes within the fair are adequate to ensure rapid evacuation of the ground and there are routes in multiple directions. The risk is low.	?	
Is there a risk of fire spreading rapidly between adjacent devices and adjacent lorries	Fairground rides are generally fire resistant. Stalls are covered with lightweight Vinyl tilts. Whilst fire spread from adjacent stalls is possible the vinyl is usually fire retarded and the risk of fire within the device is low. Each device is inspected to ensure there are no high risk issues	?	
Is there a risk that smoke could be an issues	Routes within the fair allow rapid	?	

Inhalation Poor visibility	evacuation and inhalation and loss of visibility is unlikely to be a problem for guests. It is an issue for showmen and emergency services Since evacuation from other rides may not be immediate (Big Wheels) it is possible that safe evacuation could be inhibited All rides have an emergency stop facility.		
Inhibiting the safe evacuation of other rides			
Difficulty in shutting down other rides and making them safe			
Does the location of any rides impinge on any of the access/exit routes to the fair			?
Does the location of any ride impinge on emergency evacuation from the upper storeys of adjacent premises			?
Does the location of any rides impinge on any of the access/exit routes to adjacent properties			?
Are there hazardous materials on the fairground that put people at risk in the event of a fire	Diesel is kept to the minimum that is needed for the duration of the fair Showmen are instructed not to leave their catering units until cooking facilities have cooled Gas bottles will be inspected to ensure they are stable and inaccessible	?	

Comment

- Consideration must be given in future years to providing an emergency fire point in the middle of Plymouth Road

Are emergencies adequately addressed?

Emergency Lighting		Yes	No
Is there any form of secondary or emergency lighting provided to illuminate the relevant areas in the event of a fire?	Street lighting is considered adequate. There is a procedure in place where device controllers will be asked to leave the lighting on, on devices which are sited away from the fire.		?
As far as is reasonably practicable are the present provisions sufficient?		?	

Comment

- In the first instant street lighting should illuminate the exit routes sufficiently.

Fire-Fighting Equipment		Yes	No
Is there sufficient fire fighting equipment provided?	Experience indicates that suitable extinguishers are available on all devices and that the majority will have been serviced recently.	?	
Is the fire fighting equipment provided appropriate for the risk?	Catering units have also got Fire Blankets.	?	
Has it been checked by a competent person in the last 12 months?	Experience indicates that most fire extinguishers are serviced annually	?	
Is the equipment easily accessible?		?	
Have showmen received suitable training in the use of the equipment?	Not all controllers and showmen have received fire training, but they are experienced as a result of many years in	?	

	the industry.		
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Comment

- Catering Kiosks are provided with Fire Safety advice.

Flammable Liquids & Gases		Yes	No
Is the amount of flammables liquids and gas stored with the devices kept to an absolute minimum?	Each stall has a small petrol generator and a quantity of petrol. TMA checks will try to ascertain that the petrol is in suitable containers and is only sufficient for the Fair Showmen and Kiosk operators tend to use Diesel and are instructed that they must not bring more fuel to the fair than they need for the fair.	?	
Are flammables securely stored to prevent unauthorised access?	Where petrol engine small generators are noted, the owners will be questioned about spare fuel and its storage.		
Are flammables items stored away from all sources of heat and ignition?	Showmen are instructed that flammable items such as prizes must not be stored in the same compartment as generators	?	
Are all flammables liquids appropriately labelled and kept in the correct containers with lids suitably closed?	Experience indicates this is so. TMA will check as far as possible	?	

Comment

- A Fire Log Book covering the organizers requirements in regard to these issues will be provided to each controller
An inspection will be carried out in the morning of the Fair day, of as many stall holders as possible, to identify any non compliance with the above.

Electrics		Yes	No
Have all electrical installations been installed by a competent electrical engineer in accordance with the current regulations?	It is possible that older devices have been designed and installed to older editions of the British Standard. The risk is considered acceptable.		?
Is suitable 'Protection' afforded to all electrical installations?	It is a requirement of the Showman Guild that all devices are	?	
Are all electrical appliances suitably inspected by a competent electrical engineer in accordance with the current edition of the relevant regulations and is appropriate certification provided?	Inspected annually in accordance With HSG175 and that they have Current DOC and that stalls and Catering kiosks have an annual Electrical Inspections. Many Market stalls will not have any Inspection or testing. TMA will Carry out a visual inspection.	?	

Comment

- An inspection will be carried out in the morning of the Fair day, of as many stall holders as possible, in an attempt to identify and high risk issues.

Gas		Yes	No
Have all gas installations been installed by a competent 'Gas Safe' engineer in accordance with the current regulations?	Some gas installations in older catering Kiosks may not have been installed by Gas Safe or Corgi Engineers but it is a current requirement that they are inspected annually by a Gas Safe Engineer.		?
Are the installations suitably inspected by a competent 'Gas Safe' engineer in		?	

accordance with the current edition of the relevant regulations and is appropriate certification available?			
Is adequate ventilation provided for all gas appliances?	Experience shows that this is generally the case	?	

Comment

- Fire Safety advice is given to each Catering Kiosk

Refuelling		Yes	No
Is all gas cylinder replacement carried out only when the fair is closed?	It is possible that gas supplies will be changed during the fair if the supply runs out		?
Is refuelling carried out when the fair is closed?		?	
Is refuelling and gas cylinder replacement carried out in the open air or in well ventilated areas away from sources of ignition?	Generally not carried out on site		

Comment

- Advice has been given to each Kiosk operator on the necessity for a competent person to carry out this operation.

Combustible Waste and Rubbish		Yes	No
Are fire-resistant bins of suitable size and quantity provided throughout the fair for the disposal of combustible waste and rubbish?		?	
Are rubbish bins positioned away from sources of heat and ignition?		?	
Are there procedures in place to ensure that all rubbish is removed regularly?		?	
Are there procedures in place to ensure that no rubbish is allowed to accumulate on, in, under and around devices?	Advice given to each stallholder during the fair	?	

Comment

- Next year more comprehensive advice must be given to stallholders in advance of the fair

Smoking materials – Misuse and careless use		Yes	No
Is smoking prohibited in or on the devices (including members of staff)?		?	
Is 'No Smoking' signage provided at access points to the devices?			?
Is smoking allowed on the fairground	We do not believe it is possible or practical to ban smoking in open places		?

Comment

- None

Contractors and maintenance staff – Safe working		Yes	No
Are all persons employed on the fairground adequately trained in Health and Safety issues?	Showmen are conversant with Health and Safety issues and monitor their staff closely		?
Is there a 'Hot Work Permit' procedure in place?	Hot Works are not usually carried out on the fairground. If they are required supervision by an ADIPS registered Engineer is required	?	

	and he will ensure safe working practices are followed The Stewards have the Hot Work Safe Working Practice and Hot Works Permits.		
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Comment

- Details of this requirement will be provided to all ride controllers

Is there adequate means of escape?

Means of Escape		Yes	No
Are alternative escape routes provided from all locations on the site?	The layout of the fair is designed so that no 'Dead End Conditions' exist.	<input type="checkbox"/>	
Are routes maintained so that they are always unobstructed?	Procedures are in place to ensure routes do not become obstructed. Stewards will carry out periodic inspections to ensure escape routes have not been obstructed.	<input type="checkbox"/>	

Comment

- See the assessment of evacuation widths below

Fire Safety Signs & Notices		Yes	No
Are 'Fire Action Notices' provided throughout the site?	Fire notices and procedures are placed on all devices by H&S advisor.	<input type="checkbox"/>	
Are notices available to indicate the location of fire-fighting Equipment?	Each device has at least one appropriate fire extinguisher		<input type="checkbox"/>

Comment

- An early morning inspection checks that each stall and kiosk knows the location of its fire extinguishers.

Means of Raising the Alarm		Yes	No
Is there a procedure in place for alerting members of the public in the event of a fire?	Procedures are in place and documented Each stall kiosk and device is given details of these procedures	<input type="checkbox"/>	
Is there a procedure for alerting stewards and the Responsible Persons in the event of a fire?	Procedures are in place and documented Radios are used and mobile phone numbers are listed in the handbook	<input type="checkbox"/>	
Is there a procedure for alerting the Fire and Rescue Service in the event of a fire?	Procedures are in place and documented	<input type="checkbox"/>	
Is there provision to identify fires at an early stage during the night when the fair is closed?	The Responsible Person confirmed that Fairground personnel pass through the street frequently through the night	<input type="checkbox"/>	
As far as is reasonably practicable are the provisions sufficient?		<input type="checkbox"/>	

Comment

- None

Is there adequate access for Emergency vehicles?

Access		Yes	No
Is it agreed that a 3.0 metre wide minimum 'Access for Emergency Vehicles' route be maintained through the site		<input type="checkbox"/>	
Are suitable procedures in place to ensure persons are evacuated away from the access			<input type="checkbox"/>

routes in the event of a fire?			
Are procedures in place to ensure that immediate access is available to all fire hydrants?	It is believed that all fire hydrants are accessible	?	
Are procedures in place to ensure that immediate access is maintained to any foam inlets and/or other fire fighting provisions in adjacent properties?	Not applicable		?

Comment

- Although a 3.3 metre route is maintained in the majority of locations there are instances where access by Fire Appliances requires a degree of skill. The route through the fair is driven and approved by the Fire Service prior to the fair opening.
- Consideration is given to the Fire Fighting Provisions in adjacent premises. However care is taken not to obstruct any areas that are likely to be safety critical
- Where possible consideration is given to the Fire Fighting Provisions in adjacent premises and action is taken to not obstruct any areas that are likely to be safety critical.

Are there adequate arrangements for management of fire safety?

Emergency Action Plan (EAP)	
Is there an agreed EAP for the site <i>If so does it cover the following</i>	Yes
The action of fair staff in the event of a fire	Yes
How people will be warned of a fire	Yes
How the evacuation is carried out	Yes
Identification of escape routes	Yes
Fire-fighting equipment provided	No However each stall, kiosk, amusement device and generator has fire fighting equipment so that throughout the fair there is an appreciable capacity to fight fires
How the Fire and Rescue Service is called and who is responsible for doing so	Yes
Access for the emergency vehicles	Yes
Liaison with the Fire Service	Yes

Training/Awareness of fire safety issues	Yes	No
Is fire safety included in the induction training for all showmen and staff attending the fair?		?
Each stall holder and controller is required to complete a site Fire Safety Risk Assessment	?	
Is there an on-going fire safety training programme		?
? The action to take on discovering a fire	?	
? How to raise the alarm	?	
? The action to take on hearing an alarm	?	
? The arrangements for calling the fire service	?	
? The evacuation procedures	?	
? The type of fire fighting equipment available on site		?
? How to use the available fire-fighting equipment		?
? The importance of general fire safety and good housekeeping	?	

Comment

- There is no Fair specific fire safety training.
- Each Controller owns appropriate fire fighting equipment but has no knowledge of the equipment on other devices.

Is there adequate maintenance of Fire Safety Provisions?

Maintenance of	Adequate	
	Yes	No
Escape routes		
Are checks carried out every two hours or as appropriate to ensure the availability of access and escape routes (Competent member of staff)	?	
Fire safety signs & notices		
Are checks carried out to ensure all fire safety signs and notices are in place and readable (Competent member of staff)	?	
Fire warning system		
Are checks carried out on the fire warning system (PA system) to ensure it is maintained in working order (Competent member of staff)		?
Emergency lighting system		
Are tests carried out on the secondary/emergency lighting system (As indicated above) to ensure it is maintained in working order (Competent member of staff)		?
Fire fighting equipment		
Are pre-event checks carried out on the fire fighting equipment to ensure its is in working order and available (Competent member of staff)	?	
Are annual tests carried out on the fire fighting equipment to ensure it is maintained in working order (Service provider)	?	
Records		
Are all relevant tests, checks and inspections recorded in a Fire Safety Log Book		?
Where tests, checks and inspections are carried out by external service providers, are certificates provided	?	
Checks during the morning of the Fair are carried out to ensure Fire Extinguishers have been serviced and are available quickly.		

Calculation to verify the adequacy of the escape routes

Risk Level – Low

Escape time – 10 minutes

Exit Flow Rate – 109 persons/m/min

Plymouth Road occupancy – 8000

Abbey Place/Guildhall Car Park – 3000

Bus Station – 500

Bedford car park – 3000

This is a complex situation because of the length of Plymouth Road, the attractions in Abbey Place, Bedford Square and the Bedford Car Park

Location of the fire	At the western end of Plymouth Road	
Area under consideration	Plymouth Road from the Drake Monument to West Avenue	
Other areas contributing	None	
Width required	5000/109x10 4.6m	
Widths available	Discount the western end of Plymouth Road at West Avenue Pedestrian Entrance to the Meadows = 2m West Avenue = 3m Total = 5m	
Is this satisfactory?	Marginal – see final comment	
<p>Comment</p> <p>At a point just west of West Street, the number of people trying to leave the area will be 5000 and the width of Plymouth road and the footway is 4.5m. This is marginally less than required.</p> <p>If the Fire Service try to access the fire from the eastern end of Plymouth Road and their response is in less than 10 minutes, people will be trapped in Plymouth Road between the fire and the approaching fire appliance. The Public will have the facility to step onto the footway (pavement) in order to let the appliance pass but this will be heavily congested.</p> <p>It is clearly extremely important that attendance by the fire service from the east along Plymouth Road should be avoided.</p> <p>Raynet must be given explicit advice on the way they advise the emergency services.</p>		
Location of the fire	Plymouth Road – midway between the Drake monument and West Avenue	
Area under consideration	Plymouth Road at the Drake Monument Plymouth Road near West Avenue	
Other areas contributing	None	
Width required	2500/109 x 10 = 2.29m	
Widths available	4.5m	
Is this satisfactory	Yes	
<p>Comment</p> <p>The Fire tender would have to approach the fire through a street containing people.</p> <p>2500 people would require 2500/109 x 4.5 m = 5 minutes to clear the street</p> <p>This was considered acceptable.</p> <p>See final comment</p>		
Location of the fire	In front of the Bus Station in Plymouth Road	
Area under consideration	Plymouth Road to Abbey Place	
Other areas contributing	The fair in the Bus Station – however it is assumed they would leave in a northerly direction along West Avenue	

Width required	3000/109 x 10 = 2.752m	
Widths available	3m	
Is this Satisfactory	Yes	
Comment		
None		
Location of the fire	Bedford Car park	
Area under consideration	Plymouth Road	
Other areas contributing	Bedford Car Park – occupancy assumed to be 3000 If 25% of those leave via the Meadows or the Path beside the River the 2250 will leave via Canal Road and into Plymouth Road and they will split evenly between Plymouth Road west and Plymouth Road East.	
Width required	Plymouth Road West – (5000 + 1125)/109 x 10 = 5.6m Plymouth Road East – (5000 + 1125)/109 x 10 = 5.6m	
Widths available	Plymouth Road West is 3m + 1.5m footway + 2 m into the meadows = 6.5m Plymouth Road East is 3m + Russell Street 3m = 6m	
Is this acceptable?	Marginally See final comment	
Comment		
<p>Note – this is not a Fire Risk Assessment of the Bedford Car park. This assessment has merely considered the implications of a Fire on the areas of the Fair organised by the Town Council. Individually both routes appear to be acceptable but we are aware that the fire tender will need to use these routes to access the Bedford Car Park.</p> <p>A Risk Assessment must be completed for these Car Parks and the Bus Station by the Organisers.</p> <p>If the emergency services take more than 10 minutes to attend there is no significant pedestrian/fire appliance conflict. However if the fire service attend in less than 10 minutes, regardless of the route they use, there will be issues.</p> <p>There is the opportunity in some circumstances for the Public to stand on the footways to allow Emergency Vehicles to pass.</p>		
Location of the fire	Bedford Car Park	
Area under consideration	Abbey Place junction with Dolvin Road	
Other areas contributing	Bedford Car Park, Plymouth Road and Abbey Place from Plymouth Road to Dolvin Road	
Width required	Junction with Dolvin Road Plymouth Road East - 3000 Bedford Car Park - 1250 Bedford Square and Abbey Place – 3000 Total 7250 Assume a 50/50 split north/south 3625 in either direction The path beside the river - 750 In total at Dolvin Rd Junction 4375 Width required = 4375/109 x 10 = 4.1m	
Widths available	Abbey Place – 3m Market Road – 2m In total 5m	
Is this acceptable	Marginally	
Comment		
See final comment		
Location of the fire	Bedford Car Park	

Area under consideration	Abbey Place junction with Duke Street	
Other areas contributing	Bedford Car Park, Plymouth Road and Abbey Place from Plymouth Road to Duke Street	
Width required	Junction with Duke Street Plymouth Road East - 3000 Bedford Car Park - 1250 Bedford Square and Abbey Place – 3000 Total 7250 Assume a 50/50 split north/south 3625 in either direction In total at Duke Street Junction 3625 Width required = $3625/109 \times 10 = 3.3\text{m}$	
Widths available	Abbey Place – 3m Footway against the Guildhall 1m In total 4m	
Is this acceptable	Marginally	
Comment		
See final Comment		
Final Comment		
<p>The escape route widths are marginally acceptable but they do fail to take account of the effect of a Fire Appliance trying to access the fire against the flow of pedestrians.</p> <p>The only control that the Town Council have is that Stewards can direct the Public to an appropriate exit route. If it was possible for the Fire Service to agree the route they were proposing to use to access various areas of the fair this could make it significantly easier to evacuate the public and provide safe access for the fire service.</p> <p>For instance – if Fire appliances accessed the Bedford Car Park, and the middle section of Plymouth Road from Russell Street, it would be possible to clear the middle of Plymouth Road and Canal Road very quickly knowing where the Appliance was approaching from.</p> <p>It is understood that circumstances can arise where appliances from other areas have to attend a fire and these might not be aware of the arrangements in place. However their attendance in less than 10 minutes is unlikely and in 10 minutes the area should be clear.</p> <p>These considerations are beyond the scope of this assessment but I do feel they need to be addressed.</p>		

Tavistock Goose Fair

Fire Action

Area Requiring Attention	Action By
<ul style="list-style-type: none"> All premises adjacent to the fair will be circulated to advise the occupants of the presence of the fair and to ask for their cooperation in an emergency 	TTC
<ul style="list-style-type: none"> All stall holders and controllers will be circulated with the Emergency Procedures pertaining to the Fair 	TM to provide emergency procedure information
<ul style="list-style-type: none"> Fairground Personnel will be made aware of their duty to disabled, young and elderly in an emergency. 	TTC – to provide Stewards Manuals
<ul style="list-style-type: none"> All controllers were given safety requirements to reduce fire loading. 	TM to carry out random checks prior to and during the fair
<ul style="list-style-type: none"> Information sheets will be provided to each kiosk advising on Fire Safety requirements. 	TM to provide
<ul style="list-style-type: none"> Experience indicates that suitable extinguishers are available on all devices and that the majority will have been serviced recently. 	TM to check where possible
<ul style="list-style-type: none"> The quantity of petrol on a fairground is minimal. Where petrol engine, small generators are noted, the owners will be questioned about spare fuel and its storage. 	TM to check where possible and require improvement if necessary
<ul style="list-style-type: none"> An information sheet covering the organizers requirements in regard to Fire Safety issues will be provided to each stallholder and controller 	TM to provide emergency procedure information
<ul style="list-style-type: none"> An inspection will be carried out prior to the Fair opening, of as many controllers as possible, to identify any non compliance with the safety requirements. 	TM to carry out
<ul style="list-style-type: none"> Hot Works are not usually carried out on the fairground. If they are required supervision by an ADIPS registered Engineer is required and he will ensure safe working practices are followed. The RO has been informed. 	TM to provide emergency procedure information TM to provide RO with an appropriate permit RO will require all Controllers to inform him if welding is intended
<ul style="list-style-type: none"> Procedures are in place to ensure routes do not become obstructed. 	TM to provide Stewards with details of their duties
<ul style="list-style-type: none"> Stewards are appointed to assist in any emergency evacuation. 	TM to provide Stewards with details of their duties
<ul style="list-style-type: none"> Stewards will carry out periodic inspections to ensure escape routes have not been obstructed. 	TM to provide Stewards with details of their duties
<ul style="list-style-type: none"> Each device has at least one appropriate fire extinguisher 	TM to check where possible
<ul style="list-style-type: none"> Fire notices and procedures are placed on all devices. 	TM to provide emergency procedure information
<ul style="list-style-type: none"> Procedures for raising the alarm are in place 	TM to provide emergency procedure information
<ul style="list-style-type: none"> Most procedures are in place and documented 	TM to provide emergency procedure information
<ul style="list-style-type: none"> The Responsible Person has confirmed he will respond to any concerns expressed by the Fire Service. 	RO to react accordingly to any concerns.

Further Comments
Following this year's fair it would be beneficial to assess the effectiveness of the policies and procedures to identify any shortfalls. This should be scheduled in time to implement any changes for next year.

Deficiencies to be rectified
<ol style="list-style-type: none"> 1. Any concerns expressed by the Fire Officer must be addressed or at least discussed with a view to finding a solution. 2. Any concerns expressed by the Fire Officer will be considered by RO. 3. At this planning stage we are not aware of any Fire Hydrants that are covered by amusement devices. Any concerns expressed by the Fire Officer will be discussed with a view to finding a solution 4. All device owners will be reminded that fire extinguishers should be tested annually. 5. In the future all device operatives should receive suitable fire training. 6. Next year the Rules and requirements will be extended to cover excessive spare fuel being brought to the fair. 7. the requirement to keep the area around the stall or device free from rubbish will be addressed in the Rules and Requirements 8. Hot works Certificates <ul style="list-style-type: none"> • TMP TO IDENTIFY EMERGENCY ROUTES IN THE EVENT WITH A MIN OF 14FT CLEARANCE AND TURNING CIRCLES. (Refer, appended document) • PUBLIC WALKWAY ALTERATIONS TO INCREASE CAPACITY FOR CROWD DISPLACEMENT AT IDENTIFIED PINCH POINTS NEAR BEDFORD HOTEL, INFRONT OF TOWN HALL AND ENTERING CANAL ROAD. (Actioned)

Following discussions with Devon & Somerset Fire & Rescue Service it was agreed that an alternative route for emergency vehicles via Vigo Bridge (access to Zone 2) be implemented and this was adopted by Goose Fair Operations Group on 24.09.15.



Tavistock Goose Fair

STEWARDS HANDBOOK

Wednesday 10th October 2018

Tavistock Town Council Safety Plan

Contents

1. Fair details
2. The Role of the Steward
3. Emergency procedures
4. Plans and Schedules

1. Organisation of Tavistock Fair

Tavistock Goose Fair is an historic Fair organised by Tavistock Town Council.

Control Centre

Tavistock Town Council event Control Centre will be sited in Russell Street, which will be manned continually by TTC staff.

Communications

Communications for the fair are provided by West Devon Raynet, 302 Tavy House, Devonport, Plymouth, tel 01752 500153 and 07790 336362 (contact - Ian Harley). Raynet have provided these services for several years. The communication centre is set up in Russell Street and is clearly visible.

Emergency Service Numbers

Emergency Service	Contact No.
Air Ambulance (non-emergency only)	01392 466666
Devon & Cornwall Police	101 – In an emergency call 999
Devon & Somerset Fire & Rescue Service	01752 333600
SWAST	999 and via Raynet
St John Ambulance	01752 364169 / 07798817886

Other Organisations	Contact No.
Devon County Council	0345 1551004
Environment Agency	01822 610437
Stagecoach South West (Francis Church)	01752 495221 / 07860 786161
Market Traders' Federation	01226 749021
Park & Ride	01822 613529
AA Signs	07917 597023
Raynet Communications	07790 336362
Showmen's' Guild	01454 228890
South West Water	0800 1691144
Transco Gas	0800 111999
Tony Mogford Consultants	07815 844186

Tavistock Town Council	Contact No.
Wayne Southall (Responsible Person)	01822 616134 / 07714 222341
Rebecca Hadfield (Deputy Responsible Person)	01822 616134 / 07714 222346
Jacqui Orange (Admin)	01822 616134
Sue Welfare (Admin)	01822 616134
Ian Lashbrook (Senior Steward)	07714222342
Roger Brooks	07912485601
Phil Toms	07999 068404
Alex Snowball	-
Dolan Foy	07473 988200
Robbie McGechie	-
Ed Turner	-

Ash Eslick	-
Mike Watkin	07714 222344
Karl Tait	-
Ross Ayling	01822 617232 / 07872 515174
James Bell	01822 611003
Royston Hackney	01822 612799 / 07774 074228
David Smith	-
Duane Carruthers	01822 611003 / 07387072518
James David	01822617232
Martin Searle	01822 612799 / 07535133414
Out of hours / on call	07714 222343

West Devon Borough Council	
Cathy Aubertin	01822 813600 / 07703 320277
Honey Foskett	07980 011797

2.0 The Role of the Steward

- **Your Role** – Your role is to ensure the public are not put at risk. You must read this safety Handbook before the fair. It is specific to the Fair that is about to take place and Mr Southall has put a great deal of effort into getting this right, we expect the same from you
- Fair Control Centre – Located in Russell Street. If it is necessary to move the Fair Control Centre, all stewards and emergency Stewards will be informed by the RO
- **Duties** – Your duties are simple but must be taken seriously. If you are a Steward you will wear the High Visibility jacket/waste coat at all times. This is not so much for your protection as to ensure the public can identify you!
- Your first and principal duty is to the safety of the public. This is more important than anything else. However you must not put yourself at risk
- Familiarise yourself with the layout of the fair and particularly the section in which you are located, especially:
 - Exit routes for the public
 - Routes for emergency vehicles
 - Any special restrictions
 - Study the plan provided
- **Emergencies**
 - Incidents can include anything from a fire in an adjacent building to a lost dog. Details of all incidents should be telephoned immediately to the Responsible Person or his deputies. You will all be provided with an Emergency summary sheet that will detail telephone numbers and procedures. The Responsible Person will give you instructions and you must follow them.
- **If you become aware of an emergency**
 - Phone the emergency services giving clear information and answering their questions accurately
 - Inform Raynet and the RO (all communications in an emergency must be through Raynet)
 - If necessary pass on information to the public and ride operators.
 - Consider the needs of members of the public with special needs and assist them. Special needs include physically handicapped, young children in prams and buggies, elderly with walking sticks and frames, and mentally disabled.

- Direct the public away from any emergency towards an appropriate evacuation route. If someone refuses to follow your directions, try to find out why because they may know something you don't. But don't waste too much time it is more important to assist the mass of people and not to argue with one individual.
 - As necessary, as showmen to close their rides, though it may be advisable to keep generators running to provide lighting
 - Avoid panic and unnecessary alarm. Be particularly mindful of young children and the infirmed, who can be at risk when large numbers of people are trying to move quickly.
 - Avoid, where possible, directing people towards an exit near the emergency, and try to avoid congestion of emergency routes that will be utilised by arriving emergency vehicles (ambulances, fire engines etc.).
 - In the event of a fire, or collapse of a ride, it will be necessary to close a section of, if not the entire, fair at least for a while. Advice must be sought from the emergency authorities and our Fairground Safety Consultant before that area is re-opened.
 - Should a member of the public be seriously injured, any ride involved in the incident will be closed immediately. The injured person will not be moved before a competent person has confirmed that it is safe to do so.
- **Preventative measures**
 - Monitor over-crowding and be prepared to take appropriate action to ensure the safety of the public or those with special needs in an emergency
 - Ensure there is no build up litter
 - Immediately investigate any disturbance or incident
 - You will also be expected to use your experience to identify any incidents at an early stage. This will always be an advantage and may enable the Responsible Person to take action before an issue becomes serious.
 - **Fire** - This could be a stall fire, an amusement device or a house adjacent to the Fair. Follow the Responsible Persons instructions for the evacuation of the area, those summarised in the steward's handbook. The objective is to evacuate the public without obstructing the routes that will be used by the emergency services – Fire, Ambulance and Police. If the evacuation is slow and you can hear the emergency service close by, be prepared to direct the public to stand on the footways or in stalls, so that the route is clear for the emergency vehicles. Then continue to move the public away from the scene. Remember – it is your job to move the public to safety, not to get involved in fighting a fire at this stage.
 - **Amusement Device Failure** – Telephone Tony Mogford on 07815844186 and follow his instructions. The machine must be closed and made safe. Depending on the nature of the failure, it may be necessary to close a section of the fair or the adjacent machines. Nothing will be re-opened until the Responsible Person or Tony Mogford give their approval which will probably be after an Inspection and approval by an ADIPS Registered Body.
 - **Violence and Obscene Behaviour**– There are a number of types of violence – verbal, mental, or physical. You will advise the Responsible Person immediately. Move the Public to safety; ensure children are not distressed or abandoned. If the Violence is not yet physical you may be able to intervene and separate the parties. Try to understand what happened and calm the parties. If the violence is physical call the Police and check the Responsible Person is aware. Concentrate on moving the public back and discouraging them from inflaming the situation. If you spot any offensive weapons, glass bottles, knives, staves etc. phone the Police immediately. Keep the suspect in view. Ensure the public are not at risk. Do not put yourself at risk. Update the Responsible Person .
 - **Bomb Threat** – if you receive a bomb threat, try to obtain as much information as possible – Why? Where? Who? When? Listen for accents, background noises etc. Inform the Police by calling 999 immediately and follow their instructions. Then telephone the Responsible Person . Follow the instructions of the Police.
 - **Suspicious packages** – Do not move or open it if you are the least bit suspicious. Then check quickly with people in the immediate area. Call the Police and then the Responsible Person . Evacuate the area and wait for the Police or the Bomb Disposal Squad and take instructions from them.
 - **Lost Child / Vulnerable Adult** – There are two aspects of this policy

- **A child /vulnerable adult who has been lost** - Parents/guardians approach you to advise that they have lost their child/vulnerable adult. Record the details on the forms in the back of your hand book. Advise the Parents / guardians to contact the Police and check at the Lost Child / vulnerable adult station – at the Fair Control Centre in Russell Street.
- **A child / vulnerable adult who is lost and is brought to you** - A child / vulnerable adult who is brought to your attention and is separated from its Parent/Guardians
- Ensure you are not alone with the child / vulnerable adult
- Complete the form in the back of your handbook.
Use the resources available to you, PA Systems etc., to try and locate the parents/guardian.
If found, proof of identity must be sought from the parents. If the child / vulnerable adult is reluctant to go with the collecting adults/guardians, report the matter to the police and ask them to attend.
If the parents/guardians cannot be found the child /vulnerable adult must be handed over to the police or to the Fair Control Centre in Russell St

- **Injuries**
 - All minor injuries which occur on Goose Fair Day should be treated by the St John’s Ambulance crew or the paramedics at Russell Street. Three First Aiders from Tavistock Town Council will be on duty for the event. St John Ambulance will have ambulances on site – one in Russell Street and the second in Market Road. SWAST paramedic ambulance will be based in Russell Street.

 - In the event of a more serious condition:
 - Do not try to move the patient and, if they are standing, get them to sit or lie down
 - Keep the patient warm
 - Do not let them go to sleep
 - Keep the patient talking
 - Apply pressure to staunch any bleeding.

- *****CALL THE EMERGENCY SERVICES on 999 AND ADVISE THE CONTROL CENTRE*****
 - Answer questions clearly, stating exactly where you are
 - Stay with the patient and do not try to move them unless to leave them where they are would involved even greater risk of injury (i.e. approaching fire, possible collapse of equipment)
 - If a ride or device was in any way associated with injury, close the device and ensure nothing is altered.

- **Fire**
 - It is a condition of attending the Fair that all stalls, kiosks, and rides must have fire extinguishers readily available. Our consultant will be checking all devices. If you find a fire extinguisher is not present, inform Raynet immediately.
 - One of the three essentials for any fire is the availability of a fuel. One ready source that poses a high risk in any public area is the rubbish and detritus that collects in areas that are not readily accessible (NB the Kings Cross underground fire started in rubbish under the escalator). All stall, ride or device controllers must remove rubbish, including paper, plastic bottles, wrappers etc., under and around stall, kiosk or rides periodically during the day. If necessary, you must remind operators of the need to carry out this duty.
 - All rubbish must be bagged and safely stored in a suitable area for approved disposal.
 - Rides and devices must be spaced as required in HSG175 to ensure a reduced risk of fire spread from one device to another.
 - If a fire is identified, the standard emergency procedure must be put into operation.

- **Adverse Weather** – The Responsible Person will give you advice. This may be to close all stalls and amusement devices and to remove tilts and covers. Your duty is to ensure all stall holders and controllers in your Zone, comply.

- **Communications** – when you are passing on information or receiving it, it is extremely important that this information is clear and easily understood.
 - State who is calling and why you are calling
 - Where are you calling from
 - What is the message
 - The receiver of the message should confirm that they have received the message
 - If receiving information ensure you have clearly understood the message
- **Monitoring** - Stewards must carry out continuous inspections to ensure the emergency routes are never blocked. They should look for
 - Itinerant traders
 - Food carts
 - Strikers
 - Projecting canopies
 - Projections from rides – fences for inflatables, signs etc.
 - Vehicles
- **Over Crowding** – if stewards identify over crowding, they must inform the Responsible Person immediately. He will discuss and advise. The action may involve restricting access to parts of the fair for a while. You will then advise the public to try other areas of the Fair until the overcrowding has eased. Explain to the public why you are taking this action. The Responsible Person will probably join you
- **Drugs and Alcohol** - If you suspect the presence of these substances, inform the Police and the Responsible Person. Without putting yourself at risk, consider
 - asking the suspect to leave the Fair.
 - consider requesting the presence of another Steward.
 - Keep the suspect in view.
 - Ensure the public are not put at risk.
 - Ensure you are not at risk.
 - Update the Responsible Person.

REFER TO ZONE MAPS

- **Locations** - For 2018, the stewards will be located as follows: (refer to attached zone maps):
 - Wayne Southall RP (TTC) – Floating / Control Centre
 - Rebecca Hadfield RP (TTC) – Floating / Control Centre
 - Ian Lashbrook (TTC) – Floating / Stall Inspections / Control Centre
 - **Zone 1**
 - Mike Watkin (TTC) – Guildhall, Abbey Bridge, Market Road
 - Karl Tait (TTC) – Guildhall, Abbey Bridge, Market Road
 - **Market Road**
 - James Bell (TTC) – Entrance of Market Road from Duke Street, Market Road
 - **Zone 2**
 - TBA – Duke Street, Bedford Square
 - Royston Hackney (TTC) – Duke Street, Bedford Square
 - **Guildhall Car Park**
 - Jacqui Orange (TTC) – between Guildhall Car Park, Mini Roundabout and Town Hall
 - Alex Snowball (TTC) - between Guildhall Car Park, Mini Roundabout and Town Hall
 - **Zone 3**
 - Roger Brooks (TTC) – between the Town Hall and the Bus Station
 - Phil Toms (TTC) – between the Town Hall and Bus Station
 - **Russell Street**

- Martin Searle (TTC) – Length of Russell Street leading from Plymouth Road to West Street
- Sue Welfare (TTC) - Length of Russell Street leading from Plymouth Road to West Street

Zone 4

- James David (TTC) – between the bus station and Alexander Centre
- Dolan Foy (TTC) – between the Bus Station and Alexander Centre

Zone 5

- Ash Eslick (TTC) – between the Alexander Centre and Drake’s statue
- Rob McGechie (TTC) – between the Alexander Centre and Drake’s statue
- David Smith (TTC) - between the Alexander Centre and Drake’s statue

Zone 6

- WDBC Bedford car park

● **3.0 EMERGENCY PROCEDURES**

Ensure you are familiar with the area, the escape routes used by the public and the access routes used by emergency vehicles

Familiarise yourself with your duties and the Emergency Plans in this handbook

If you become aware of a “Code Red” situation, which may be a:-

- **Fire, Collapse of a ride, Serious injury or fatality**
- **Bomb Threat**
- **Violence or Riot**

OBSERVE THE FOLLOWING PROCEDURES

- Telephone the emergency services on 999 – answer their questions clearly
- Raise the alarm by contacting Raynet and the Responsible Person on your radio
- Follow their instructions
- If instructed to,
 - evacuate everyone from the area,
 - ensure they are aware of the emergency, that they leave by the emergency routes and that they are not put at risk. .
 - If there is anyone still in danger, inform the emergency services when they arrive.
 - If an emergency does not involve you, contact the Responsible Person for instructions.

In the event you discover

- Lost children/vulnerable adults,
- Fighting
- Anyone who is drunk or on drugs
- Any rowdy or disruptive behaviour
- Any incident that is likely to lead to an emergency

Using your radio contact the Responsible Person or Raynet

INJURY ACCIDENTS

If you discover anyone who is injured or ill

- Do not move them unless to leave them could result in more injuries,
- Try to keep them calm and warm,
- Inform Raynet and the RP using your radio
- Only allow them to move if the injury is minor and the patient is quite sure they can move safely.

Your responsibility is to the safety of the public, but never put yourself at risk.

**4.0 Lost Children/Vulnerable Adults
Report – for a child that has been found**

Location where child was found –
How did you become aware of the child –
Do you know the child's name –
Do you know the name of the child's parents/guardians –
Do you know the child's address –
What was the child wearing –
Who has the child now –
Who brought the child to your attention –

Advise the Responsible Person ASAP

Complete the form and pass it to the Responsible Person ASAP

Report for a child / vulnerable adult that is Lost

Your name

Date and time.....

Location where child / vulnerable adult was lost –
How did you become aware the child / vulnerable adult was lost –
What is the child's / vulnerable adults name –
What is the name of the child's / vulnerable adults parents/guardians –
Contact number for the parents guardian –
What is the child's / vulnerable adults address –
What is the child / vulnerable adult wearing –
Who whom have you reported the loss of the child / vulnerable adult –

Advise the RESPONSIBLE PERSON ASAP

Complete the form and pass to the RESPONSIBLE PERSON or Raynet ASAP

5.0 INCIDENT REPORT FORM

Location within the Fair..... Date.....

Type of issue	Details including details of ride controllers, witnesses etc.	Action Required.

Signature of Steward.....

INCIDENT REPORT FORM

Location within the Fair..... Date.....

Type of issue	Details including details of ride controllers, witnesses etc.	Action Required.

Signature of Steward.....

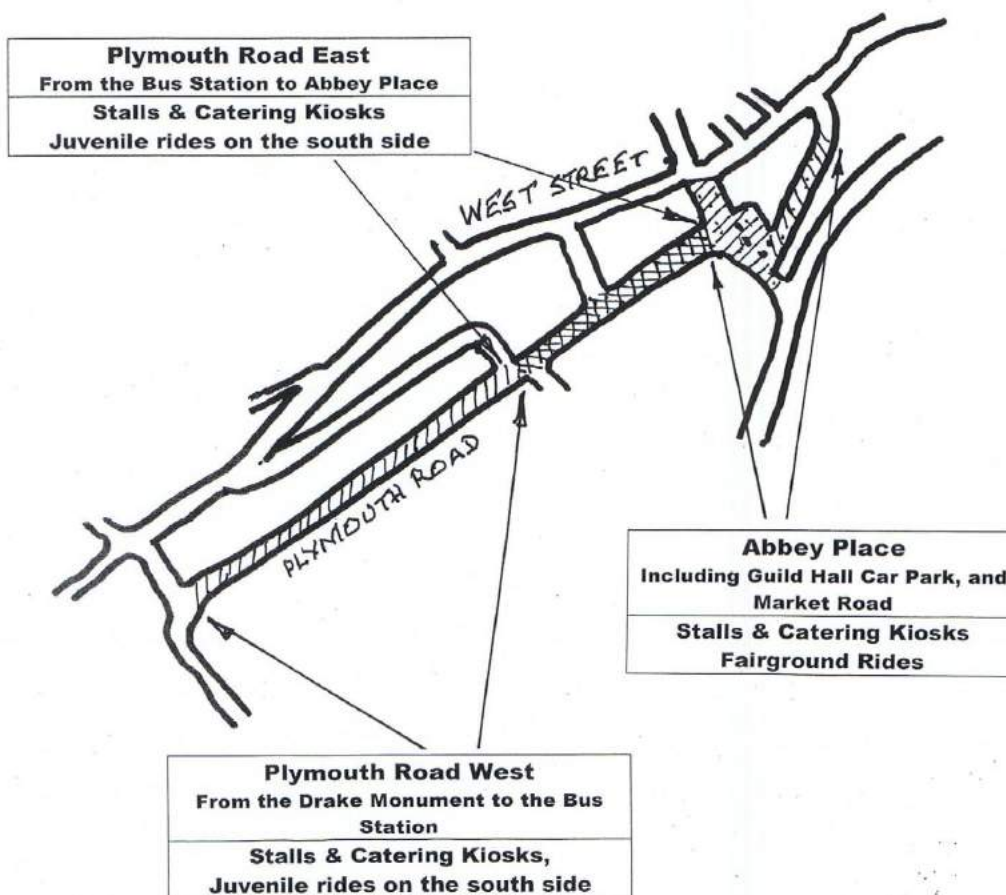
The form must be given to the RESPONSIBLE PERSON at the end of the Fair.

6.0 Plans

Plans

Areas of the Fair
 Access routes
 Exit routes

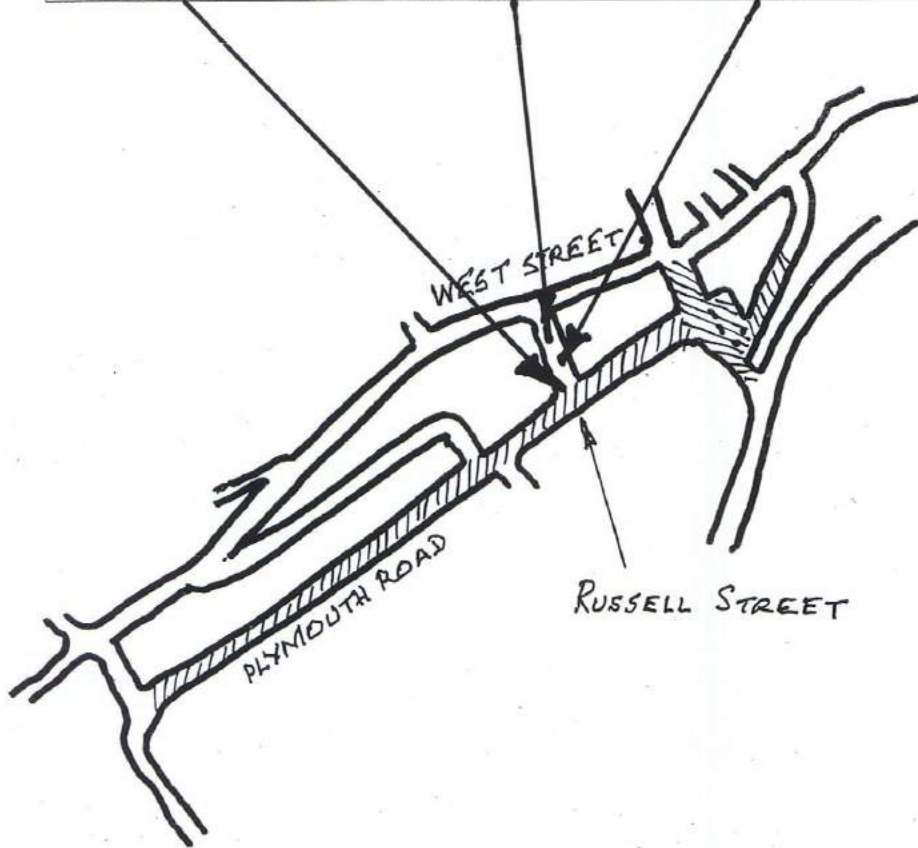
Tavistock Goose Fair 10th October 2018	
Organiser – Tavistock Town Council	
Responsible person – W Southall	
Areas of the Fair	
Plymouth Road West	From the Drake Monument to the Bus Station
Plymouth Road East	From the Bus Station to Abbey Place
Abbey Place	Including Guild Hall Car Park, and Market Road



Tavistock Goose Fair 10th October 2018

Responsible person - W Southall

Raynet communications centre Russell Street - Plymouth Road Jct	Tavistock Town Council Control Centre Russell Street	St John Ambulance and SWAST Station Russell Street
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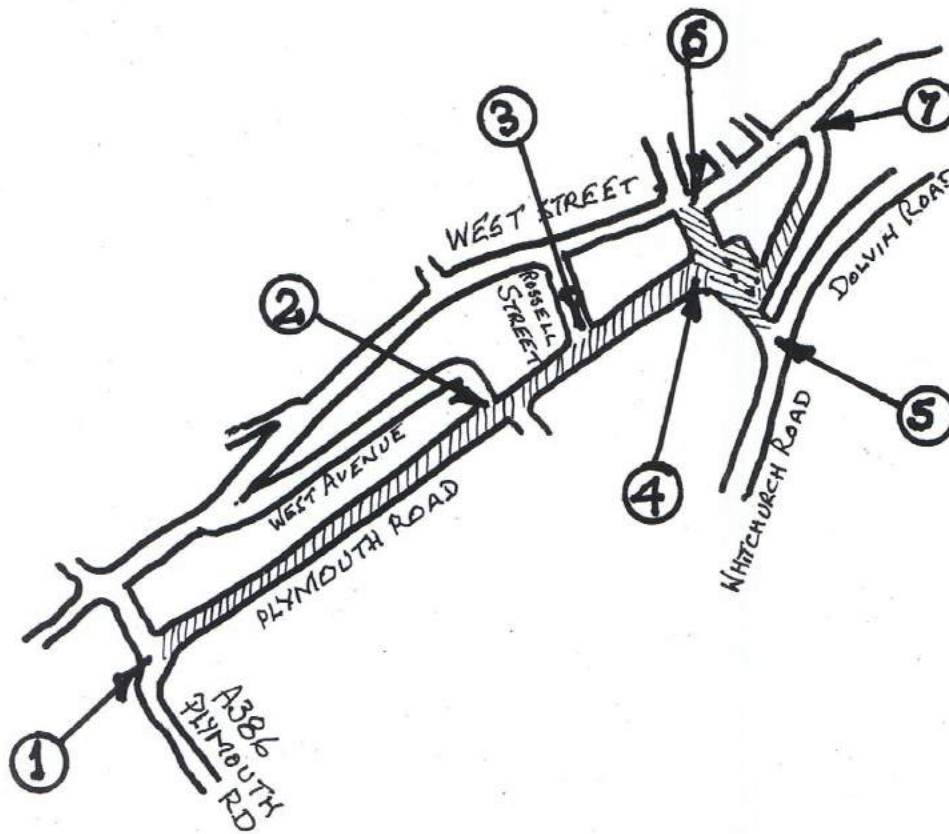
Tavistock Goose Fair 10th October 2018

Organiser - Tavistock Town Council

Responsible person - W Southall

Access Points for Emergency Vehicles

1. Plymouth Road (West End) - from the A386 at the Drake Monument
2. Plymouth Road (Middle) - from West Avenue. (Not suitable for large vehicles)
3. Plymouth Road (Middle) - from Russell Street
4. Plymouth Road (East End) - via Abbey Place
5. Abbey Place/Abbey Bridge/Bedford Square - From the Dolvin Road/Whitchurch Road Roundabout
6. Abbey Place/Abbey Bridge/Bedford Square - From the West Street/Duke Street Roundabout
7. Market Road - Eastern end from Duke Street (Not suitable for large vehicles)



Tavistock Goose Fair 10th October 2018

Organiser - Tavistock Town Council

Responsible person - W Southall

Evacuation Points for Pedestrians

A. Plymouth Road (West End) - into the A386 at the Drake Monument

B. Plymouth Road (Middle) - Into West Avenue.

C. Plymouth Road (Middle) - Into Russell Street

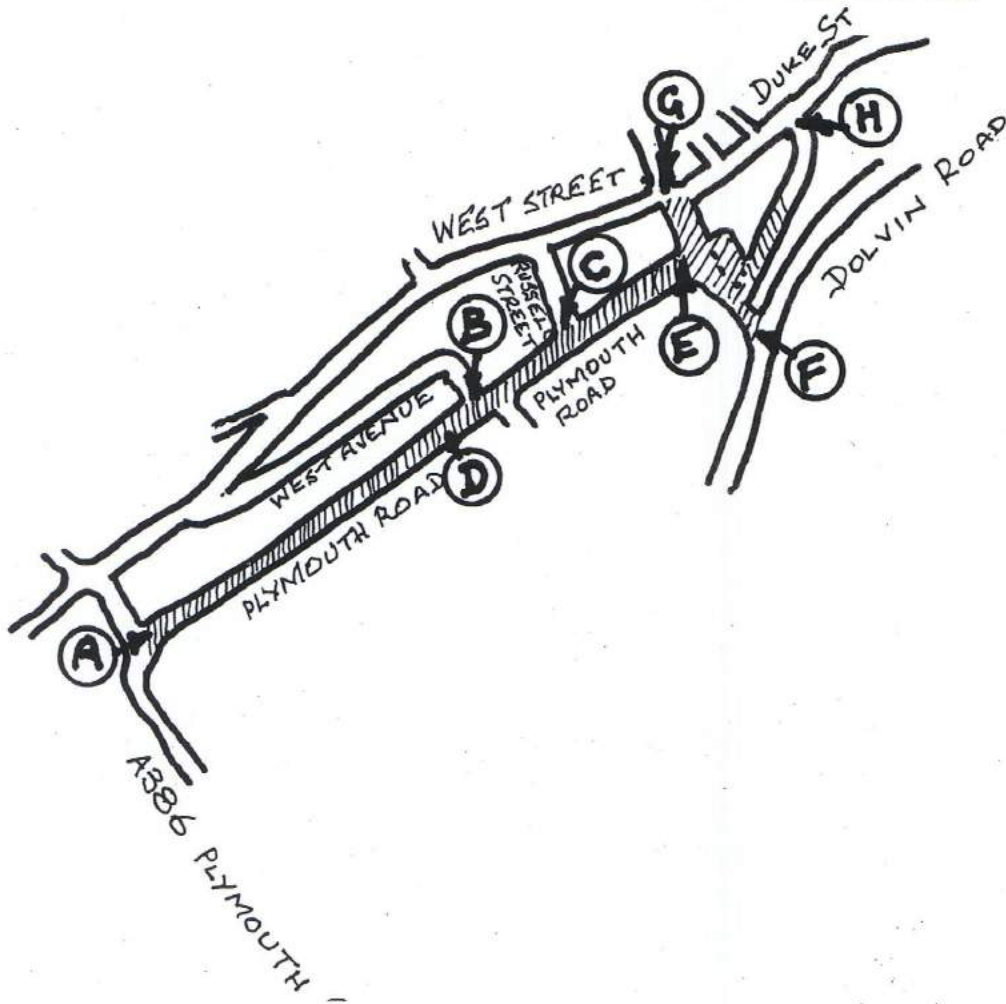
D. Plymouth Road (Middle) - Into the Meadows

E. Plymouth Road (East End) - Into Abbey Place

F. Abbey Place - into Dolvin Road/Whitchurch Road

G. Abbey Place - Into West Street/Duke Street

H. Market Road - Into Duke Street



Appendix G –FAIRGROUNDS (Bedford Car Park and the Bus Station)

Fairground Organisers:

West Devon Borough Council will provide licences to occupy the land for the fairgrounds in Bedford Car Park and Tavistock Bus Station.

- Fun fair organised by David Rowland in Tavistock Bus Station
- Fun fair organised by Tommy Rowland in Bedford car park

Fairground organisers in the Bedford Car Park and the Bus Station will be required to:

- a. Be responsible for all health and safety matters arising from the use of the Land
- b. Comply with HSG 175 (Fairgrounds and amusement parks: guidance on safe practice) especially in respect of spacing requirements in respect of tying down/ballasting inflatables
- c. Comply with the Health and Safety requirements specified by the Council and issued herewith
- d. Cooperate and comply with all instructions and requirements made by the Risk Health and Safety Advisor and his appointed representative relating to all health and safety matters.
- e. Access must be made available throughout the Fair site and the Fairgrounds for emergency service vehicles
- f. The Fairground Organisers must provide full and immediate access throughout the whole site for any emergency vehicles.
- g. Provide the Risk Health and Safety Advisor at least 14 days before the fair opens the following:
 - i) All site plans showing layout of rides, access and egress for emergency service vehicles,
 - ii) a copy of the Public Liability Insurance certificate for each ride
 - iii) a copy of the Test Certificate for each ride
 - ii) Copies of all Risk Assessments relating to these rides

The Fairground Organisers will take responsibility for the ground layout, erection, testing, maintenance and operation of their own sites. They will provide the Council with their phone numbers and details of someone authorised to deputise for them in an emergency. They will provide details of the devices they intend to bring to the fair, to the Councils. They will take the necessary measures to ensure they are equipped to deal with any emergency such as:

- The ride stopping in an unexpected position
- Fire
- Loss of power.

They will allocate sufficient resources to ensure the safe operation of the devices.

EMERGENCIES

Every stall holder, refreshment kiosk operator and fairground device/ride operator will be given an emergency procedure notice, to display on the device throughout the fair.

Access must be made available throughout the Fair site and the Fairgrounds for emergency service vehicles.

The Fairground Organisers, if they require the attendance of the emergency services, must ensure that they can guide the vehicles through with minimal delay

EMERGENCY PROCEDURES

- Any official facing an emergency situation should contact the relevant emergency service and the control centre/ emergency contact number immediately, giving clear information of the location and extent of the emergency.
- Inform your line manager immediately.
- Keep the public back or start evacuating the area, as appropriate.
- Seal off the area and only re-open when advised by emergency service that it is safe to do so.
- If appropriate, ask fairground organisers and ride attendants to terminate all rides and music immediately and, using their PA system, start to direct the public towards the exit routes. If necessary, instruct the termination of all rides.
- Avoid, where possible, directing people towards an exit near the emergency, and try to avoid congestion of emergency routes that will be utilised by arriving emergency vehicles (ambulances, fire engines etc.).
- Try to avoid panic and unnecessary alarm. Be particularly mindful of young children and the infirmed, who can be at risk when large numbers of people are trying to move quickly.
- All showmen will be expected to realise that their first obligation is to the safety of the public and that this must be first in their mind when planning a course of action.
- In the event of a fire, or collapse of a ride, it will be necessary to close a section of, if not the entire, fair at least for a while. Advice must be sought from the emergency authorities and the health and safety advisor before that area is re-opened.
- Should a member of the public be seriously injured, any ride involved in the incident must be close immediately. The injured person must not be moved before a competent person has confirmed that it is safe to do so.
- Do not, under any circumstances, alter, change or disguise any of the issues relevant to the incident. Wait for the HSE or the RESPONSIBLE PERSON 's approval before re-opening the ride.

FIRE

All ride or device controllers must have fire extinguishers readily available for every ride or device. One of the three essentials for any fire is the availability of a fuel. One ready source that poses a high risk in any public area is the rubbish and detritus that collects in areas that are not readily accessible (NB the Kings Cross underground fire started in rubbish under the escalator). All ride or device controllers must remove rubbish, including paper, plastic bottles, wrappers etc., under and around ride or device periodically during the day. If necessary, officials will remind operators of the need to carry out this duty.

All rubbish must be bagged and safely stored in a suitable area for approved disposal.

Rides and devices must be spaced as required in HSG175 to ensure a reduced risk of fire spread from one device to another.

If a fire is identified, the standard emergency procedure must be put into operation.

FIRE SAFETY

REFUELLING

NOTE: wherever possible sufficient fuel should be placed in the generator to permit it to run for the period the opening of the fair to the closure.

- Refuelling from bulk tankers, for devices and rides, must be kept to a minimum, and controllers are requested to liaise with other showmen to minimise the number of suppliers and deliveries.

- Refuelling must only be carried out using established safe procedures, i.e. funnels for small quantities of fuel transferred from cans to fuel tanks, pumps and hoses for larger quantities.
- No refuelling will be permitted whilst the ride or device is in operation.
- No bulk tankers will be allowed on site whilst the fair is open to the public.
- Operators should be aware that static electricity could build up between the source (the can) and the receptacle (the fuel tank). This can cause a spark, leading to a fire or explosion. When carrying out this operation, always ensure contact between the source and the receptacle, i.e. the can must be in contact with the funnel, which must be in contact with the fuel tank.
- Mobile phones can cause static electricity, which can also lead to an explosion where fuel fumes are in the atmosphere. Mobile phones must be switched off or placed elsewhere during refuelling.
- All cans or barrels must be firmly and adequately capped and lashed. In the event that authority officials discover any that are open or, in his opinion, inadequately secure, he may require their removal from the ground.

SWAG (is a soft toy and other items given to a game winner can be small swag, big swag).

- Whilst swag is not, in itself, hazardous, the quantities of foam and plastic, from which most of the items are made, constitute a serious problem in the event of a fire.
- It is, therefore, a requirement that swag is not stored in the same compartment as a generator or fuel.
- This may cause some inconvenience but, because of the more serious implications of a possible fire, this rule will be strictly enforced.

PETROL

- Only two gallons of petrol may be stored within a ride or device by any operator, and only then if petrol is required for the operation of their device or generator.

WASTE OILS

- Waste engine oils or cooking oils will not be disposed of to public or highway drains. They must be disposed of to an approved source outside the fair.
- Containers of waste or used oil are a hazard and must not be brought to the fair, or stored within the fair.
- Engine oils and deep fat fryer oils must not be changed during the operation of the fair.
- In an emergency, an operator may seek approval for relaxation of this rule, but it should be noted that loss of income would not be considered sufficient grounds for relaxation.
- In an event of a major engine failure, involving a strip down and rebuild, this will not be permitted on the ground without the authority's approval. The operator must close his ride until the fair is over and then remove it for repair.
- If a Showman is discovered changing oil during the fair, the authority will take steps to stop such action, regardless of the financial implications, until all health and safety aspects have been considered.

HAZARDOUS SUBSTANCES

All hazardous substances must be stored in accordance with the requirements of the COSHH regulations. With regard to the fair, this usually only involves fuels, gas, diesel or petrol.

- Propane gas – must only be contained in purpose made containers that have periodically been pressure tested
- Diesel – only sufficient diesel for the operator's immediate needs may be brought to the fair. Two 50-gallon drums are probably much more than will be required. It may be inconvenient for the operator to remove surplus drums, but we will insist that they are removed because of the high risk involved.
- Hydrogen – hydrogen balloons etc. will not be permitted at the fair.

BUILD UPS

The licence from West Devon Borough Council advises when the fairground organisers may take occupation of the ground. When doing this, they will be expected to consider the need to phase some parts of the occupancy to ensure access is available to larger rides, and to remove lorries.

Operators will be responsible for cleaning the area of their ride after the fair, and disposing of rubbish. Any failures to comply with this policy will be recorded in the post-fair inspection and any costs incurred in cleaning the area will be passed on to that controller.

Failure to meet what the authority decides is an acceptable standard will be recorded and considered next year.

PUBLIC ACCESS

The fairgrounds cannot be made inaccessible to the public during build up, operation or strip down. The public will require access to adjacent properties, and will have right of access on foot and, in some cases, with vehicles over areas that may be utilised during build up and strip down.

The authorities must, therefore, work with controllers and operators to ensure the public are not put at risk. This may involve providing additional barriers at the rear of a ride, securing doors on lorries, providing barriers across generators, covering cables to protect against trips, covering tow hitches, making the area under rides inaccessible, and ensuring a tidy build up and strip down.

In particular, it means that attendees must be careful to avoid obstructing footways, paths, entrances etc. with unassembled parts of the device or with "swag". They must ensure that all temporary structures, items placed temporarily or items being lifted, hoisted or elevated, are secure and stable, and without risk to public safety.

DAMAGE TO HIGHWAY SURFACES AND STREET FURNITURE ETC

Damage may be caused by fire, fuel spillages, mechanical damage, overloading, accidental damage by manoeuvring vehicles etc. In all cases, the controller of the device causing the damage is expected to report it to the authorities. In some instances, this may not happen and the authority staff on site should be diligent in looking for serious damage to private property and the highway.

In an attempt to ascertain liability, and to avoid responsibility for damage not associated with the fair, a pre-fair inspection will be carried out by the RESPONSIBLE PERSON and, where necessary, in association with the Showman organiser.

The cost of action to rectify damage incurred by the local authority and/ or the organiser will be charged to the controller of the device in question.

DANGEROUS OCCURRENCES

A dangerous occurrence is one where an incident occurred in which no one was injured but, in different circumstances, they could have been or as specified in the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR). For instance, during pre-operating checks of a Waltzer, if a car came off because someone forgot to tighten the nut underneath the platform, no one would be hurt and, apart from a seriously concerned operator, there are no other implications. This constitutes a dangerous occurrence and must be reported to the authorities, who will record the details, and must be reported to the HSE. Since, in some instances, this requirement may be overlooked, it will be necessary for officials to monitor all activities carefully.

The following incidents on fairground equipment in use or under test are reportable to the HSE:

- the failure of any load-bearing part;(a)
- the failure of any part designed to support or restrain passengers; or(b)
- the derailment or the unintended collision of cars or trains.

INSPECTIONS OF SITES

Inspections will be carried out before, during the setting out of the fair, during the build up of the devices, before opening, during operation and on completion of the fair.

PRE-FAIR INSPECTION

The following defects should be noted, with a precise indication of their location. This information will be used by the Responsible Person when assessing any damage during the post-fair inspection:

- Broken paving slabs
- Damaged kerbing
- Tarmac damaged in the past by fire or diesel spillage, areas of crazing that probably indicate frost damage from the previous winter, broken or missing covers and frames to gullies, stop cocks, hydrants, manholes, and cellars
- Damage to light columns, street lights, traffic signs, traffic lights, illuminated signs, and traffic bollards
- Damage to shop frontages and railings, steps, architectural features, and shop signs

SETTING OUT

When setting out is underway, the Fairground Organiser, or their representative, must ensure that spacings comply with those in HSG175:

- Moving ride to moving ride = 6m
- Moving device to barriers or static platforms of a device = 3m
- Static device to static device = 1.1m
- Juvenile to juvenile = 1.1m
- Stall to stall or kiosk = 1.1m.

The Fairground Organiser must also ensure that, where specific requirements are established for emergency routes at the fair, they are implemented. They must also be provided with details of 'operating envelopes' by operators, and must make allowance for these issues.

They must check, at an early stage, for any likely problems with:

- Overhead cables
- Awnings
- Hoardings
- Trees
- Planting and hanging baskets
- Access to properties
- Soft ground.

DURING BUILD UP

Only if problems are detected will any information be recorded from this inspection. This will be a more informal inspection, with the Fairground Organiser monitoring for dangerous practices during build up, such as:

- Instability that could result in a collapse or failure
- Changes to a device that could constitute a risk of contact with overhead hazards
- The requirement for additional space that might restrict circulation areas
- Badly executed repairs
- Poor quality, badly positioned, or a lack of packing that threatens the ride's stability.

OPERATING CHECKS

Again, only if problems are detected, will the findings of these inspections be recorded. The Fairground Organiser will circulate through the area of the fair, and observe how operators manage their stalls, rides and devices

Any irresponsible actions must be recorded, and reported to the RESPONSIBLE PERSON immediately. The Fairground Organiser will ensure that prompt action is taken to rectify the faults. If the operator fails to respond, he will not be permitted to operate until such time as the faults are rectified.

POST-FAIR INSPECTION

Checks will be made, comparing the pre-fair inspection reports with the situation following the fair. The inspection will also check for the adequacy of litter and rubbish clearance. Where any new damage is found, it must be recorded and, where possible, attributed to the device that caused the damage. Where necessary, the Organiser's procedure for implementing disciplinary measures will be followed.

Guidance for Fairgrounds (extracted from HSG175)

Role of the Fairground organiser

1. Effective organisation of fairs and amusement parks is essential to manage safety properly and control risks. The aim of the organiser is to ensure the safe operation of the fair or amusement park by taking overall responsibility for the management of the risks. The organiser will need to:
 - identify any control measures needed to avoid or reduce risks to the public and employees;
 - have a policy in place for organising, planning, monitoring, controlling and reviewing activities that affect the safety of people on the site.
2. The organiser may be an individual, a group of people or a company. In practice the identity of the organiser will depend on the following:
 - for fixed sites, such as amusement parks, the person or company in control of the overall site will usually be responsible;
 - for temporary sites the situation may be more complex
 - where an individual acts as a licensee, that individual is the organiser; –
 - where there is no licensee, then an organiser should be chosen and be given the necessary authority by the controllers present;
 - where the fair is part of a larger event, the promoter will usually be the – organiser. The controllers present must co-operate with the organiser.
3. While individual controllers have overall responsibility for the safe operation of their attractions, the organiser needs to make sure that the actions of these controllers do not affect the overall safety of the site. The organiser should take reasonable steps to ensure that individual controllers have complied with their duties under this guidance. It is imperative that the organiser has the authority to take any necessary action to ensure the safety of the public if it is apparent that a controller is failing to do so.

Organising

4. The organiser will need to:
 - appoint responsible people to be on duty while the public is on site and make sure they have been trained in the action to take if there is a fire or other emergency;
 - make sure that people with specific responsibilities in emergencies are readily identifiable by conspicuous clothing or marking;
 - have a named deputy who has the responsibility and authority to act in your place;
 - let each controller, operator and attendant know your identity and the names of any deputies, together with all necessary information about the emergency plan, including site address and any relevant telephone numbers;
 - identify and mark escape routes and any assembly points and make these known to staff and to the emergency services and others involved with the fair as necessary.
5. Make sure that everyone involved has, at some point, received relevant training in emergency procedures. This does not necessarily mean that you have to do the training, but you should check that it has been done. The training should include:
 - how to spot and prevent potential emergencies;
 - what to do on discovering an emergency;
 - how to raise the alarm;
 - how to use emergency equipment;
 - how to help others escape to a safe place.

Planning

6. Consult the appropriate authorities and emergency services before the fair takes place (or periodically for fixed sites) to make sure they are aware of what is being planned, and have the opportunity to comment on any proposals being made.
7. Ensure that risk assessments have been carried out that identify what needs to be done with regard to:
 - transport and access, e.g. for both routine transport movement and emergency vehicles;
 - emergency situations, including evacuation, which could arise from:
 - fire or explosion;–
 - major failure of an attraction;–
 - severe weather conditions;–
 - overcrowding or crowd disturbances;–
 - any other reasonably foreseeable emergencies, which will depend on the – nature, size and location of the site.

Emergency plan

8. Make sure you have appropriate emergency procedures in place for the duration of the fair. You should have prepared a written emergency plan before the fair starts, or, in the case of a fixed site, before it opens to members of the public. The detail and complexity of any plan will depend on factors such as the size of the fair or fixed site, its location, duration and the likely number of visitors. The risk assessments for the fair should provide a focus for areas that need to be considered.
9. The emergency plan should be made available to controllers, the emergency services and the local authority. It should include:
 - a list of people with allocated responsibilities and their contact details;
 - stewarding arrangements (stewards should not be involved in the operation of an amusement devices);
 - conditions agreed with the emergency services, such as:
 - liaison arrangements; –
 - rendezvous points, entrances, and emergency routes;–
 - the location of services (e.g. water, electricity etc.);–
 - evacuation procedures;
 - contact details for the relevant emergency services;
 - a layout plan of the site. This should include, where appropriate
 - device locations;–
 - entrances, including access for emergency services;–
 - pedestrian and traffic routes;–
 - position of control centres;–
 - location of services (e.g. water hydrants, electrical substations etc.);–
 - assembly positions.–
10. Plan the layout of attractions so that:
 - risks arising from the site such as uneven or soft ground, wind uplifts or from n another structure or overhead power-lines, are minimised;
 - there are no points where channelling the public could lead to dangerous n overcrowding in an emergency. Extra space may be needed around popular attractions;
 - there is sufficient space to allow access for emergency vehicles (including n access to fire hydrants), at the same time as the public is evacuated. Don't forget that access routes will need to be able to cope with people with disabilities or families with children and pushchairs;

- there are identified access routes that can take the weight of all vehicles. Remember that emergency vehicles and recovery equipment, e.g. cranes, may need to access the site;
 - the ground or structures used are suitable to take the weight of all anticipated people, plant and vehicles;
 - there are safe distances between attractions and perimeter walls, fences etc. (this includes any barriers and waiting areas), taking into account:
 - the motion and passenger clearance envelopes of amusement devices;–
 - the need for emergency access and egress (pedestrians and vehicles);–
 - segregation of the public from dangerous moving parts or areas of danger.–
11. For coin-operated passenger-carrying amusement devices, distances between them may vary, as long as any necessary safety envelope is not compromised.
 12. Ask advice from the local electricity company to find out if power lines cross over or under sites where attractions will be placed. Make sure controllers are aware of the risks and relevant precautions. Further advice is available in HSE Guidance Note GS6 *Avoidance of danger from overhead electric powerlines*.
 13. If the fair is likely to disturb the ground or if significant loads are to be placed upon it, you as the organiser should obtain relevant information on underground services from the owner of the land and the local utility suppliers. Pass this on to the controllers and plan the fair to minimise the need for them to place poles or pegs near such services, or to place load-bearing structures where the ground is not suitable, e.g. above voids. Use cable-locating techniques before any excavating is done. Further information is given in HSG47 *Avoiding danger from underground services*.
 14. Some sites, for example those used for street fairs, may have restricted or difficult access. In such cases you may need to plan the times of arrival and departure of the attractions to minimise the risks to members of the public passing through the area during build-up and pull-down. If necessary, seek permission to restrict access by the public during these times.
 15. Check before the fair starts that all controllers have current insurance and that for each device there is a current Declaration of Operational Compliance (DOC) from a registered inspection body with a relevant set of reports in its operations manual to show that it is fit for use.
 16. The insurance certificates and test certificates are also to be available for inspection by the Councils' representatives.
 17. Employers have duties under the Health and Safety (First Aid) Regulations 1981 to make first-aid arrangements for their own employees. It is strongly recommended that you make arrangements to provide first aid for members of the public. Providing trained first-aiders for the public should be seen as an important part of your emergency planning.

Managing the site

18. To manage the site effectively you need to:
 - be available on site, or be represented by a deputy, whenever the site is open to the public;
 - establish a means of communicating with controllers, the public and the emergency services;
 - identify and mark any area prohibited to the public;
 - make sure that fire and other safety checks are carried out each day before the public is admitted, for example, that:
 - a system for raising the alarm is in place;–
 - fire escape routes are unobstructed and all fire exit signs are clearly visible;–
 - there are no obvious hazards (e.g. deteriorating ground conditions);–
 - fire instruction notices are displayed;–
 - fire-fighting equipment is available.

Monitoring the site

19. Make sure that safe conditions are maintained in and around the attractions throughout the day by:

- monitoring individual attractions
- checking for overcrowding and re-routing the public if necessary
- keeping all routes, including emergency routes, clear and well signposted
- monitoring the condition of the site, particularly housekeeping and the state of the ground, and that waste paper and other flammable materials are not allowed to accumulate where they may be a source of danger;
- checking that the layout stays as planned

Review your procedures

20. For a temporary site, review the effectiveness of your procedures at the end of the fair. For a fixed site, review procedures at regular intervals. Use the findings in future planning. Include a review of effectiveness of the organisation with your own staff, family members and colleagues

Guidance for controllers

Safe operation

21. The safety objective for controllers is to ensure that the initial integrity of a device is maintained, and that it is operated safely in respect of the risks to employees and the public. This can be achieved through the lifetime of a device from pre-purchase enquiries to eventual sale by:

- following the Amusement Devices Inspection Procedures Scheme (ADIPS) for pre-use and in-service inspections;
- safely modifying and repairing;
- effective maintenance;
- safe systems of operation;
- training operators and attendants;
- maintaining the operations manual;
- following emergency procedures;
- periodically reviewing the effectiveness of the above.

Responsibilities of controllers

22. You are responsible for the safe operation of all your devices. You may delegate tasks, but overall responsibility remains with you at all times. You must also:

- co-operate with others, for example the organiser, other controllers etc. to ensure safety;
- report any failures or injuries when required. By reporting an incident you are not admitting liability, but if you do not report it, that is a criminal offence
- assess the risks on site to identify the control measures required to ensure your devices operate safely.

Inspection and test

23. Ensure that all necessary pre-use inspections have been carried out on a device before it is brought into service for the first time. Also ensure that each device is subject to in-service annual inspection and that it has a current DOC. Only use an inspection body that is registered with ADIPS to carry out pre-use and in-service inspections.

24. In some cases the manufacturer, supplier or the inspection body may recommend more frequent inspections. Other types of examination may also be necessary (e.g. statutory examinations such as for

pressure systems, lifting equipment etc.) or if safety-critical parts of the device have been modified or repaired.

25. Never operate a device beyond the expiry date on the DOC.

Maintenance

26. The process of pre-use and in-service inspection is important as part of the system to ensure a device is safe. However, these inspections are not enough to ensure that a device is adequately maintained in a safe condition. You are responsible for making sure that additional periodic checks and inspections are done to make sure a device remains in a safe condition during the period it is being operated.

Daily check

27. Note: Paragraphs 28-30 may not be relevant to coin-operated amusement devices, but those responsible for such equipment are strongly recommended to check daily for damage and to make sure that the device is working properly.

28. Make sure that each device has a daily check before the public uses it. For an amusement device the daily check needs to be in writing, filed in the operations manual and:

- take account of any instructions from designers, manufacturers, importers, n suppliers and inspection bodies;
- list all parts and other matters which need daily checking to ensure safety and describe how they should be checked;
- include, where appropriate, details of the extent of acceptable variations, e.g. out-of-level, air pressures, torque settings, wear;
- check that safety controls, brakes and other safety devices, including communication systems, operate effectively (these should be done daily unless it can be shown that a longer periodic inspection is appropriate);
- include checks to make sure that barriers, guards, walkways etc. are in place n and in good condition, and that all locking devices and securing pins are in place and in good condition;
- ensure that cabinets, boxes, enclosures etc. containing hazardous equipment and/or substances are suitably secured;
- for a ride, require at least one complete operating cycle.

29. Make sure the person doing the daily check is sufficiently trained and experienced to do it properly. It is good practice to keep records of any relevant training provided. Keep records of daily checks and of any remedial action taken, if possible for at least three years in such a way that the records can be examined if needed.

30. Do not open a device to the public unless the safety measures the daily check has shown to be necessary have been taken.

Periodic maintenance

31. You must properly maintain and service work equipment, which includes amusement devices. Make sure that maintenance work is done:

- by people trained or experienced in the procedures appropriate for that equipment;
- taking account of the manufacturer's instructions and maintenance schedules. Where they are not specified seek the advice of a competent person.

32. It is good practice to have a supply of common components (e.g. springs, catches etc.) and to have a programme of planned preventive maintenance aimed at replacing components before they reach the end of their useful lives. An important part of maintenance is condition monitoring, i.e. the recording of

the condition of components and performance of systems at regular intervals so that gradual changes can be detected, for example, on a ride:

- Is the travel on a control lever increasing?
- Is the ride taking longer to stop?
- Are the readings on pressure gauges changing?

33. Welding or other hot work may be needed as part of maintenance. It is possible that by doing welding, you may be making a safety-critical modification. If so, it will require a design review, an assessment of conformity to design and/or an initial test.

34. Do not repair cracks in any device without consulting the manufacturer or a registered inspection body. The manufacturer needs to know if there is a problem, so that causes can be investigated and remedied. The manufacturer may then want to make recommendations about the repairs and/or safe operating conditions. If any welding is done, make sure that the correct materials and techniques have been used so that the integrity of the device is not affected.

35. Before operating a device following maintenance, make sure that any protective devices, e.g. guards, fences, doors, interlocks etc., which may have been removed, are replaced, secured and are operational.

Safe systems of operation

36. Paragraphs 37 - 79 give practical guidance on how safe systems of working can be adopted by controllers.

Siting of amusement devices

37. You must co-operate with the organiser to assess any site risks (see Section E).

- Make sure that each device is erected on ground or a structure which:
- can safely bear the load
- is stable and suitable for the device to be built up and used safely

38. Take account of any manufacturer's instructions relating to operating conditions such as wind speed and make sure that adequate anchoring points have been used.

Transporting, assembling and dismantling devices

39. When transporting, assembling or dismantling:

- move devices in a way that minimises the risk of damage to safety-critical components. Make sure that all loads are properly secured during transit;
- be very careful when moving vehicles on site. Carry out vehicle movements in accordance with any instructions from the organiser;
- avoid moving vehicles if there are members of the public or young children in the area;
- avoid reversing where possible, and where it is unavoidable take reasonable precautions;
- assemble and dismantle each device in accordance with the manufacturer's instructions using trained personnel or people under supervision.

40. During assembly and dismantling, use any temporary guys, stays, supports and fixings needed to prevent danger from the collapse of any part of the device. Provide enough lighting for it to be done safely and take all reasonable steps to exclude the public and others who are not involved in carrying out the work.

41. Lifting equipment falls under the requirement of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and should be thoroughly examined, tested and inspected either:

- in accordance with legal requirements; or
- if it is a part of the device required to allow it to operate as an amusement device, to the same standard as required for the remainder of the device.

Assembling component parts

42. Have procedures to make sure that safety-related components are:
- individually identifiable if they look the same but are not interchangeable
 - stored to minimise the risk of deterioration and contamination;
 - examined for signs of wear, deformation and damage when being assembled;
 - cleaned and lubricated as necessary before being incorporated into the structure;
 - carefully assembled so they are not damaged, for example, they should be correctly aligned and not bent, distorted or unduly forced;
 - assembled using appropriate fastening and securing components which are properly used and correctly adjusted. In particular:
 - 'R' clips should be the right size, in good condition and correctly fitted;–
 - split pins should be spread effectively;–
 - self-locking nuts should not be used more times than recommended by the manufacturer;
 - recommended torque settings should be applied;–
 - not thrown, or dropped where this is likely to injure people or damage equipment.
43. If you find components that are damaged or have excessive wear, replace them with parts consistent with the design specification before you use the device again.
44. If you find repeated or unusual damage to safety-critical components, seek specialist advice as it could indicate a fault developing on the device.
45. If your risk assessment identifies a significant risk arising from the failure of a single component you may need to check these components more carefully and frequently than others. Where the risk is found to be high you may wish to make a modification which will require design review.

Operational stability and safety

46. Travelling amusement devices can be assembled and dismantled several times over the course of a season and even fixed devices may be moved on occasion. The assembly process should take into account the need to make sure they are stable and secure before they are put into service.
- Check that all the structural members needed for stability and safety are correctly used and that appropriate packing is provided.
 - Level and pack each device according to the manufacturer's instructions, where available, making sure that loads are adequately distributed and firmly supported. Where practicable, place the packing directly beneath the load points. If you cannot do this, use a supporting structure suitable for transmitting the loads safely through the packing to the ground.
 - Use only suitable packing materials and place them to prevent slipping or sinking. Keep the number of packing pieces to the minimum consistent with safe operation. Never rely on hydraulic jacks to support a device. Check packing regularly.
 - Check the ground regularly after a device has been built up to confirm that its load-bearing capacity has not deteriorated.
 - For a device with rail tracks, lay them so that the passenger-carrying units run safely and smoothly over them. Where required, clearly mark pedestrian crossing places and make sure the surfaces are level enough to prevent trips and falls.

Preventing access to dangerous moving parts and areas

47. A major risk is that of people coming into contact with dangerous moving parts of rides. Your risk assessment (see Section B) should identify appropriate control measures such as:
- barriers
 - interlocks or locking-off points and procedures
 - platforms
 - steps;

- marking danger zones
- notices;
- staff training
- supervision.

48. In many cases you will need to use more than one control measure. Where your control measures include supervision, operators and attendants will need appropriate training. You have responsibility to ensure the safety of your staff as well as the public. Many employees are 'run down' by rides, particularly when collecting fares or doing maintenance.

Barriers

49. Providing a suitable barrier is often the most effective way of preventing access to danger areas or dangerous parts. If the barrier protects an edge from which somebody could be injured if they fell, the barrier should have a top rail (at least 1100 mm high), a toe board and a mid-rail to ensure that the maximum gap between it and the top rail/toe board is 470 mm. These barriers should be designed to prevent people from becoming trapped in or falling through them.
50. Keep access points between barriers to the minimum size and number needed for safe loading and unloading as identified by your risk assessment. Do not have more than four access points nor make them so wide as to defeat the point of having barriers or make effective supervision of the gap impracticable. Some rides supplied with 'open fronts' may need additional barriers.
51. While the ride is in motion, prevent people from passing through gaps in barriers unintentionally by:
- placing an attendant at a safe position at each access point or effectively barring the access gaps;
 - providing the access points with offset barriers/and or steps.
52. All barriers need to keep people outside the safety envelope of the device. If parts swing out over public areas, these areas may need to be enclosed where any part of the device or a passenger will be less than 2.5 m above the ground.
53. In some circumstances, it may not be possible or necessary to use a barrier. In these cases the platform of the ride may provide a sufficient barrier where it can be justified by risk assessment, based on factors such as the height of the platform, the projection of moving parts of the ride outside the limit of the platform, entrapment risks and the speed of the ride.
54. Coin-operated amusement devices may not require barriers unless the motion presents a significant risk.

Access to danger areas

55. On some devices with raised platforms, there may be a danger area underneath the platform. Take care to prevent access to such areas, particularly if building up a device on sloping ground.
56. Highlight danger areas by notices, painted lines etc. Provide sufficient supervision to make sure that people do not stray into danger areas. Although supervision is important, it should not be a substitute for physical measures.
57. Where appropriate, provide a safe area for waiting members of the public and make any arrangements necessary to control them. These may include providing additional supervision and/or features such as queuing rails and gates.
58. On dark rides, provide emergency exit routes which are well-lit and signed when required. Control risks to prevent tripping or falling, particularly where the routes cross or run alongside rail tracks.
59. Before using any device, securely fasten any covers or barriers over openings to prevent access to dangerous parts of machinery. For further information see BS EN 294:1992 *Safety of machinery. Safety distances to prevent danger zones being reached by the upper limbs*.

Electrical safety

60. Amusement devices should be maintained in an electrically safe condition. The annual in-service inspection is not a substitute for effective maintenance and periodic checks for safety. Any work carried out on electrical parts of amusement devices should be carried out by suitably competent persons.

Falls from height

61. Amusement devices require assembly and dismantling, inspection and maintenance which may all involve people working at height. Where possible you should plan the work to eliminate the need to work at height, e.g. by assembling as much of the device as possible at ground level. Where work at height is necessary it should be carefully planned and suitable safe systems of work introduced.
62. Employees should be properly trained in the work to be done, and in the use of adequate personal protective equipment (e.g. fall-prevention, fall-arrest and work-positioning equipment). It is very important where work at height is expected that you have an emergency rescue procedure in place to recover someone who may have fallen and is suspended (e.g. from a lanyard or inertia reel and harness system). There is a serious risk from suspension trauma if the person is not rescued within a short space of time (which can be as little as 10–15 minutes). See Appendix 4 for details of how to carry out a work at height risk assessment.

Safe systems for operating devices

63. Keep records of what you and others have done to ensure safety. You may be asked for documents by organisers, lessors, HSE or trade associations seeking evidence that your device is being operated safely. Depending on the type of device, these may include:
- significant findings of risk assessments
 - maintenance, modification and inspection records
 - instructions for operators and attendants;
 - training records.
64. Have a system for securing devices and immobilising rides not open to the public and take reasonable steps to prevent public access at these times.
65. Ensure when each device is open to the public (except those designed for unattended use) that:
- it is in the immediate charge of an operator;
 - the operator is in control of the device throughout the cycle;
 - no operator is in charge of more than one operating device at any time;
 - no device is used outside the operating conditions specified in the operations manual or any other condition specified by an inspection body;
 - no unauthorised person interferes with it except to use an emergency stop, if n appropriate, readily identifiable to the public.
66. Safe operation also includes making sure that non-users are not put at risk. Some of the things you may need to do to protect them include:
- not allowing the public to wait in places of danger;
 - providing enough attendants to control access points and, where appropriate, queuing areas. The number of attendants will depend on the size of the crowd;
 - making sure that waiting or loading areas are not overcrowded or overloaded;
 - not allowing a ride to be started until it has been confirmed that it is safe to n do so;
 - providing notices or using a public address system to give information to the public and help attendants enforce your rules;
 - making sure that all staff are readily identifiable.

67. Where operators do not have a clear view of all loading or unloading points, devise a clear system of signals for checking with attendants that it is safe to start. Make sure every person using the system is instructed how to use it and display a copy of the signal code in appropriate positions.
68. When there is a foreseeable risk of collision between cars on a tracked ride, a suitable system should be in place to control the risk of injury, e.g. a series of brakes designed to prevent collision.
69. Assess how weather conditions can affect the safety of your device, for example:
 - What conditions will require additional inspection of packing and anchors?
 - At what wind speed should you close the device, removing lighting or backdrops or provide additional anchorage?
 - What parts become slippery or less effective when wet?

Passenger containment

70. The main risks to passengers on a ride are:
 - contact with parts of the ride outside the passenger unit;
 - ejection due to the motion of the ride;
 - falls from the ride;
 - injury arising from the forces imposed by the motion of the ride, including during emergency stops;
 - Foreseeable passenger misuse.
71. You should have knowledge of how the designer intended the passenger containment to be used, particularly the use of passenger restraints. Always follow instructions given by the designer on passenger containment, e.g. physical restrictions. Any alteration to any part of the passenger-containment system will require a design review to be carried out by an inspection body registered with ADIPS.
72. Do not add parts to the device (e.g. theming) that could adversely affect the clearance between each passenger-carrying unit and other parts of the ride. Any alterations that may affect safety clearance distances will require a pre-use inspection procedure by an inspection body registered with ADIPS.
73. Check that all components of the passenger-containment system including seats, bars, belts, harnesses, handholds, footrests, locks, catches, hinges and other attachment points are properly maintained and correctly adjusted so they will be secure and minimise injury from the motion of the ride. Do not use any part of a ride where the passenger-containment system is defective.
74. Take reasonably practicable measures to identify and exclude any individuals who cannot ride safely if, for example:
 - they are too small to be safely contained;
 - they are too large to be safely contained;
 - they have a disability or other condition, e.g. back or neck injury, heart condition, or they are pregnant;
 - they are behaving inappropriately.
75. Like all service providers, you must consider what you need to do to comply with the Equality Act 2010. This law gives disabled people rights to access your rides and you may have to make 'reasonable adjustments' to help.
76. Size limits of passengers should be specified in the operations manual and followed by controllers. If passengers within the size limits cannot reach the main components of the containment system or otherwise ride safely they may not be suitable to ride on the device. Where this situation arises frequently, you should seek further advice on passenger containment from a person competent in the design of passenger-containment systems. Treat any proposed change of size limits as a safety-critical modification.

77. Help operators and attendants enforce any passenger exclusions by having prominent notices or pictograms which clearly set out any restrictions specified by the designer, or design review body. Where appropriate use the public address system to reinforce the need for passengers to follow safe riding procedures.

78. Make sure:

- the operator and attendants give clear and appropriate instructions to passengers on their conduct and that they check all adjustable restraints before each ride;
- if passengers can be stranded away from their normal unloading point they can be moved to a place of safety without risk or undue delay, preferably in the unit in which they are travelling. There should be procedures suitable for everyone using the devices that are understood by the operator and attendants. On dark rides staff should be able to tell passengers how to get to emergency exits.

79. Train, instruct and require operators and attendants to take reasonable steps, including stopping the device if necessary, to prevent passengers:

- intentionally misusing equipment provided for their safety;
- behaving recklessly;
- recklessly disregarding clear and reasonable instructions.

Selecting and training staff

80. Controllers should be competent to carry out safety-related tasks, or ensure the competence of others who carry out such work for them. Key safety-related tasks in relation to amusement devices are daily checks, inspection, repair, maintenance, supervision and operation.

81. Make sure employees are competent in the work they are expected to do. This involves employee selection, training, monitoring and keeping records. The levels of competence required will depend on the nature of the work, and this should be identified by a risk assessment.

82. Select people who have a work attitude that puts the safety of the public first and who are likely to be conscientious and reliable in following this guidance. Look for people who have the maturity to:

- be reliable and have the necessary authority;
- give confidence to the public, particularly on children's and family devices.

83. Do not allow anybody under the age of 18 to operate the following:

- a ride (except simple slow-moving rides designed for use by children);
- a shooting gallery where hazardous projectiles are used;
- an enclosed structure which holds more than 30 people or is intended primarily for the amusement of children.

84. Operators of other devices should be least 16 years old. Every attendant who performs a safety-related function should be at least 16 years old. All work relating to the containment of passengers should be considered safety-related.

Information and training

85. You must provide adequate information and training to all employees. Training should be appropriate to the risks and given in a way that people can understand. You may need to liaise with other people to help, for example, with fire precautions training.

86. General information and training for all employees involved in running a device need to cover at least the following areas:

- general health and safety requirements relating to the device;
- safety of the device(s) to be used;
- the importance of daily checks, maintenance and inspection programmes and the need for competence in the work to be done;
- site safety;
- dealing with problems to include:
 - procedures for managing people who misbehave/are distressed etc.;–
 - how to deal with defects and malfunctions;–
 - reporting procedures for accidents/incidents;–
 - emergency procedures;–
 - adverse weather conditions.–

87. You are strongly recommended to keep a record of any training given and any tests of how well the employees understand it.

88. Operators and attendants of devices will need specific information and training on:

- systems of work for operating a device safely;
- safe loading/unloading of the device;
- details of any passenger restrictions, for example height, weight or medical conditions;
- safe waiting/viewing places for intending passengers and spectators;
- using the passenger-containment system, including checking closure of passenger restraints where necessary.

89. Staff will need regular training and refresher training especially after changes caused by a safety-related modification or changes to your procedures or a change in the way you manage the public. If you change lighting, introduce smoke or alter the access points to a device you will need to assess these effects and whether procedures should be changed.

90. You should also have a system for monitoring staff to check that they are following your instructions.

Emergency procedures

91. Risks at fairgrounds and amusement parks can arise from:

- fire;
- major failure of a device;
- severe weather;
- other factors, e.g. criminal behaviour.

92. You should have procedures for foreseeable emergencies that may affect the site. These should be identifiable by a risk assessment.

93. If the emergency involves your device, you may have different groups of people to consider, for example:

- passengers who may be young, old or have disabilities;
- other spectators (some of whom might be relations of passengers and therefore distressed);
- employees;
- public and employees on nearby attractions.

94. Make sure your staff know what to do if there is an emergency. This should include taking reasonable steps to test your emergency procedures to ensure they are effective.

Accidents and incidents

95. Instruct your staff to report to you as soon as possible any accident or incident which causes injury or damage, including threats or acts of violence. Deal with any casualties first, but after the incident report the event.
96. Certain injuries and incidents are reportable to the enforcing authority by the 'RESPONSIBLE PERSON'. This person is likely to be:
- the controller if the incident occurs at a device; or
 - the organiser if it occurred elsewhere on the fairground.
97. Further information is given in *A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* (RIDDOR).
98. If it is possible that a defect on a device could lead to danger, do not allow the public to use it until you are satisfied that the cause has been identified and remedied. This may include checking all similar components in addition to the one giving rise to the fault. If you have any doubt about the continued safety of a device, do not allow it to be used until a competent person (e.g. an inspection body) has confirmed that it is safe to do so. Keep records of all incidents and the action taken in the operations manual as you may need to:
- give details to HSE, your trade association, insurers, the designer, manufacturer or supplier;
 - discuss the safety implications with an inspection body;

Review

99. Review your safety arrangements regularly, for example at the beginning of each season, and make any changes necessary to maintain or improve their effectiveness.

Guidance for operators and attendants

Safe attraction

100. Operators and attendants need to do everything reasonably practicable to make sure employees and others are safe in areas under their control. You should make every effort to understand the nature of the device you are responsible for, including where necessary reading and discussing the relevant operating instructions, inspection reports and any other information provided by the ride controller. You can make sure an attraction is safe by:
- understanding your general responsibilities
 - carrying out daily checks
 - safe operation
 - proper supervision

General responsibilities

101. You as operators and attendants must:
- follow your employer's instructions relating to safety;
 - report incidents and safety hazards immediately;
 - not misuse anything provided for health and safety.

- 102.** The dangers of deliberate misuse are obvious, but you should also make sure that you do not alter things unintentionally, for example, making an unauthorised adjustment to the catch of a lap bar to make it easier to use might be misuse if it reduces its safety.

Daily check

- 103.** Before a device is opened to the public, you need to carry out a daily check, including a trial run. Check that everything is working properly and report anything unexpected, or that you think might be wrong

Safe operation by operators

- 104.** Make sure when the device is open to the public that:
- your employer has provided adequate training and information to you to allow you to operate it safely. Inform your employer if you are unsure of your ability to operate the ride safely;
 - you are in immediate control at all times;
 - the minimum number of attendants needed for safe operation are on duty;
 - no one other than yourself, an attendant, or a trainee under direct supervision interferes with the operation of the device, except to use an emergency stop in an emergency situation;
 - your full attention is given to safe operation – do not operate more than one device at a time;
 - attendants wear distinguishing clothing such as caps, uniforms or arm bands etc.
- 105.** Do not operate the device outside the operating conditions in the operations manual, or any other condition that has been set by the controller or an inspection body.
- 106.** Make sure that you load the device to accommodate all users safely. This may include:
- making sure that people for whom the device may be unsuitable are excluded;
 - taking all reasonable steps to exclude those whose behaviour suggests they may not be able to use the device safely;
 - on a ride:
 - loading cars in a particular pattern, for example the largest/smallest – passengers in the correct position;
 - correctly balancing the cars and the ride;–
 - not allowing passengers to use any part of the ride where the passenger– containment system is defective;
 - making sure that all passengers are safely contained and no spectators are – in a dangerous place before starting.
- 107.** Remain aware at all times of the factors which may affect the safety of the device, in particular:
- bad weather conditions, for example:
 - strong and gusting winds;–
 - heavy rain which may make the ground soft;–
 - lightning;–
 - changes in the way the device is running;
 - deviating from operating procedures;
 - unsafe behaviour by attendants including horseplay and the effects of taking drink or drugs;
 - dangerous overloading or congestion of loading platforms or access points;
 - unsafe behaviour by users or spectators.
- 108.** Make sure you follow the controller’s instructions to deal with any problem. This might include stopping the device or making it safe.

- 109.** Where you do not have a clear view of all loading or unloading points, or all passengers, use positive signals to check with attendants that it is safe to start. Make sure that every person using the signalling system clearly understands each signal. Do not allow smoke, lighting or other effects to block your view.

Supervision by operators

- 110.** It is important that you as operators watch closely the behaviour of attendants and members of the public. Take immediate action if attendants behave in an unsafe way, fail to follow procedures, are distracted or set a bad example. If attendant misbehaviour is serious or repeated, tell the controller. Set a good example yourself.
- 111.** Make sure that you and the attendants know about what people should, and should not do, and these rules are followed, for example:
- not to carry loose personal possessions, e.g. handbags, umbrellas or wear clothing such as scarves where these might create a risk by being dropped, ejected or becoming trapped in moving parts;
 - where to place hands, feet etc. particularly where passengers need to brace themselves against the forces they will experience;
 - not to ride if they have certain injuries or are pregnant or for any reason cannot be securely contained.
- 112.** Do not operate any device unless all passengers:
- have been safely loaded;
 - are safely contained in the correct position with any passenger restraint or other device physically checked to make sure it is correctly fitted and adjusted properly. Physical checks are essential because of limitations in automatic systems;
 - have been told anything they need to know for them to ride safely. Where necessary, remind them over the public address system before starting the device.
- 113.** When operating a device, keep watching to make sure that passengers remain safely contained and that no spectators are moving into places of danger. Where appropriate use the public address system to give any necessary warnings. If you see any person who appears to be going to fall out, climb out, be hit by part of the ride, or otherwise could be at risk, stop the ride or make it safe as soon as you can.
- 114.** Any ride (or part of a ride, e.g. an individual car) taken out of service for any reason needs to be conspicuously marked and the controls locked in an inoperative position where applicable.

Attendants

- 115.** Follow the instructions given to you by the controller and/or operator. Give your full attention to the safe operation of the device. Constantly watch out for the safety of the public and the people you work with. In particular, make sure you follow the operator's or controller's instructions about loading passenger cars and controlling spectators, for example:
- load cars in any necessary particular pattern with largest/smallest passengers in the right position, where applicable;
 - correctly balance the device, where applicable;
 - exclude passengers who may be physically unsuitable and take all reasonable measures to exclude those whose behaviour suggests they may not be able to ride safely;
 - do not allow passengers to use any part of a ride where the passenger-containment system is defective and may put passengers at risk;

- make sure all passengers are safely and correctly contained and that no spectators are in places of danger;
 - indicate to the operator by a positive signal that the ride is ready to start.
- 116.** Make sure you remain able to communicate effectively with the operator. Make sure that passengers stay safely inside the ride and that no spectators are moving into places of danger, for example walking onto the ride. Where appropriate, give verbal warnings. If you see any person who appears to be at risk of falling, ejection or contact with part of the ride, tell or signal the operator immediately.
- 117.** Make sure people leave safely when the ride finishes.
- 118.** Do not:
- ride in an unsafe way or position;
 - jump on or off a ride if it could be dangerous;
 - encourage or allow passengers to adopt unsafe positions or practices;
 - be distracted while the ride is operating;
 - tell or signal the operator to start a ride until:
 - you have physically confirmed that all passengers are safely contained with any passenger restraint or other device correctly fitted and properly adjusted;
 - passengers have been given any information needed for them to ride safely;– operators, attendants and spectators are in a safe place