

Rowlands Castle Village Fair Health and Safety Policy 2025

The Health, Safety and Welfare of all those managing, visiting and exhibiting at the Rowlands Castle Village Fair is paramount at all times. The Rowlands Castle Village Fair Committee, although having no legal requirement to record health and safety assessments, as organisers of the annual event recognise and accept its general duties under the Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1992 to ensure that the site is safe and that risks are assessed and managed, so far as is reasonably practicable.

The policy of the Committee is to take reasonably practicable measures in relation to the management of the Village Fair to comply with all legislative requirements relating to duties which it has, in order to:

1. Provide healthy and safe working conditions, equipment and systems for our committee members, volunteers and stallholders;
2. Keep the site and all equipment in a safe condition for all users;
3. Provide all necessary support and information for those attending the Village Fair including outside contractors.

The committee will work in the furtherance of these aims by:

1. Identifying and assessing risks;
2. Recording assessments and regularly reviewing them;
3. Eliminating or controlling the risks;
4. Monitoring compliance and work conditions;
5. Establishing clear, sensible and practical safety organisation and arrangements.

Duties

All Committee members, stallholders and outside contractors are expected to recognise and accept their duties:

1. To follow health and safety instructions, and to report potential or actual dangers or hazards;
2. To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions;
3. As regards any duty imposed on the committee, to cooperate so far as is necessary, to enable that duty to be performed or complied with.

Organisation

General responsibilities:

1. All persons have responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises/site.
2. Anyone who observes a practice or potential hazard that could compromise the health and safety of any person, has a responsibility to act to remove such danger and further to report such incidents in the incident book held at the control caravan or otherwise bring to the attention of a member of the committee.
3. Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to the defects by use of appropriate means (E.g. a warning label) and to note such action in the incident book for the attention of the committee.

Stall holders and contractors are responsible for:

1. Complying with all conditions of attendance as set out in the booking form or otherwise communicated to them by the organising committee, particularly in respect of compliance with all safety requirements and safety notices. Stall holders may have responsibility above and beyond these with regards to insurance and statutory requirements relating to their particular organisation/activity.
2. Ensuring familiarity with fire exits and evacuation procedures
3. Checking that, if any portable electrical equipment is brought onto the premises, it is safe for use.

The Committee are responsible for:

1. Ensuring that all committee members, stallholders, contractors and others involved in the organisation of the Village Fair are aware of the health and safety policy.
2. Ensuring that the health and safety policy is fully implemented.
3. Monitoring compliance with health and safety guidelines;
4. Regularly assessing and reviewing risks and recording such risks;
5. Keeping an Incident Book in which any incidents or actions that have, or might have, affected the health and safety of any person may be reported and in which any defective or broken equipment may be noted;
6. Taking such action as may be necessary to rectify the situation, to correct faults or to arrange repairs of equipment to ensure health and safety and noting such action;
7. Making such arrangements and releasing such funds as maybe necessary to assist in the implementation of this policy;

8. Making such representations to committee members, stallholders, contractors and other attendees as may be necessary to ensure their co-operation with health and safety policy, particularly with regard to their actions/activities whilst attending Village Fair:
9. Co-operating with stallholders, contractors and attendees at the Village Fair in pursuance of health and safety requirements.

**The following persons make up the 2022 Rowlands Castle Village Fair Committee.
Their individual responsibilities are set out below:**

Rowlands Castle Village Fair	Name	Responsibilities
Chairman	Grahame Morrison	Overall Responsibility for organisation of the Village Fair and The Green Holder of Temporary Events Notice
Treasurer	Adrian Wilcox	Finance
	Adrian Wilcox	Equipment Bar
	Ian Oliver	H & S Responsible Person Covid 19 Risk Assessment Road Closure Insurance Fairground Ride Liaison
	Andy Tucker	First Aid / Code 9
	Bob Laverty	Green Master
	Steve Johnston	Raffle
	Phil Harvey	Stage
	Steve Pierson	Design/ Marketing Materials
	Jon Arnold	Catering

**IN THE EVENT OF ANY INJURIES OR OTHER HEALTH AND SAFETY CONCERNS PLEASE INFORM A MEMBER OF THE ORGANISING COMMITTEE WHO WILL BE ON SITE THROUGHOUT THE DAY AND WILL BE WEARING GREEN POLO/TEE SHIRTS BEARING OUR LOGO.
ALTERNATIVELY, YOU CAN MAKE CONTACT VIA THE CONTROL VAN LOCATED BY THE ARENA OR VIA THE BAR.**