



Hurstpierpoint & Sayers Common Parish Council

Email: office@hurstpierpoint-pc.gov.uk

Website: www.hurstpierpoint-pc.gov.uk

Telephone: 01273 833264

Village Centre

Trinity Road

Hurstpierpoint

West Sussex BN6 9UY

COMMUNITY EVENTS GRANT APPLICATION FORM (please ensure you are using the correct form)

Please note that this application should be accompanied by a copy of the financial details of the requesting organisation. Where relevant we will need to see account details showing income, expenditure, and the level of balances. If annual accounts are not available, copies of the bank statements or receipts for expenditure should be enclosed.

1.	Name of Organisation	St Lawrence Fair
2.	Name, Address and Status of Contact within the organisation	Lona McDonald [REDACTED]
3.	Telephone number and Email Address	[REDACTED] stlawrencefair@gmail.com
4.	Is the organisation a Registered Charity? If yes, then please provide charity number	No
5.	Amount of Grant Requested	£750
6.	For what event is the grant requested? Which aspects of the event will the grant be covering? (For example: "first aid cover for the 7 hours of the event") Please be as detailed as possible about how exactly the funds you are requesting would be spent.	The grant will contribute to the costs of our medical cover during the St Lawrence Fair weekend. The overall cost of this cover is £1400 + VAT and includes the following cover: 4th July: 1 Ambulance, 1 Emergency Medical Technician & 2 First Responders 5th July: 1 Ambulance, 1 Emergency Medical Technician, 1 Emergency Care Assistant & 2 First Responders

7.	What will be the total cost of the event?	The total cost of the medical cover is £1400 + VAT
8.	If the total cost of the event is more than the grant, how will the residue be financed?	The residual costs for the medical cover will be raised through advertising revenues, fund raising, sponsorship and stall holder fees.
9.	What are the plans for any surplus funds generated by the event (i.e. would these be put forward to a future event)	Any surplus funds raised will be used to fund the 2026 St Lawrence Fair
10.	Have you applied for a grant for the same event to another organisation? If so, which organisation and how much?	Yes, we have applied for a grant from the Community Charity Shop - pending their decision
11.	Who will benefit from the event?	The residents of the parishes of Hurstpierpoint, Albourne and Sayers Common, should they choose to attend.
12.	Approximately how many/what percentage of those who will benefit are parishioners?	Estimated 99%
13.	Have financial details been enclosed with the grant application?	Yes
14.	Please list any other supporting documents that have been included.	Quote from Pulse South Coast (Medical Cover Providers) 2024 St Lawrence Fair documentation including Lost Child Policy, Health & Safety Guidance and Event Safety Management Plan - these will all be updated for the 2025 Fair ahead of the Fair weekend (updates are in process)

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed... C. McDonald ... Date... 2 May 2025

Please return this completed form, together with all relevant accompanying information to:

Office@hurstpierpoint-pc.gov.uk or via post:

Clerk to the Council

Hurstpierpoint & Sayers Common Parish Council

Trinity Road, Hurstpierpoint

West Sussex, BN6 9UY

DATA PROTECTION

We take the protection of your personal data seriously. If you contact or communicate with us we may hold your contact and other details. We will only use this information for the purposes of carrying out our Council business with you. We will not pass your details to any other person or organisation without your express permission. We are registered with the ICO (Information Commissioners Office). For details of our full privacy notices please go to our website.

MRS NICOLA STENNING


Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345 .

Your balances on 28 October 2024

Business Current Accounts

Community Account Statement	£12,715.58
.....	
Sort Code 20-49-76 • Account No 60034061	

Business Savings Accounts

Business Premium Account	£376.16
.....	
Sort Code 20-49-76 • Account No 60311774	

[This is the end of your account summary.](#)

MRS NICOLA STENNING
ST LAWRENCE FAIR

Your Community Account

At a glance

29 Aug - 28 Oct 2024

Date	Description	Money out £	Money in £	Balance £
29 Aug	Start Balance			8,442.64
30 Sep	On-Line Banking Bill Payment to Tspprofessional AUD Ref: Inv 234349	155.22		8,287.42
	On-Line Banking Bill Payment to S C Lowe T/A Tride Ref: Inv 121546	858.00		7,429.42
16 Oct	Giro Direct Credit From Mama Bars Limited		6,411.40	13,840.82
21 Oct	On-Line Banking Bill Payment to Simon Winnard + Co Ref: Quickbook Subs	57.60		13,783.22
	On-Line Banking Bill Payment to Tspprofessional AUD Ref: Inv 234350	1,169.64		12,613.58
25 Oct	Giro Direct Credit From Hop Tub Brewing LT Ref: 1292		102.00	12,715.58
28 Oct	Balance carried forward			12,715.58
	Total Payments/Receipts	2,240.46	6,513.40	

Start balance £8,442.64

Money out £2,240.46

▶ Commission charges £0.00

Money in £6,513.40

▶ Gross interest earned £0.00

End balance £12,715.58

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Dispute resolution

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For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Important information about going overdrawn without an agreed overdraft limit or exceeding your agreed overdraft limit

An unarranged overdraft rate of 29.5% will apply if there is not enough money in your account(s) to make a payment and so cause an unarranged overdraft on your account(s).

What is an unarranged overdraft?

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- a) you go overdrawn on your account without agreeing an overdraft with us first; or
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If you try to make any payment from your account and you don't have the funds available, or if we have reasonable grounds to believe that you won't have sufficient funds on the date that the payment will be made from your account, we will treat this as a request to make, or extend, the use of our unarranged overdraft facilities. It's within our discretion to process the payment or return it unpaid.

What can you do to help avoid or limit an unarranged overdraft?

Get In Touch. If you become aware in advance that payments may take your account into an unarranged overdraft, please contact us as early as possible so that we can discuss the ways we could help. This will maximise the chances of us being able to:

- a) understand any changes in your business and explore the options available;
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- d) limit the costs associated with unarranged borrowing;
- e) address any concerns that you may have.

Register for Text Alerts. Business banking customers can register for our 'Near Limit' Text Alert which is designed to help you avoid going overdrawn (if you don't have an agreed overdraft limit), or exceeding your agreed overdraft limit, by notifying you when your balance falls below a figure you specify. Once you have signed up for this Text Alert, if your account goes into an unarranged overdraft, we'll send you a Text Alert the following working day (Monday – Friday) to let you know. By acting on this information you have the opportunity to clear your unarranged overdraft.

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Interest

Interest is calculated daily on the cleared balance of your account at the close of business. We'll let you know if interest is calculated on the statement balance rather than the cleared balance. The cleared balance includes only credits and debits that have cleared. Ask your branch or Barclays Business Team for details of clearance times and the dates when we pay or charge interest. The rates of interest shown are current at the time of printing this statement and may have changed during the period of the statement.

In accordance with UK tax legislation, from 6 April 2016 interest is paid gross. For UK resident individuals (including sole traders or partnerships), if you are a UK taxpayer you may have to pay tax on interest earned in excess of your Personal Savings Allowance. For information and guidance please refer to HMRC's website.

The management of your tax affairs is your responsibility, including making any required declarations to the relevant tax authority(ies), where you are tax resident. If the statement shows that we have applied interest to your account, we'll give you on request details of the rate(s) of interest used and a clear explanation of how the interest was calculated. Details of Barclays interest rates for business customers are available at barclays.co.uk/business-banking.

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Online

barclays.co.uk

On the phone

0345-717-1819

Talk to an advisor 7am - 11pm or use our 24-hour automated service

Write to us

**Barclays,
Leicester
LE87 2BB**

Your branch

**LEICESTER,
LE87 2BB**

Lost and stolen cards

01604 230 230

– 24 hours

Tell us straight away if:

- you do not receive a Barclays card you were expecting
- any of your cards are lost, stolen, or damaged
- you think someone else may know your PIN.

Call charges will apply (please check with your service provider). We may monitor or record calls for quality, security, and training

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Using your debit card in the UK and abroad

We will charge you a 2.75% Non-Sterling Transaction Fee when making purchases, making a cash withdrawal, or when being refunded. This fee also applies whenever you do not pay in sterling, for example shopping online at a non-UK website.

As we explain in our customer terms, we calculate our exchange rate using the reference exchange rate for the Visa card scheme. In most circumstances, Visa converts transactions into sterling using the Visa Exchange Rate on the day the transaction is authorised. However for a small number of transactions the conversion may happen on the day the transaction is processed. As this may be a day or two later, the exchange rate may be different on that day. You'll find a comparison of our exchange rate for certain currencies as a mark-up against the rate published by the European Central Bank in the Barclays App or at the following website:

<https://www.barclays.co.uk/travel/using-debit-card-abroad/> This is updated twice a day. This may help you to decide whether you want to accept the conversion rate offered by the retailer or ATM provider or accept our rate.

International Bank Account Number (IBAN) and Bank Identification Code (SWIFTBIC)

Your IBAN and SWIFTBIC are shown on the front of your statement. By using them you could reduce charges when receiving international payments in euros. Find out more at: business.barclays.co.uk/bb/ibanInformation.

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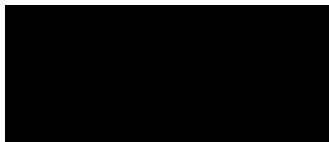
You can get this in Braille, large print or audio by calling 0800 400 100 (via Text Relay if appropriate)

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MRS NICOLA STENNING
ST LAWRENCE FAIR



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Sort Code 20-49-76 • Account No 60034061	

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Business Premium Account	£378.91
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MRS NICOLA STENNING
ST LAWRENCE FAIR

Your Community Account

At a glance

29 Oct 2024 - 28 Mar 2025

Date	Description	Money out £	Money in £	Balance £
29 Oct	Start Balance			12,715.58
3 Mar	On-Line Banking Bill Payment to Nicola Stenning Ref: Padlock	12.99		12,702.59
	On-Line Banking Bill Payment to Simon Winnard + Co Ref: QB Subs-3M-31.1.25	61.20		12,641.39
	On-Line Banking Bill Payment to South Coast Refrig Ref: 211888	300.00		12,341.39
	On-Line Banking Bill Payment to ABC Structures Ltd Ref: Inv-1064	574.80		11,766.59
28 Mar	Balance carried forward			11,766.59
	Total Payments/Receipts	948.99	0.00	

Start balance £12,715.58

Money out £948.99

► Commission charges £0.00

Money in £0.00

► Gross interest earned £0.00

End balance £11,766.59

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– 24 hours

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Using your debit card in the UK and abroad

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MRS NICOLA STENNING
ST LAWRENCE FAIR

Your Community Account

At a glance

29 Mar - 28 Apr 2025

Date	Description	Money out £	Money in £	Balance £
29 Mar	Start Balance			11,766.59
4 Apr	Giro Direct Credit From Gent & Ware Ref: Sugarlips Doughnut		70.00	11,836.59
7 Apr	Giro Direct Credit From Marples Cakery Ref: Marplescakery		70.00	11,906.59
	 Direct Credit From Elrick MJ+S Ref: H T Bellringers		70.00	11,976.59
9 Apr	Giro Direct Credit From Hurstpierpoint and Ref: Parishcouncilstall		35.00	12,011.59
10 Apr	Giro Direct Credit From Hurst Festival Ref: Hurst Festival		35.00	12,046.59
	Giro Direct Credit From S Hudson Ref: Scouts Food		100.00	12,146.59
16 Apr	Giro Direct Credit From Patel AV&KA Ref: Krishna Indian C		70.00	12,216.59
17 Apr	Giro Direct Credit From Winnard SJ Ref: SW Reimburse Cash		1,500.00	13,716.59
23 Apr	Giro Direct Credit From Billy Gray Busines Ref: Gray T		70.00	13,786.59
24 Apr	Giro Direct Credit From The Hurstpierpoint Ref: Hurst Society		35.00	13,821.59
25 Apr	Giro Direct Credit From Christmas Wishes Ref: Christmas Wishes		35.00	13,856.59
	Giro Direct Credit From R Alibaba Ref: Ray's Fusioneats		200.00	14,056.59
	Giro Direct Credit From Hawthorn Veterinar Ref: 1295		550.00	14,606.59

Continued

Start balance £11,766.59

Money out £0.00

▶ Commission charges £0.00

Money in £2,875.00

▶ Gross interest earned £0.00

End balance £14,641.59

Your deposit is eligible for protection
by the Financial Services
Compensation Scheme.

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				14,606.59
28 Apr	Giro Direct Credit From Rachael Hurle Ref: Sxacf16Pltn		35.00	14,641.59
28 Apr	Balance carried forward			14,641.59
Total Payments/Receipts		0.00	2,875.00	

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Go online for more support. For useful tips to keep on top of your cashflow, helpful downloadable tools, and a simple guide to borrowing, visit barclays.co.uk/business-banking/borrow

For details relating to unarranged borrowing, please refer to your banking services tariff guide.

- For Business Banking customers, this can be found online at <https://www.barclays.co.uk/business-banking/accounts/rates-and-charges>

Any reference to Bank of England Base Rate or Barclays Base Rate is the same rate. In the event that either of these rates is less than zero, the rate will be shown as zero on your statement. This does not affect our rights and obligations under our terms and conditions. If you require further information on the calculation of your interest rate, please contact us.

Interest

Interest is calculated daily on the cleared balance of your account at the close of business. We'll let you know if interest is calculated on the statement balance rather than the cleared balance. The cleared balance includes only credits and debits that have cleared. Ask your branch or Barclays Business Team for details of clearance times and the dates when we pay or charge interest. The rates of interest shown are current at the time of printing this statement and may have changed during the period of the statement.

In accordance with UK tax legislation, from 6 April 2016 interest is paid gross. For UK resident individuals (including sole traders or partnerships), if you are a UK taxpayer you may have to pay tax on interest earned in excess of your Personal Savings Allowance. For information and guidance please refer to HMRC's website.

The management of your tax affairs is your responsibility, including making any required declarations to the relevant tax authority(ies), where you are tax resident. If the statement shows that we have applied interest to your account, we'll give you on request details of the rate(s) of interest used and a clear explanation of how the interest was calculated. Details of Barclays interest rates for business customers are available at barclays.co.uk/business-banking.

Any reference to Bank of England Base Rate or Barclays Base Rate is the same rate. In the event that either of these rates is less than zero, the rate will be shown as zero on your statement. This does not affect our rights and obligations under our terms and conditions. If you require further information on the calculation of your interest rate, please contact us.

Online

barclays.co.uk

On the phone

0345-717-1819

Talk to an advisor 7am - 11pm or use our 24-hour automated service

Write to us

**Barclays,
Leicester
LE87 2BB**

Your branch

**LEICESTER,
LE87 2BB**

Lost and stolen cards

01604 230 230

– 24 hours

Tell us straight away if:

- you do not receive a Barclays card you were expecting
- any of your cards are lost, stolen, or damaged
- you think someone else may know your PIN.

Call charges will apply (please check with your service provider). We may monitor or record calls for quality, security, and training

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Using your debit card in the UK and abroad

We will charge you a 2.75% Non-Sterling Transaction Fee when making purchases, making a cash withdrawal, or when being refunded. This fee also applies whenever you do not pay in sterling, for example shopping online at a non-UK website.

As we explain in our customer terms, we calculate our exchange rate using the reference exchange rate for the Visa card scheme. In most circumstances, Visa converts transactions into sterling using the Visa Exchange Rate on the day the transaction is authorised. However for a small number of transactions the conversion may happen on the day the transaction is processed. As this may be a day or two later, the exchange rate may be different on that day. You'll find a comparison of our exchange rate for certain currencies as a mark-up against the rate published by the European Central Bank in the Barclays App or at the following website:

<https://www.barclays.co.uk/travel/using-debit-card-abroad/> This is updated twice a day. This may help you to decide whether you want to accept the conversion rate offered by the retailer or ATM provider or accept our rate.

International Bank Account Number (IBAN) and Bank Identification Code (SWIFTBIC)

Your IBAN and SWIFTBIC are shown on the front of your statement. By using them you could reduce charges when receiving international payments in euros. Find out more at: business.barclays.co.uk/bb/ibanInformation.

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We send information to Business banking customers with their statements about relevant new offers and products. If you don't get these messages and you'd like to, or if you do and you'd rather you didn't, just call us, or come into a branch. And if you change your mind at any time, just get in touch.

You can get this in Braille, large print or audio by calling 0800 400 100 (via Text Relay if appropriate)

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*To maintain a quality service, we may monitor and record phone calls. Calls to 03 numbers are charged at the same rate as calls to 01 and 02 landlines, and will count towards any inclusive minutes you may have covering calls to landline numbers. Call charges may differ, please check with your local provider.

St Lawrence Fair

Balance Sheet

As of December 31, 2024

	TOTAL	
	AS OF DEC 31, 2024	AS OF DEC 31, 2023 (PY)
Fixed Asset		
Non-Current Assets		
Container	4,152.00	4,152.00
Total Non-Current Assets	£4,152.00	£4,152.00
Total Fixed Asset	£4,152.00	£4,152.00
Cash at bank and in hand		
Barclays Current Account	12,613.58	15,081.46
Barclays Deposit Account	367.42	367.42
Cash on hand	2,252.28	60.00
Total Cash at bank and in hand	£15,233.28	£15,508.88
Debtors		
Debtors	3,817.00	3,465.00
Total Debtors	£3,817.00	£3,465.00
Current Assets		
Accrued Income	0.00	0.00
Other Debtors	0.00	0.00
Total Current Assets	£0.00	£0.00
NET CURRENT ASSETS	£19,050.28	£18,973.88
Creditors: amounts falling due within one year		
Trade Creditors		
Creditors	0.30	0.00
Total Trade Creditors	£0.30	£0.00
Current Liabilities		
Accrued Expenditure	650.00	0.00
James Taylor Liability	0.00	0.00
Nicola Stenning Liability	0.00	0.00
Rachel Babister Liability	0.00	0.00
Total Current Liabilities	£650.00	£0.00
Total Creditors: amounts falling due within one year	£650.30	£0.00
NET CURRENT ASSETS (LIABILITIES)	£18,399.98	£18,973.88
TOTAL ASSETS LESS CURRENT LIABILITIES	£22,551.98	£23,125.88
TOTAL NET ASSETS (LIABILITIES)	£22,551.98	£23,125.88
Charity funds		
Retained Earnings	23,125.88	16,698.20
Surplus/(Deficit)	-573.90	6,427.68
Total Charity funds	£22,551.98	£23,125.88

Event Contract

CONFIDENTIAL

This agreement is intended to work alongside a risk assessment provided by the event organiser. Information below should be amended as necessary and agreed by both parties and may include details provided within the risk assessment.

Organisation Name:	St Lawrence Fair
Contact Name:	Lona McDonald
Event Ref:	EVNT262

Event Information:

Event Name/Type:	St Lawrence Fair			
Event Location: (Please be Specific)	South Avenue Rec, Hurstpierpoint			
Event Date(s):	04/07/2025	05/07/2025		
Start Time:	18:00	12:00		
End Time:	00:00	18:00		
Specific Activities Taking Place:	Music, Fun Fair, Fun Run, Arena			

Communications:

Contacting Crews: Pulse South Coast Ltd Staff will be contactable on the day by mobile phone or walkie-talkie.

Acting on an injury / Incident: Event staff to contact Pulse South Coast Ltd staff via mobile telephone or radio if supplied.

Emergency Services and transportation to hospital

Contacting local hospital before the event	The event organiser will be responsible for contacting the local hospital before the event if necessary
Contacting emergency services before the event	The event organiser will be responsible for contacting the local emergency services before the event if necessary
Contacting emergency services during the event	Pulse South Coast Ltd will be responsible for contacting the local emergency services during the event if necessary.
Transportation to hospital	Transportation to hospital will be the responsibility of the individual unless their condition is an emergency and then transportation will be via 999. If Pulse South Coast Ltd Staff are required to travel with a patient to hospital the event organiser would be required to stop/cancel the event as there would not be adequate medical cover in place.

Other

Pre existing conditions	Where possible and practical, the event organiser should provide Pulse South Coast Ltd with any pre-existing conditions.
Any other relevant information	Pulse South Coast Ltd are not responsible for the level of cover at an event, the amount of cover should be decided by the event organiser via govt, or governing body, local councils, insurance companies and any risk assessments done by the event organiser. Please see risk assessment for further information. Pulse South Coast will be providing – 4th July 2025 – 1 x Emergency Medical Technician 2 x First Responders 5th July 2025 1 x Emergency Medical Technician

	1 x Emergency Care Assistant 2 x First Responders 1 x Ambulance both days
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Prices and payment terms

Price	£1,400.00 + VAT
Agreed Payment terms	Full payment must be made to secure your booking. The amount can be paid by BACS: Bank Details: Monzo Bank, Name: Pulse South Coast Ltd, Sort Code:04-00-04, Account Number: 90250539.
Invoice Address	Summerly 63 Wickham Hill Hurstpierpoint West Sussex BN6 9NR
Cancellation	See Terms & Conditions below

Medical Provider		Event Organiser	
Signed:	<i>Fionnuala Fenn</i>	Signed:	<i>C McDonald</i>
Date:	11/02/2025	Date:	16 Feb '25
On behalf of Pulse South Coast Ltd		On behalf of St. Lawrence Far	

Standard Terms & Conditions

These terms and conditions refer Pulse South Coast Ltd as "We", "Our" or "Us" whilst "You", "Your" refers to the entity booking its services. During the continuance of this agreement into which these terms & conditions are incorporated (the "Agreement"), We shall supply Our services and You shall purchase the same subject to these terms & conditions. Should there be any conflict between these terms & conditions and any other terms of agreement, these other terms of agreement shall take precedence.

1 –Orders / Bookings

1.1 – Pulse South Coast Ltd only accept contractual liability for a booked service once the quotation has been confirmed in writing.

2 – Fees & Payment

2.2 Pulse South Coast Ltd's standard payment terms are 7 days from receipt of invoice. We hold the right to exercise our statutory right to claim interest and compensation for debt recovery costs under the late payment legislation if we are not paid according to our agreed terms, unless agreed otherwise.

2.3 – Our fees are subject to change at any time without notice unless a fee has been agreed in writing for that specific service on that specific date.

2.4 – Where fees have been worked out on a given finish time, we retain the right to increase our quoted fees should our services run past said finish time at the behest of the booking party.

2.5 – Where a single job or a shift runs past the expected "booked" finish time our crews retain the right to finish at the pre-agreed time rather than continue as per the service bookers request.

2.6 – We aim to make our quotations all encompassing, however should the unexpected take place we retain the right to amend your quotation following completion of the services provided should additional costs have been incurred by us.

3 – Cancellations

Unless agreed otherwise in writing our standard cancellation policy is this;

3.1 – Medical Event Cover –

- 2 week or more prior to event 0% cancellation fee.
- Within 2 weeks and up to 1 week prior to event 50% cancellation fee.
- Within 1 weeks prior to event 100% cancellation fee.
- At the discretion of Pulse South Coast Ltd in certain circumstances we may waiver payment.

3.2 – We retain the right to cancel or amend any booking at any point in time if in our opinion the safety of our staff or patients are potentially at risk.

4 –Your Responsibilities

Medical Event Cover

4.1 – If necessary, it is Your responsibility to inform the local emergency services prior to the event unless agreed otherwise.

4.2 – If necessary, it is Your responsibility to inform the local hospital and relevant authorities prior to the event unless agreed otherwise.

4.3 – Unless agreed otherwise Pulse South Coast Ltd will be responsible for contacting the local emergency services during the event if necessary.

4.4 – It is Your responsibility to inform Us in advance of any other medical cover at the event.

4.5 – If necessary, it is Your responsibility to carry out a risk assessment and to provide it to Us in advance of the event or to Our crews on the day should We request one. Any risk assessment We carry out shall be for Our own purposes and does not cover any obligations carried by You.

- 4.6 – You are responsible to ensure that either You or Us (if requested and agreed in writing) provides a suitable treatment area. You must make Us aware of the nature of this area including information on its location and whether or not it is powered and has running water.
- 4.7 – You are responsible for ensuring that Our crews have clear access to the event site as well as to all areas in which they may be expected to treat individuals.
- 4.8 – You are responsible for ensuring all relevant licenses are in place for the event. We retain the right to cease work should We learn that the event is being run without the correct charges without breaking any contract or agreement. Should this situation arise, We would retain 100% of the fee.
- 4.9 – You are responsible for ceasing the event should Our medics dictate it is necessary to do so in order to treat a patient.
- 4.10 – We are booked on the basis that should a patient need to go to hospital this will be done via 999. However, if one or more of Our staff leave the site during an event to accompany a patient to another location (e.g. Hospital) it is Your responsibility to decide whether or not the event has adequate medical cover to continue.

5 –Our Responsibilities

- 5.1 – We will provide medical services to the best of Our ability and in line with good practise as carried out by first aid companies. These services are provided subject to the following limitations and should not be seen as a substitute for a doctor, nurse or paramedic.
- 5.2 – We shall not be held liable for any damage sustained to any property or possessions damaged during the event of access being required to a casualty or to allow egress from a site.
- 5.3 – From time to time We may be in a position where for unforeseen circumstances We do not have the right number of specifically trained staff to carry out a booked service. If deemed safe to do so We retain the right to either adjust the staffing numbers or types of qualified staff (You have the right to cancel with no fee if We elect to do this). To sub-contract a staffing position or the entire job to another suitable company. If no solution can be found and the patient is deemed at risk or the event is deemed unsuitably covered, We shall cancel Our commitment by notifying the service booker that such a circumstance has occurred. We will endeavour to give the service booker as much notice as possible however in certain unusual circumstances this notice period may be less than 24 hours. We accept no liability for any losses incurred through Our cancellation for reasons set out in this clause.
- 5.4 – With regards to clause 5.3 above We advise that where possible You take out “Event Cancellation Insurance” that would cover any such losses incurred by Our cancellation. We will not accept any liability for any losses which You incur in relation to Our cancellation which could have been covered by such insurance.
- 5.5 – We shall not be liable for any failure to carry out Our services or obligations due to factors outside of Our control such as but not excluding adverse weather, riots, strikes etc.
- 5.6 – Subject to clause 5.5 above neither We or Our personnel shall have any liability to You or any third party for any loss, damage or expense of any nature suffered due to any breach of any condition of Our agreement or any negligence or any breach of statutory or other duty or in any other way in connection with performance purported performance or of failure to perform the agreement.
- 5.7 – Nothing in this agreement shall be taken to exclude Our liability where Our negligent actions result in death or personal injury of an individual.
- 5.8 – If on arrival at a job Our staff deem that the information provided to Us at the point of booking is so inaccurate that We cannot complete the booking to a safe and satisfactory level We retain the right to withdraw Our services immediately. In such an event We will retain 100% of the full fee. In such an event We accept no liability for any losses incurred by Our withdrawal of services.
- 5.9 – Acceptance of all jobs is based on the fact that all information provided to Us is correct and remains correct. If We are informed of changes to any of the variable factors surrounding the job, We retain the right to revise Our fees or refuse to carry out the job in question.

6 –Complaints Procedure

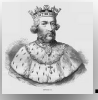
All complaints should be taken up with the senior member of staff at the point of contact where the complaint arises. If this is not possible a complaint should be made in writing and sent to a company Director at info@pulsesouthcoast.co.uk clearly marked “complaint”.

7 -Data Protection & Confidentiality

- 7.1 – All patient related documentation is kept in line with the Data Protection Act of 1998. Patient data will only be released to an individual if they are the person who received treatment or by their legal representation. To request this information the individual must contact Us in writing.
- 7.2 – Each party will ensure that all confidential information remains confidential subject to any release of information required by law.
- 7.3 – Unless specifically requested not to We retain the right to take photographs for marketing purposes whilst working on Your Agreement.
- 7.4 – All clauses within these terms & conditions stand unless superseded in writing with specific requirements.

8 – English Law & Jurisdiction of English Courts

- 8.1 – These terms & condition shall be governed by English law and both parties agree that the jurisdiction lies with the English courts.



Charter granted by
Edward II in 1313



Event Safety Management Plan

Event: “St Lawrence Fair”

Location: South Avenue Recreation Ground,
Hurstpierpoint

Date: Friday 5th July - Saturday 6th July 2024



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Edward II in 1313

1.0 Event Details

- 1.1 Event Overview & Location
- 1.2 Event Schedule & Timings
- 1.3 Attendance Profile

2.0 Event Management & Structure & Responsibility

- 2.1 Key Personnel
- 2.1 Responsibilities
 - 2.2.1 The Facilitators
 - 2.2.2 Event coordinator / Controller
 - 2.2.3 Event Safety Advisor
 - 2.2.4 Deputy Event Safety Advisor
 - 2.2.5 Chief Steward
 - 2.2.6 Stewards

3.0 Event Safety Management

- 3.1 Event Planning
- 3.2 Crowd Management
- 3.3 Traffic Management
- 3.4 Control & Communication Facilities
 - 3.4.1 Central Control Area
 - 3.4.2 Communication Facilities
 - 3.4.3 Information Point / Lost Children / Lost Property
 - 3.4.4 Float & Procession Control
- 3.5 Adverse weather

4.0 Environmental Issues

- 4.1 Sanitary Provisions
- 4.2 Acoustic Levels
- 4.3 Litter & Rubbish Clean Up
- 4.4 Water Provision

5.0 Temporary Structures / Installations

6.0 Spectators with Disabilities

- 6.1 Access
- 6.2 Viewing Area
- 6.3 Parking
- 6.4 Sanitary Facilities
- 6.5 Assistance

7.0 Emergency Arrangements

- 7.1 Fire Safety Management Plan
 - 7.1.1 Fire Safety Register
 - 7.1.2 Fire Equipment
- 7.2 Ambulance Service's
- 7.3 First Aid
- 7.4 Emergency Evacuation Procedure
- 7.5 Emergency Entry onto Main Recreation Ground
- 7.6 Major Emergency Plan



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Appendices

- A. Incident Report Form
- B. Contact Names & Numbers
- C. Road Closure Notices
- D. Event Layouts
- E. Risk Assessments
- F. Event Medical Plan
- G. Insurance Certificates
- H. Licensing
- I. Safety Inspection Checklist
- J. Highways Bunting Licence
- K. Procession Details
- L. Stall Holders Notices
- M. Fun Run Details

Additional reference:

- * SLF General Handbook
- * SLF Risk Assessment



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Introduction

This Event Safety Management Plan has been prepared for the purpose of assisting with the safe and efficient management of the 'St Lawrence Fair', to be held at the South Avenue Recreation Ground on Friday 5th July and Saturday 6th July 2024.

The organisers for this event will accept and show a duty of care for the safety of the event. In particular they will take all necessary precautions to ensure the safety of attendees and volunteers/staff who will be working at the event.

It is noted that in planning this event, full cognisance has been taken of the recommendations of the following Codes of Practice, where these are considered relevant and practicable for this event:

- Code of Practice for Safety at Outdoor Pop Concerts and Other Outdoor Musical Events
- Code of Practice for Safety at Sports Grounds - issued by the Department of Education
- Code of Practice for Management of Fire Safety in Places of Assembly - issued by the Department of the Environment
- Code of Practice for Fire Safety of Furnishings or Fittings in Places of Assembly - issued by the Department of the Environment

The event will be organised to ensure compliance with the requirements of:

- The Safety, Health & Welfare at Work Act, 2005 and applicable regulations made there under.
- Planning & Development Act 2000 - 2007: Part XVI & Planning & Development Regulations 2001 - 2008 (Licensing of Outdoor Events)
- The Fire Services Act, 1981 and 2003
- The Fire Safety in Places of Assembly (Ease of Escape) Regulations 1995
- Licensing of Indoor Events Act, 2003
- Intoxicating liquor/ licensing of premises



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1.0 Event Details

1.1 Event Overview & Location

St Lawrence Fair is a village fete that has been running for some 700+ years supported by a royal charter. The event is for local people with a mixture of fair ground rides and stalls, procession of local community clubs and shows.

The expected attendance will be approximately 7000 people of mixed age groups.

1.2 Event Schedule & Timings

Date:	Friday 5 th July	Sat 6 th July	Sunday 7 th July
Start Time :	12pm	12pm	10am
Finish Time :	10.30pm	6pm	Approx. Midday

Duration = 18.5 hours in total

1.3 Attendance Profile

The people attending the event will be a mix of all age groups and all walks of life, including disabled, young children and vulnerable adults.



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2.0 Event Management Structure & Responsibilities

2.1 Key Personnel

Title	Name
Facilitators/ Organisers	St Lawrence Fair Committee
Event Co-ordinator/ Controller	Rachael Babister & Nicola Stenning
Event Safety Advisor	Alison Gilmore (not present)
Deputy Event Safety Advisor	Nicola Stenning
Chief Steward	Lona McDonald
Police Officer	Police advised of the fair taking place
Fire Officer	Local voluntary fire brigade in attendance
Ambulance Officer	Medical cover provided by Pulse South Coast

* Refer to Appendix B for contact details

2.2 Responsibilities

2.2.1 The Facilitators/ Organisers

The Facilitators will ensure that all the necessary support and resources are provided to the Event Co-ordinator/ Controller.

2.2.2 Event Co-ordinator/ Controller

The Event Co-ordinator/Controller will have the overall responsibility on the day for all matters relating to the management of the events. They will participate in consultations with Authorities, will appoint a Chief Steward, and will ensure there are a sufficient number of stewards present to manage the events. They will also ensure that adequate briefing and familiarisation training is provided in advance.

The Event Co-ordinator/ Controller will ensure that adequate measures are in place for the safety of persons attending the event. They are assisted by the security, stewards and all other personnel. The Event Co-ordinator/ Controller is advised by the Event Safety Advisor, but retains control unless a serious emergency occurs, or is imminent, in which case he/she hands over control to the Senior Security Officer, Senior Fire Officer, or Senior Ambulance Officer (as appropriate), who thereafter will take over and act in accordance with the Major Emergency Plan.

2.2.3 Event Safety Advisor/ Officer

The Event Safety Advisor/Officer will advise in regard to the preparation of this Plan and monitor both the preparation of the safety measures employed for the event. During the event, the Deputy Event Safety Advisor will monitor the safety measures employed for the events themselves.



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2.2.4 Deputy Event Safety Advisor/ Officer

The Deputy Safety Advisor/Officer for the event will support the Event Safety Advisor/ Officer and prepare the risk assessments (Refer to Appendix E) for the event.

2.2.5 Chief Steward

The Chief Steward will monitor the entrances to the venue throughout the event and with the Event Co-ordinator/ Controller manage emerging situations, including the redeployment of stewards to key areas if necessary. He will also monitor the performance of stewards and advise accordingly.

2.2.6 Stewards

All stewards for the event will have had experience stewarding similar events. The primary duty of all stewards is to ensure that the public are safely accommodated during the event at all sites. The main duties include:

- Be aware of the site layout and facilities
- Control and direct spectators to designated routes/ locations
- Assist in the diversion of spectators to other routes/ part of the site, including cordoning off areas if required
- Know the emergency procedures
- Prevent overcrowding by ensuring that too many people do not move too quickly through any routes at the same time
- Monitor the crowd throughout the event for signs of distress and take action in accordance with verbal instructions.
- Prevent, in so far as possible, the climbing or movement of barriers and standing/ sitting on high walls. (Where by virtue of the scale of the incident, stewards are unable to prevent such activity; they should immediately report the matter to the Chief Steward, or the nearest Emergency Service).
- Ensure combustible refuse does not accumulate
- Patrol the venue to deal with emergencies such as raising alarms and extinguishing fires
- Be aware of the location of fire fighting and medical services in the area
- Recognise potential hazards and suspect packages and report findings immediately to the Chief Steward or to the nearest Security.
- Comply promptly with any instruction given in an emergency by a Security, the Event Co-ordinator/ Controller or the Chief Steward.
- Identify and investigate any incident or occurrence among spectators and report findings to the Chief Steward.
- Assist in the prevention of invasion/ overcrowding in an area
- Report to the Chief Steward any damage or defect likely to cause injury or danger to persons in attendance
- Undertake duties relating to emergency and evacuation procedures

The stewards are requested to cover at the following locations:

- **Entrance to South Avenue, Pitt Lane.**



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Stewards Pre-Event Briefing Meeting

A briefing meeting/pre-event meeting of Stewards will be held prior to the event or upon arrival at South Avenue Recreation Ground. If the latter, all Stewards are asked to report to the Committee Tent to receive their briefing for the day.

The stewards will be briefed on 'day', 'date' and 'time' in 'location' by 'whom'.

The Stewards will be briefed on:

- The expected attendance and any special stewarding requirements arising
- All arrangements for the safe management of the event
- Emergency procedures and any special contingency plans
- The deployment of stewards and advice of any specific roles.

The key Stewards will brief their stewards under their command on duties, and will issue a sheet of instructions to them (See 2.2.6).

Steward Identification

Stewards will be identifiable by:

- Hi Visibility Vest's
- Committee -t-shirts



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3.0 Event Safety Management

3.1 Event Planning & Review

A series of Event Planning Meetings will be held in the forthcoming months, commencing 5-6 months prior to the event as follows:

- Preliminary Planning Meeting
 - o 5-6 months in advance of the event
- Event Planning Meeting
 - o Starting 5 months in advance of the event
 - o The draft 'Event Safety Management Plan' will be discussed with local authorities.
 - o The following authorities will be notified of the event:
 - Police
 - Ambulance service
 - Fire Service
- Pre - Event Meeting
 - o 1 week before event

Furthermore, a

- De-briefing Event Meeting
 - o Will be held not later than 1 month after the event.

3.2 Crowd Management

Crowd control will become the responsibility of the Steward Controller and receive information from stewards and the event team on incidents and crowd behaviour. Stewards will be instructed to react accordingly depending on the situation.

All incidents will be reported to the site manager who will attend the scene and either make a decision on the spot or consult with the event team where there may be wider or significant impact.

Small scale incidents, which are not likely to affect many people will be dealt with by stewards and a member of the event team if necessary. A cordon will be established around the incident to keep the public away for their protection and allow space for treatment.

Medium scale incidents - small scale incident that have escalated or an incident that involves a larger number of people. Initial response will be by steward and the site manager and a cordon established. A decision may be made to evacuate an area of the site by stewards moving out from the incident asking visitors to move back. This will be towards an exit in preparation for a full evacuation. The event manager will decide whether the incident is sufficiently serious to call the emergency services in anticipation of an escalation in seriousness (e.g. fire, large scale antisocial behaviour). The PA will be used to inform visitors.



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3.3 Traffic Management

General

The road running parallel to the event site (South Avenue) is a residential road with parking bays marked on one side. The opposite side to the event is a small track accessing a dozen houses. Pitt Lane runs down the side of the park, which is occasional access to the rear of the properties on the high street. A road closure licence will be applied for to close South Avenue to provide clear access onto the recreation ground and to restrict people parking on kerbs etc blocking emergency access routes.

Any vehicle accessing the event site will be instructed to limit speed to 5 mph and have indicators flashing. Reversing of large vehicles will only be undertaken under the supervision of a steward.

Parking for people travelling into the area is available behind the high street in the local car park. The event is well publicised leading up to the fair and due to the number of years the fair has been running people attending generally walk into the village.

Disabled parking is allocated to the south end of South Avenue, out of the way so as to not obstruct any emergency services.

Road closure signs are used along with temporary bollards to assist in the control of closed road's and pedestrian safety. Signs are placed at the end of South Avenue and along the main roads giving forward warning of the road closures.

Field Arena Entry & Exit

The walking floats usually arrive at South Avenue first; they can be funnelled to wait down the track opposite the South Avenue entrance thus allowing lorries and motorised floats to enter the arena first and park safely. If it is hot weather then water should be supplied free to the walking floats, especially young children.

Public to be kept clear of area entry route as procession is ready to enter arena, route to be clearly identified and cordoned to protect public from walking and vehicular procession.

Marshall's to conduct flow of procession onto and off arena field, take care to park vehicular floats one at a time, control float entrants to ensure they do not encroach on turning and parking movements of other floats.

If any safety doubts ask all floats to remain stationary until risk is cleared.

Ensure all motorised floats are securely parked before entrants disembark, take special care as regards floats with young children present

Allow vehicular floats to leave arena one at a time.

Gate marshals please alert arena leader once last float has entered and again at end when last float has left the arena.

3.4 Control & Communication Facilities

Communication is carried out by 2 way radios with open channel's. The use of mobile phones is suggested as a back up plan and the contact list is made available to all stewards and at the committee tent.



Charter granted by
Edward II in 1313

3.4.1 Central Control Area

Committee Marquee

The Committee/Information Tent is located close to the vehicular entrance to the park. This is the main entrance to the park and by the arena.

ACCESS

Access to these areas is restricted to:

- Event Co-ordinator/ Controller
- Committee members / stewards

The internal communication facilities will include walkie talkies held by various Committee members plus mobile phones.

3.4.2 Emergency Communication Facilities

The external Communication facilities will include:

- Police/Security on duty for the event
- Ambulance/First Aid service

All communications are to be subsidiary to the main Emergency Service network and as such should be compatible for use without interference with these or other networks. Radio communications equipment will be appropriately safeguarded against disturbance by noise at the event and surrounding area i.e. persons with radios will be equipped with ear pieces to avoid blocking out or misinterpretation of messages.

The event co-ordinator/Controller will be responsible to ensure that the above systems are in place at an appropriate time before the start of the event.



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3.4.3 Information Point/ Lost Children/ Lost Property

General care and consideration's when a missing person is reported or found.

- Do not give the persons name over any announcement.
- Details and proof of identity should be taken on reunification.
- If reluctance in reunification from the missing person then report to the authorities.

In the event of a lost child or vulnerable adult being reported as missing, the following guidance should be followed.

- Ask for a detailed description of the missing person, where and when last seen.
- Report this to the 'Committee Tent' and or Head steward / Event Organiser immediately.
- Where possible all Steward's/Medical cover and committee members should be informed immediately.
- A member of the team should stay within the vicinity of the last known location for the possible return of the missing person.
- The events should be given secondary importance to the search for the missing person and announcements should be made over the PA system.

In the event of a child or vulnerable adult being found.

- Where possible the person finding the missing person should stay in close proximity to the location where the person was found. Make your position easily identifiable to allow for the immediate recovery from the parent/guardian.
- Use PA system to announce the discovery of a lost person, **do not give the persons name over the announcement.**
- Details should be taken from the missing person such as **Name, DOB, Address, and Phone details.**

Lost Property

All items of lost property should be located at the Committee tent.

Any items of significant value being collected should be asked to identify any distinguishing marks that could help confirm there ownership.

Personal details should be taken should a wrongful claim be made.



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3.4.4 Float & Procession & Control

Procession on road and onto Arena.

Under control of Procession Leader (*PL*), and his team

No smoking at all times.

PL to arrange a team of marshals sufficient to control safety of all on floats and walking groups together with the watching general public, assumed minimum is 6 people in the dedicated team, plus 2 to each float.

Minimum of two marshals to each unit (float or walking group), one on either side of the unit, each float should supply own marshals who should wear high visibility jackets/vests.

PL will agree with Chairman and Safety Officer/procession leader whether required number of marshals has been secured.

It is extremely important that sufficient marshals are available and in the correct places at all times. Procession will be held until PL agrees safety issues cleared.

PL to check with police (if present) before start to ensure their requirements are understood and complied with. Will also agree method of communication between PL/marshals and police.

PL will have an End of Procession marshal (at the rear of the procession) and they will be able to be in continuous contact with one another.

Each marshal to wear “yellow warning vests”: PL will ensure sufficient vests available before starting and will contact PL if having problems.

PL will issue his mobile number and the First Aid mobile number to all marshals and team leaders for them to use if required. (First Aid number will be issued on day via Safety Officer)

PL to check and ensure *No Parking* bollards are in place covering pre-start areas. Any problems reported to Safety Officer.

PL to check and note the team leader [and their mobile number] of each float/walking group and confirm that drivers understand requirement to follow instructions of police, procession and Round Table marshals. ALL to note the importance of care at all times.

Warn that safety is critical when entering, parked on, and reversing off the a=Arena.

At the Arena, follow Round Table marshals' instructions, NO persons allowed off or on to float, until float is stationary, engine turned off and adjacent floats are also stationary. This is to be enforced strictly.

Quick inspection to ensure float is safe, importantly sufficient adults present to look after children, and sitting away from the sides, before set off at start of procession and at exit from Arena.

Check and ensure all relevant roads are closed, or will be closed at required times before starting.

Water: all walking floats are asked to provide adequate water supplies for the participants in their group.



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Edward II in 1313

If weather is hot please encourage parents to apply sun cream to all children.

3.5 Adverse Weather

The event coordinator will monitor the weather forecast during the week before the event. If the weather deteriorates and is likely to significantly affect the event, alternatives will be discussed by the event team.

Rain - if the ground becomes water logged in the run up to the event, the event manager will take the decision on whether the event should be cancelled. If there is heavy rain during the event the performances will need to be postponed or cancelled.

High wind - this will be measured on site. If the measurements reach the maximum recommended by the marquee supplier or the stage supplier, additional securing straps will be added and the marquees evacuated/ marquees not used. If the strong winds continue and the safety of visitors is at risk the event will be cancelled and the event ground evacuated during site build or while the event is running.

High temperatures - should high temperatures occur regular messages will be broadcast from the PA advising visitors to use sunscreen and drink plenty of water. Water will be available to those treated by first aiders and for staff. Drinks are available to buy from food concessions and visitors are able to come and go from the event as necessary.



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Edward II in 1313

4.0 Environmental Issues

4.1 Sanitary Provision

Temporary toilets will be provided within the event at a location specified on the site plan. These will be self contained units with hand washing facility

A total of 15 units will be provided one of which will be located by event control for staff use only. There will be two disabled access toilets with baby change facilities.

4.2 Acoustic Levels

Earplugs will be available to stewards. Stewards positioned at loud speakers will be issued with hearing protection.

4.3 Litter and Rubbish Clean - up

Additional bins will be provided for the public to use, which will be monitored and collected by stewards not on station. Traders and stall holders are expected to remove their waste to the waste area provided that has large wheeled bins (identified on plan). There should be enough to cater for the duration of the event, however should these bins become full they will be collected by a contractor.

4.4 Water Points

Water will be available at the Committee Tent and through the bar.



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5.0 Temporary Structures/Installations

5.1 Temporary Structures/ Installations

The following installations and temporary structures will be erected at South Avenue Recreation Ground to facilitate the 'St Lawrence Fair':

Various marquees and gazebos

- All marquees erected by competent contractor's.
- Power and lighting will be run after the marquees have been signed off.
- Pop up gazebos with weighted legs and guy ropes will be erected by the committee and volunteers.

Stage

- 20m x 10m provided and constructed by contractors. Purpose built aluminium sections on wide foot plates with a plywood floor resulting in a stage height of 1m. Steps with handrails are provided on each side.
- A lighting gantry will be erected over the stage secured using purpose building fixings to the side of the stage structure. All lamps will be secured with safety chains.
- Speaker stack will be placed on either side of the stage and strapped to the stage frame.
- Specifications for the stage, lighting gantry and speaker towers are provided by the contractor and supplied with their event plan.
- No temporary structures will be used while they are being constructed.

Trader's stalls

Traders will provide their own marquees/pop up tents and own built stalls.

High Street Bunting

Bunting; Fixing and removal in HPP High Street.

Check with committee that our present insurance covers all required liability, for the fixing and removals of bunting. Also Council approval agreed, before starting. Check agreed dates period, working if not cause danger, to these times.

A "Cherry Picker" to put up/remove bunting, should be considered.

Team Leader to ensure all stated requirements, checked and approved.

If ladder used, minimum of three people to direct traffic required. Plus one person to be at bottom of ladder to ensure ladder does not slip.

Person climbing, to check ladder placement on wall and ground is safe, before starting.

Before starting; check that ladder complies with current regulations, and checked suitability prior to use, and to be of a suitable length, not causing issues to safety, to fix/remove bunting to tie points.

All people to wear high visibility jackets.

Work only in quite period, i.e. Sunday before 8.00 am; in good weather and good light.



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Edward II in 1313



Place warning cones in road, where ladder feet ingress into carriageway.

No loose equipment, or materials/packaging, to be left in public walk areas at any times.

Appoint a team leader, to direct and over-see the erection and removal.

If using Cherry Picker, again minimum of three people required, to ensure traffic not cause of danger, to them or road users and footpath users.

Footpath users must not walk under ladder, or near working area; ensure they are directed safely around.

Ensure bunting is of sufficient height to not affect traffic passing below.

Permission should be gained from West Sussex Highways each year. This is a simple form to print and return and send in a copy of our insurance; they then send back a form allowing us to erect the bunting.

Marquees

Dismantling and removal of temporary structures will be carried out under the supervision of persons experienced in such work. Works will not be carried out while members of the public are in the vicinity.



Charter granted by
Edward II in 1313

6.0 Spectators with Disabilities

6.1 Access

All reasonable care will be taken that disabled persons and wheelchair users can access the 'location(s)' safely and without encountering obstacles or hazards, while accessing areas of the site.

6.2 Viewing Area

A dedicated viewing area will be located at the front of the stage within the controlled area for the sole use of disabled persons and the person accompanying them. Stewards will ensure they can access the area. Only one person allowed to accompany each disabled person (Stewards can use their discretion).

6.3 Parking

Disabled parking is allocated to the south end of South Avenue, out of the way so as to not obstruct any emergency services.

6.4 Sanitary Facilities

The local public toilets located on the edge of the park are compatible with disabled access.

6.5 Assistance

Stewards will assist disabled persons both for normal access and egress if required, and also for emergency egress.



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Edward II in 1313

7.0 Emergency Arrangements

7.1 Fire Safety Management Plan

7.1.1 Fire Safety General

- A 4m clear route will be established around the perimeter for emergency services access.
- All structures will be separated by 4m
- Fire points with a water and CO2 extinguisher (place on a stand with identifying signs) will be placed at the following locations (also shown on site plan)
 - Inside all marquees (2 in large marquees 1 in small)
 - Two in Trader/exhibitor area (number needed to be finalised)
- Food concessions expected to have their own fire fighting equipment
- All food concession with cooking facilities will be asked to submit or complete the fire risk assessment form from the Fire and Rescue Service.
- Only one spare LPG cylinder will be permitted per installation. The location of all LPG appliances will be identified on the site plan.
- No more than 5 litres of spare fuel can be stored on site per portable generator and a CE approved container must be used. Anything not conforming will be taken off site.
- A bin area will be provided and all event participants asked to remove combustible rubbish throughout the day to ensure there is not a build up. Stewards will also monitor this.
- Marquees open to the public will be open sided so not require designated exits, escape signs or emergency and have not specified limit on capacity.
- An emergency evacuation plan is in place with all stewards and other key staff briefed in its operation.

An emergency evacuation plan is in place with all stewards and other key staff briefed in its operation.

7.1.2 Fire Equipment

- Fire fighting equipment will be provided in the locations listed below. Storage areas will be cleared of combustible materials prior to the event and monitored during the event.
- Locations listed on site plan.

7.2 First Aid

Event Medic: Pulse South Coast (see Appendix F for Event Medical Plan)

First Aid Location

The First Aid base is located at the main Entrance from South Avenue heading in towards the area on your right hand side as you head in.

Emergency situation occurs, assess and move public to South Av, or Pitt Lane.

7.3 Emergency Evacuation Procedure

Emergency procedure, covering evacuation of Fair area.

If a reliable warning and evacuation request issued, please announce immediately.



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All Public and stallholders to leave field, at nearest clear exits, South Avenue, either end. Pitt Lane, via South Lane.

Warn Marshall's & SLF Committee to help evacuation.

Warn First Aid team.

Ask for High Street entrance, into South Avenue, up to Field Upper entrance, to be clear, for emergency use, ask Police to stop traffic if required to allow pedestrian exit from Fair Ground



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Edward II in 1313

7.4 Major Emergency Plan

The event manager in consultation with the event team are responsible for determining when an incident becomes an Emergency.

The steward co-ordinator will contact the emergency services by mobile phone on instruction from the event manager

The committee will appointment someone to make themselves known to the emergency services when they arrive and advise them on the nature and scale of the incident and what has been done by the event team to that point.

Large-scale incident - a medium scale incident that has escalated a major incident or large scale disturbance where there is imminent danger to visitors. At this stage the emergency services would have been contacted and a full evacuation called. In this case stewards would be directed to continue moving out from the incident directing visitors to the exit point. Alternatively starting from as close to the incident as possible and start moving visitors to the exits.

Communicating with visitors

To avoid unnecessary panic should radio conversations be overheard by visitors code words will be used to identify specific incidents, once an evacuation starts these aren't important:

Code Words:

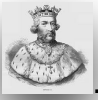
Fire - Mr Sands (e.g. Mr Sands is at the stage)

Suspect packages - Mr Franks (e.g. Mr Franks is at the stage)

Creating a cordon - localised evacuation done by stewards giving verbal instruction as directed by the steward co-ordinator or event manager.

Partial evacuation - movement of visitor from the area of the event affected by the incident to a safe area still with the event ground. Started by stewards giving verbal instructions creating a cordon using of loud hailer as necessary. The PA system will be used to inform visitors.

Full evacuation - total movement of all visitors out of and away from the event ground. The PA is used to announce the evacuation and why. Steward will give verbal instruction (some with loud hailer) of where the nearest exits are and ensure everyone has evacuated the site.



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7.5 Emergency Entry onto Main Recreation Ground

There are four main entrance points to the Fair site that should allow vehicular access to all areas in the case of an emergency. As follows;

1. Main entrance South Avenue

Drive up South Avenue from High Street and access Fair ground via main North East corner access.

2. Pitt Lane.

Enter Pitt Lane from High Street, very restricted for vehicular access but emergency vehicles can gain access to the top of the park or the Fairground end of the park. This is the west end of the park.

3. Access Track.

Entire length of North side of field, running between South Avenue and Pitt Lane, runs behind High Street houses. (most of electrical supply and equipment in this area, plus hot food outlets, and portable loos). Access from South Avenue or Pitt Lane

4. Tennis Court access track

Narrow track entry bottom end of S/Av, south side of Bowls club pitch. This covers small open area, behind Tennis court, and entry to South side of arena by driving or walking along side of children's play area.

Emergency Services Note

In emergency the main entrance allows access directly into the area which itself allows access to most areas of the fair and stalls area, the barrier to the arena can be quickly taken down to allow greater access if required.

Marshals will be at entrance, 8.00am to 6.00pm.

Marshal to ensure public walkway before arena area will have barrier fence to close area to the public.

Arena should give working access to most fair site, mainly stalls and marquee.

First Aid will be next to main entry, off South Avenue.



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Appendix A

Incident Report Form

Filed separately



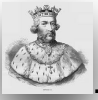
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Appendix B

Contact Names & Numbers

Filed separately



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Appendix C

Road Closure Notices

Filed separately



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Appendix D

Event Layouts

Filed separately



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Appendix E

Risk Assessments

Filed separately



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Appendix F

Event Medical Plan

Filed separately



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Appendix G

Insurance Certificates

Filed separately



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Appendix H

Licensing

Filed separately



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Appendix I

Safety Inspection Checklist

Filed separately



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Appendix J

Highways Bunting Licence

Filed separately



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Appendix K

Procession Details

Filed separately



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Appendix L

Stall Holders Notices

Filed separately



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Appendix M

Fun Run Details

Filed separately

St Lawrence Fair 2024

Health and Safety Document & Guidance Notes

Issued as a guide to Health and Safety on fair day and for associated events, along with useful info & old notes, updated June 2024 (previous version June 2023)

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H&S Contact info for 2024 St Lawrence Fair

Role	Name	Email	Contact number
Co-Chairs	Nic Stenning	nicstenning@hotmail.co.uk	07983 753674
	Rachael Babister	rachael@twotrickpony.co.uk	07788 137531
Treasurer	Simon Winnard	sjwinnard@hotmail.com	07818 032841
Secretary	Lona McDonald	lonadodsworth@yahoo.co.uk	07792 856167
Facilities	Neil Constantine	nconstantine66@gmail.com	07765 408807
Stalls Coordinator	Sheila Doughty	sheila.doughtyin19@gmail.com	07760 113143
Fun Run Coordinator	Oli Dewdney	o.dewdney@hotmail.co.uk	07585 336792
	Steve Roberts	sjp.roberts@gmail.com	07552 579519
Procession Leads	Penny Rogers		07887 377075
Hurst'Bar'Point	James Taylor	james@fabulous-floors.co.uk	07971 553262
	Eliot Rogers	eliot@mamabars.co.uk	
PA Announcer	Helen Bedford	helen.bedford@hurstpierpoint-pc.gov.uk	07970 675209
Medical Cover	Pulse South Coast	Friday: Fionnuala Fenn Saturday: Fionnuala Fenn	07354 741013
Hurst's Got Talent	Rachael Babister	rachael@twotrickpony.co.uk	07788 137531
Pet Show	Sarah Solomon	sarah.Solomon@heathvets.com	01273 823698
Teddy Bears Picnic	Natalie Vigar	natalievigar@hotmail.com	07762 895912
Junior Disco	Nic Stenning	nicstenning@hotmail.co.uk	07983 753674
Road Signs	Barry Babister	barrybabister@me.com	07733 324500
Parish Council Contact	Sarah Groom	sarah.groom@hurstpierpoint-pc.gov.uk	01273 833264
Bowls Club Chair	Barbara Awcock	benandbarbara@btinternet.com	07714 259644
Health & Safety Rep	Alison Gilmore	alisongilmore09@me.com	07900 376160
Round Table	Crispin		07733 221318
Sussex Vale Rotary	Bernard O'Rourke	bernard.orourke1948@gmail.com	07541 842172

Stall Holders General

H&S notice for stall holders

Thank you for your valued booking for St. Lawrence Fair 2024.

A copy of the basic plan of the recreation ground with stall layout and a list of stallholders is available to view on entry to South Avenue Recreation Ground or at the Committee Tent. Every effort has been made to ensure that as far as possible each stall holder has been allocated the desired pitch location. Any queries, contact Sheila Doughty on 07760 113143, or a member of the SLF team.

All Stallholders

Please report to Sheila Doughty or another SLF volunteer at the entrance to South Avenue Recreation Ground on arrival. The stall layout/plan will be available on Saturday morning and you will be informed of your pitch number and location when you check in. If you have requested a trestle table it should be at your pitch but please let us know if this is not the case. Do not move to your pitch, unless agreed by Sheila or a member of the SLF team.

Setting Up

You can start to set up from 9am, no sooner unless previously approved by Sheila Doughty or her team. Cars may be driven onto the recreation ground for unloading purposes, but please remove off the field by 11.30am sharp. To avoid congestion, please drive slowly to your stall, in a clockwise direction and try not to obstruct other cars whilst unloading. A steward will be directing everyone.

Parking

Please use only the official parking in the village centre; stallholders do not unfortunately get any special parking allocation with their stalls. Sorry no parking in South Avenue or the recreation ground. Limited parking is available for disable badge drivers, in South Avenue. Contact Sheila Doughty at time of booking, and if possible an official permit will be issued. Please note these parking places are limited.

Trading Times are 12 noon to 5.30 pm.

Stallholders are requested not to bring their vehicles back onto the recreation ground until the field has been suitably cleared of visitors at the end of the day, and the Fair has closed. The Fair Committee members will announce when cars are allowed back onto the field, and access can be gained via the South Avenue entry/exit only. Stall holders will not be allowed to bring their vehicles onto the recreation ground until the Fair has been officially closed – sorry no exceptions will be allowed.

Prizes of Alcohol

The police ask us to remind stall holders that alcoholic prizes can only be issued to persons over the age of 18 and that ID is required to prove age and to ensure that alcohol is not passed to minors. Stalls with large quantities of alcohol should seek local police advice as an Alcohol License may be required.

Alcohol will be sold in the fair bar and in the Pimms tent but no field stalls are to sell alcohol.

Food hygiene

If food is being sold a food hygiene certificate and list of allergens MUST be clearly displayed on the stall at all times. The Fair Committee may ask that a Food Safety Checklist is completed prior to trading taking place.

General

Please help us, by clearing up your stall, and remove all waste, paper, raffle tabs, boxes, etc, from your allotted pitch area. It is important that each stall holder takes home and sorts waste for reclaim collection by the council. Please do not leave in bags on the field.

Thank you for your support.

Be safe at all times, and enjoy your day “at the fair” 😊.

The SLF Committee

St Lawrence Fair 2024 H&S Info & Fair Guide

Stalls booking form – Charity Book & Pay

Hurstpierpoint Village Fair, Saturday 6th July

Charity Stalls – Booking Form

The theme for 2024 is HURST GOES GREEN and we hope you will consider dressing your stall to reflect this theme and be in with a chance of winning the best dressed stall competition. Additionally, this year we will be making an award for THE MOST SUSTAINABLE STALL - as judged by Hurst Rethink (see below for guidance on single use plastics)

To book a charity stall please complete this form and return to:

stlawrencefair.stalls@gmail.com

Payment should be made by bank transfer to secure your booking. No bookings will be accepted without payment.

Bank details: please add the name of your charity as your reference. Also include below your charity reference number.

Bank Name: Barclays Plc Account

Account Number: 60034061

Name: St Lawrence Fair

Sort Code: 20-49-76

Booking will only be confirmed once payment is received.

Final date for booking is 31.5.24.

Stall Fees:

The prices are £35 for a stall (double stalls available) which are allocated on a first come first served basis. Field stalls approx. 12 ft. A small number of trestle tables are available - please let us know below if you require one FOC. (stall holders to bring their own gazebo)

Number of stalls required @£35:

Number of trestle tables required:

Total cost:

What will your stall offer / sell:

Your organisation / charity:

Charity reference number:

Invoice required: Yes / No?

Person to contact:

Email address:

Mobile number:

Food hygiene certificate details:

Food safety checklist attached as required:

Single use plastics directive - see link for more detail https://environment.ec.europa.eu/topics/plastics/single-use-plastics_en

Hurst Goes Green 2024 aims to be the most sustainable fair yet so it is essential that all stall holders take note of the single use plastics directive - excerpt below. Please check the link for more details.

“Where sustainable alternatives are easily available and affordable, single-use plastic products cannot be placed on the markets of EU Member States. This applies to cotton bud sticks, cutlery, plates, straws, stirrers, and sticks for balloons. It will also apply to cups, food and beverage containers made of expanded polystyrene, and on all products made of oxo-degradable plastic.”

Please note:

1. All stalls to be set up between 9am and 12 noon on Fair Day and NOT to be dismantled until advised (no earlier than 5pm). NO vehicle access onto the Fair field between 12 and 5.30pm (subject to change) and NO vehicles to be parked on the fair field. Please let us know if you require disabled parking.
2. Trading times - 12:00 - 17:00
3. The police ask us to remind stall holders that alcoholic prizes can only be issued to persons over the age of 18, ID is required to prove age and to ensure that alcohol is not passed to minors. Stalls with large quantities of alcohol should seek local police advice as an Alcohol License may be required.
4. Alcohol will be sold in the fair bar and in the Pimms Tent but no field stalls are to sell alcohol.
5. If food is being sold a food hygiene certificate and list of allergens MUST be clearly displayed on the stall at all times.
6. Stall holders are responsible for ensuring that any rubbish created is cleared away at the end of the fair and the site is left tidy and clean, ensuring any products that can be recycled are and limiting those that can't be. No bags to be left on South Avenue.

Any queries, please contact Sheila Doughty at stlawrencefair.stalls@gmail.com or call 07760 113143

We look forward to seeing you on Fair Day and your help in making 2024 a great success!

By signing up for a charity stall you are agreeing to the terms above

Stalls booking form – Retail Book & Pay

Hurstpierpoint Village Fair, Saturday 6th July

Retail Stalls - Booking Form

The theme for 2024 is HURST GOES GREEN and we hope you will consider dressing your stall to reflect this theme and be in with a chance of winning the best dressed stall competition. Additionally, this year we will be making an award for THE MOST SUSTAINABLE STALL - as judged by Hurst Rethink (see below for guidance on single use plastics).

To book a retail stall please complete this form and return to:

stlawrencefair.stalls@gmail.com

Payment should be made by bank transfer to secure your booking. No bookings accepted without payment.

Bank details: please include the name of your business as the reference:

Bank Name: Barclays Plc Account
Account Number: 60034061

Name: St Lawrence Fair
Sort Code: 20-49-76

Booking will only be confirmed once payment is received.

Final date for booking is 31.5.24

Stall Fees:

The prices are £70 for a stall (double stalls available) which are allocated on a first come first served basis. Field stalls are approx. 12 ft. A small number of trestle tables are available - please let us know below if you require one FOC (stall holders to bring their own gazebo).

Number of stalls required @£70: Number of trestle tables required: Total cost:

What will your stall sell:

Your business name:

Invoice required: Yes / No?

Person to contact:

Email address:

Mobile number:

Insurance number and company:

Food hygiene certificate details:

Copy of Food safety checklist attached if required:

Single use plastics directive - see link for more detailhttps://environment.ec.europa.eu/topics/plastics/single-use-plastics_en

Hurst Goes Green 2024 aims to be the most sustainable fair yet so it is essential that all stall holders take note of the single use plastics directive - excerpt below. Please check the link for more details.

“Where sustainable alternatives are easily available and affordable, single-use plastic products cannot be placed on the markets of EU Member States. This applies to cotton bud sticks, cutlery, plates, straws, stirrers, and sticks for balloons. It will also apply to cups, food and beverage containers made of expanded polystyrene, and on all products made of oxo-degradable plastic.”

Parking

Please use only the official parking in the village center; stallholders do not unfortunately get any special parking allocation with their stalls. Sorry no parking in South Avenue or the recreation ground.
Limited parking is available for disabled badge drivers. Please let us know if you require disabled parking.

Please note:

1. All stalls to be set up between 9am and 12 noon on Fair Day and NOT to be dismantled until advised (no earlier than 5pm). NO vehicle access onto the Fair field between 12 and 5.30pm (subject to change) and NO vehicles to be parked on the fair field. Please let us know if you require disabled parking.
2. Trading times 12:00 - 17:30
3. The police ask us to remind stall holders that alcoholic prizes can only be issued to persons over the age of 18, ID is required to prove age and to ensure that alcohol is not passed to minors. Stalls with large quantities of alcohol should seek local police advice as an Alcohol License may be required.
4. Alcohol will be sold in the fair bar and in the pimms tent but no field stalls are to sell alcohol.
5. If food is being sold a food hygiene certificate and list of allergens MUST be clearly displayed on the stall at all times. Please complete a food safety check list as attached.

Any queries, please contact Sheila Doughty at stlawrencefair.stalls@gmail.com or call 07760 113143

We look forward to seeing you on Fair Day and your help in making 2024 a great success!

By signing up for a retail stall you are agreeing to the terms above

Stalls booking form – Street Food Book & Pay

Hurstpierpoint Village Fair, Saturday 6th July

Street Food Stalls – South Avenue - Booking Form

The theme for 2024 is HURST GOES GREEN and we hope you will consider dressing your stall to reflect this theme and be in with a chance of winning the best dressed stall competition. Additionally this year we will be making an award for THE MOST SUSTAINABLE STALL - as judged by Hurst Rethink (see below for guidance on single use plastics)

To book a street food stall please complete this form and return to:

stlawrencefair.stalls@gmail.com

Payment should be made by bank transfer to secure your booking. No bookings will be accepted without payment.

Bank details, please add Food, plus your business name as your reference.

Bank Name: Barclays Plc Account
Account Number: 60034061

Name: St Lawrence Fair
Sort Code: 20-49-76

Booking will only be confirmed once full payment is received.
Final date for booking is 31.5.24

Stall Fees:

The prices are £200 for a stall (double stalls available) which are allocated on a first come first served basis. A small number of trestle tables are available - please let us know below if you require one FOC. (stall holders to bring their own gazebo)

Number of stalls required Saturday 6th: Trestle table: Total cost:

What type of food will your stall offer:

Business Name:

Contact name:

Mobile:

Email:

Insurance number and company:

Food hygiene certificate details:

Setting Up

Saturday:

South Avenue will be closed from 8am so you can set up from then. Vehicles can be driven to your pitch for unloading purposes, but please remove by 11.30am sharp and try not to obstruct other stallholders whilst unloading.

Trading Times

Saturday:

12:00 - 17:30

Single use plastics directive - see link for more detailhttps://environment.ec.europa.eu/topics/plastics/single-use-plastics_en

Hurst Goes Green 2024 aims to be the most sustainable fair yet so it is essential that all stall holders take note of the single use plastics directive - excerpt below. Please check the link for more details.

“Where sustainable alternatives are easily available and affordable, single-use plastic products cannot be placed on the markets of EU Member States. This applies to cotton bud sticks, cutlery, plates, straws, stirrers, and sticks for balloons. It will also apply to cups, food and beverage containers made of expanded polystyrene, and on all products made of oxo-degradable plastic.”

Parking

Please use only the official parking in the village center; stallholders do not unfortunately get any special parking allocation with their stalls. Sorry no parking in South Avenue or the recreation ground. Limited parking is available for disabled badge drivers. Please let us know if you require disabled parking.

Please note:

1. The police ask us to remind stall holders that alcoholic prizes can only be issued to persons over the age of 18, ID is required to prove age and to ensure that alcohol is not passed to minors. Stalls with large quantities of alcohol should seek local police advice as an Alcohol License may be required.
2. Alcohol will be sold in the fair bar and in the Pimms Tent but no field / street stalls are to sell alcohol.
3. If food is being sold a food hygiene certificate and list of allergens MUST be clearly displayed on the stall at all times. We also require completion of a food safety check list as attached.
4. Stall holders are responsible for ensuring that any rubbish created is cleared away at the end of the fair and the site is left tidy and clean, ensuring any products that can be recycled are and limiting those that cant be. No bags to be left on South Avenue.
5. Please make sure there is clear signage above hot surfaces if applicable.
6. You will need to display your food hygiene certificate and rating on fair day. Please display a notice to encourage people who have food allergies to ask you about your ingredients (we can provide these signs if you don't already use them.)

At all times the public has the right of way on South Avenue. Be careful when driving in and out.

South Avenue will be closed to vehicles from 8am until 5.30pm (subject to change) and we will operate a barrier to allow only authorised vehicles in and out.

First Aid is available on the day.

No smoking policy applies on South Avenue.

Any issues speak to a fair committee member.

Any queries, please contact Sheila Doughty at stlawrencefair.stalls@gmail.com or call 07760 113143

We look forward to seeing you on Fair Day and your help in making 2024 a great success!

By signing up for a street food stall you are agreeing to the terms above

St Lawrence Fair 2024 H&S Info & Fair Guide

Map of stalls

Separate file, combined with Friday night layout: copies under “Site Layout” section

St Lawrence Fair 2024 H&S Info & Fair Guide

SLF Food Safety Checklist

If you will be selling food from your stall/vehicle during the 2024 St Lawrence Fair, you will need to complete the checklist below. We hope that most, if not all, of these items are familiar to you, and ask that if any of your responses are 'No' you flag this to a member of the SLF Committee (we all have red t-shirts on with 'Committee' on the back). Once completed, please return your form to Sheila Doughty or a member of her team, thank you.

Your details:

Company/Organisation:	
Contact Name:	
Contact Telephone Number:	
Contact Email Address:	
Postal Address:	

Setting up your stall:

Food safety management	YES	NO
Do you have documentation on the food safety controls you follow to ensure that the food you prepare is safe to eat?		
Do you keep monitoring record sheets, training records, etc?		
Are these available for inspection on your stall?		
Storage	YES	NO
Are all food storage areas under cover and protected from contamination?		
Are they clean and free from pests?		
Do you have enough refrigeration and is it working properly?		
Food preparation and service areas	YES	NO
Have you got enough washable floor coverings for the food preparation areas?		
Have you taken all necessary precautions to keep mud out of stall in wet weather?		
Are all worktops and tables sealed or covered with an impervious, washable material?		
Have you got enough preparation worktop space?		
Have you got enough handbasins and are they supplied with hot and cold water, soap and paper towels?		
Have you got sinks which are large enough to wash food and equipment in (including bulky items) and are they supplied with hot and cold water?		
If there is no mains drainage have you made hygienic provision for the disposal of waste water (e.g. waste pipe from sink to a waste water carrier clearly marked 'waste water')?		
Have you got enough fresh water containers and are they clean and fitted with caps?		
Have you got a supply of hot water reserved for washing up and hand washing?		
Have you got adequate natural or artificial lighting, particularly for food preparation areas and service at night?		
Is all your food equipment in good repair?		
Cleaning	YES	NO

Is your stall/vehicle clean?		
Can it be kept clean, and have you allowed sufficient time for the thorough cleaning of your stall/vehicle equipment between events?		
Do you have a cleaning schedule to ensure all areas are kept clean?		
Have you an adequate supply of clean cloths and a 'food-safe' disinfectant/sanitiser to clean food and hand contact surfaces?		
Are the cleaning chemicals stored away from food?		
Contamination	YES	NO
Can food be protected from contamination at all times?		
Is the stall/vehicle free from pests, and is open food protected from flying insects?		
Food waste	YES	NO
Have you got proper bins with lids for food and other waste?		
Do you have an arrangement for disposing of this waste which complies with current waste management regulations?		
If frying, do you have an arrangement for the collection and disposal of waste oil?		
Staff	YES	NO
Are all your food handlers trained, supervised or given instructions to ensure food safety?		
Are any untrained, casual staff forbidden to carry out high risk food preparation?		
Do your staff display a good standard of personal hygiene and wear clean over-clothing?		
Do you have an adequate supply of clean overalls/aprons?		
Are your staff aware that they should not handle food if suffering from certain illnesses?		
Have you a first aid box with blue waterproof plasters?		

Safe food practices during the event:

Storage	YES	NO
Is good stock rotation carried out, and are all stocks within their expiry dates?		
If you use raw and cooked foods, are they adequately separated during storage?		
Are high risk foods (e.g. cooked rice) stored under refrigeration below 8°C?		
Purchase	YES	NO
Are you purchasing your raw ingredients/food products from a reputable supplier?		
Preparation	YES	NO
Do staff always wash their hands before preparing food and after handling raw food?		
Are separate utensils used for raw and cooked food (e.g. tongs, knives etc)?		
Do you use separate chopping boards for raw and cooked food?		
If you answered 'No' to the previous question, are they properly disinfected between contact with raw and cooked foods?		
Cooking	YES	NO
Is all frozen meat and poultry thoroughly thawed before cooking?		
Is all meat and poultry cooked until it is piping hot (above 75°C) and the juices run clear?		

Are cooked and part-cooked food separated during cooking?		
Reheating food	YES	NO
Is all reheated food tested to be above 75°C?		
Do you only reheat food once?		
After cooking	YES	NO
Is food cooked and served straight away?		
If 'No', is it held at 63°C or above until it is served?		
Once cooked, is food protected from contact with raw food and foreign bodies?		
Cleaning	YES	NO
Do you and your staff operate a 'clean-as-you-go' procedure?		
Are you using clean cloths and a 'food-safe' disinfectant/sanitiser to clean food contact surfaces?		
Hand washing	YES	NO
Are your staff washing their hands regularly, e.g. on entering the stall/vehicle, and especially after visiting the toilets, handling raw food, etc?		

Declaration:

I believe that the information I have given in this Food Safety Checklist is correct at the time of submission.

Print Name:	
Sign Name:	
Date:	

Safety controls statement

Up dated June 2024

Complete responsibility of Stalls Controller and Committee(8.00am to end of Fair)

Sheila Doughty as “Stall and Trades Co-coordinator” will deputise on control of stallholders.

To ensure Stall Holders and Traders controller and helpers are ready at entrance from 9.00am, to control their entrance, as per relevant control sheet. Issue field safety sheets to all, and clearly show their site, and safe way to arrive.

By 11.45am, Stalls Controller/Committee, check that Field are cleared of all non-allowed cars, and materials that could / will cause danger to public and stall holders.

Also check that guy ropes of tents/stalls etc are not in areas that people can trip over, and if needed hazard bollards are in place. All walkways are clear and sufficient width, not to cause a dangerous situation. No hot equipment to be within public handling, and warning signs of any potential risk areas are used.

Also cables on or over ground, in public areas to be removed, to present government safety rules.

Safety Officer to check with official electrician that any electrical equipment has been inspected and approved, cables not on surface in public areas, this includes the marquee tea tent and street food vendors

No unauthorised public, allowed in “Arena area”, and will be strictly controlled.

Safety statement for Floats and Walkers, St Lawrence Fair 2024

Contact Info

Procession Leader Nic Stenning & Penny Rogers 07983 753674

Procession on road and into Field.

Under control of Procession Leader (*PL*), and their team; 6th July 2023.

No smoking at all times.

PL to arrange a team of marshals sufficient to control safety of all on floats and walking groups together with the watching general public, assumed minimum is 6 people in the dedicated team, plus 2 to each float.

Minimum of two marshals to each unit (float or walking group), one on either side of the unit, each float should supply own marshals who should wear high vis jackets.

PL will agree with Chairman and Safety Officer/procession leader whether required number of marshals has been secured.

It is extremely important that sufficient marshals are available and in the correct places at all times. Procession will be held until PL agrees safety issues cleared.

PL to check with police (if present) before start to ensure their requirements are understood and complied with. Will also agree method of communication between PL/marshals and police.

PL will have an End of Procession marshal (at the rear of the procession) and they will be able to be in continuous contact with one another.

Each marshal to wear "yellow warning vests": PL will ensure sufficient vests available before starting and will contact SLF committee if having problems.

PL will issue their mobile number and the First Aid mobile number to all marshals and team leaders for them to use if required. (First Aid number will be issued on day via Safety Officer)

PL to check and ensure *No Parking* bollards are in place covering pre-start areas. Any problems reported to Safety Officer.

PL to check and note the team leader [and their mobile number] of each float/walking group and confirm that drivers understand requirement to follow instructions of police, procession and Round Table marshals. ALL to note the importance of care at all times.

Warn that safety is critical when entering, parked on, and reversing off field.

At the Field, follow designated marshals' instructions, NO persons allowed off or on to float, until float is stationary, engine turned off and adjacent floats are also stationary. This to be enforced strictly.

Quick inspection to ensure float is safe, importantly sufficient adults present to look after children, and sitting away from the sides, before set off at start of procession and at exit from arena.

Check and ensure all relevant roads are closed, or will be closed at required times before starting.

Water to be provided by each walking group for their participants. Water will be handed out at start for children and helpers on motorised floats as required, water station positioned at turn next to petrol station at top of Western Road, designated marshals here to please help give water to anyone who wants some, final water station at entrance to South Avenue park where walking floats are helped up whilst motorised floats access the park.

If weather hot please encourage parents to apply suncream to all children.

Notes for Procession Leader (PL)

PL to call all marshals and helpers, before start and inform them of Health and safety requirements;

Allocate their positions, hand out visibility vests, state this must be worn at all times until responsibility handed over to designated marshals at arena area, on field. Vests to be taken over to committee tent near the arena entrance, on completion of duty.

Ask marshals to continually check safety of floats and people traveling thereon.

Stop and report to PL, if any issue of safety occurs.

Ensure pedestrians do not walk too close to motorised floats

No water guns to be used or taken on board (sorry).

No objects to be thrown into the watching crowd, sweets, food etc.

No people to jump off or aboard during procession.

Ensure people watching not to get too close.

Watch out for children or animals from the crowd getting too near or running out.

Any marshal can stop procession if a situation arises. Must inform PL immediately.

Call First Aid if situation needed.

Any other relevant issues

Procession whilst on field

Under control by Round Table Team and designated marshals

Field marshals to be clearly identified, with their Round Table or other hi-visibility warning vests.

Round Table leader to gather team and explain safety risks and management required prior to Fair opening;

Explain that some children will be excited and may want their Mum/Dad etc, or toilet, be careful they do not leave float or arena until officially cleared, unless special reason.

For any special individual situation that causes person to leave:- marshal to help and walk with person until off arena area. A child may only leave with their parent/guardian.

Ensure general public do not enter arena: again if critical situation arises, walk with person and ensure resolution of problem. Do not leave until resolved.

Marshals to understand where each walker group/float to be parked. Allow into arena only at a speed that is safe to handle. Safety is critical.

Ensure driver or leader of walkers understands what you require at all times.

In case of any medical problems: contact First Aid immediately and stop all movement if thought necessary

Personal safety more important than running on time.

Any passengers who remain on float when leaving arena must be sat down and there must be no unaccompanied children. If passengers remain on float, remind driver to use extra caution.

Float driver to wait until marshal clears movement from open walkways, as public must be warned of trucks leaving.

Marshals to release units one by one, checking with arena marshals that walkway between arena and South Avenue is clear, that safety fence closing walkway by field entrance is in place, and that marshals are on South Avenue and that road is closed to on-coming traffic.

Report to Arena Leader when clear to open up for the main arena events.

Procession Safety Letter

Dear All,

Thank you for being part of our St Lawrence Fair procession on Saturday 6th July. We want everyone to have a great and safe day so we need to ensure that the following issues are understood and applied.

Floats – applies to motorised and walking

- **Nic Stenning and Penny Rogers** will control the procession. It is critical that team leaders report to them with details, before starting. You will be asked to sign and confirm that this letter has been received and understood.
- There must be a team leader for each float who has a mobile phone with them on the day – this number should be given to the procession controller when high-vis vests are collected if it is different from the one listed on your application form
- That person to be responsible for all those on the float
- There are sufficient adults to supervise any children on board (but not walking alongside motorised vehicles)
- All participants must be in a safe position at all times. Remember to allow for sudden stops occurring
- The leader should have all children's information and parent/carer contact details in case an emergency occurs on the day
- Motorised floats - check that the Float is in a road-worthy state, comply with relevant working regulations, fully licensed and insured. The fair does not accept any liability for accidents, you should make sure that the insurance you have for the vehicle covers you for carrying passengers on the rear and that your Public Liability Insurance covers you for this activity
- The driver has a current licence that permits them to drive the float
- Walking floats, please check your organisations Public Liability insurance and make sure you are covered
- There must be two marshals for each float, wearing hi-vis jackets – available from and to be returned to the procession controller, and walking either side of the float
- No smoking at all times.
- No water guns to be taken on board or used at any time.
- No objects to be thrown.
- No one may leave or board the float once the procession starts until authorised by the field marshals at South Avenue.
- Once on the South Avenue arena, no one is to leave or board until cleared by field marshals. In an emergency, marshals will help, and resolve the situation.
- Please explain to parents and carers, that it is important we apply the rules, as safety at all times is critical for an enjoyable procession

Whilst in the procession, all participants will be riding at their own risk, therefore it is important you review all areas of safety and risk for your own float

In the event of extreme heat or rain, we will follow a shorter route turning immediately left into Cuckfield Road from Marchants Road and along the High Street. This will be confirmed to your Group's lead contact on Friday 5th July if we need to so please ensure you check your messages.

The Procession can be stopped at any time to ensure everyone's safety

Nic's mobile number is 07983 753674

contact her immediately if a problem arises. **Please only use this number for 2024 procession and then delete it (Data Protection requires us to ask you to delete it after the event)**

First Aid – will be provided by Pulse South Coast – procession leader will have direct walkie-talkie contact with them so please contact them or any committee member in the event of an emergency. In addition, the fire service also follows the procession (unless an emergency call comes in). Obviously the most effective way to get emergency help is to phone 999 and as soon as possible contact Procession Lead to inform them of the issue - there will be committee members walking the route as well and we will make sure we are vigilant to any issues as well.

You make St Lawrence Fair a great day.
Please ensure everyone remains safe.

Many thanks.

St Lawrence Fair Committee

I hereby confirm that I have read all of the above terms and can confirm that our float complies with them

Signed.....

Name.....

Date.....

Organisation/Float Group.....

Please return this form as soon as possible to: stlawrencefair.procession@gmail.com

Beer Tent statement

Contact Info

James Taylor 07971 553 262

Marquee

The marquee is erected and safety-checked by the company we hire it from.

To the best of our ability, we will:

- Check that any walk ways are not obstructed
- Ensure the public floor area is not blocked
- Check any ropes that could cause a problem, and due to operational reasons cannot be moved, have visible warning, i.e. hazard tape or hazard bollards over pegs, etc, and visible during the period the bar is open
- Ensure there are no loose cables on the floor, including the bar team service area
- Recommend, an "in/out", roped off area is used
- Ensure the entry and exit points are clearly signposted, and enforced
- Display signs explaining the minimum age to buy and/or consume alcohol are clearly visible
- Display a notice stating the marquee is a no smoking area
- Ensure seats and tables are not placed in entry or exit areas or walkways
- Maintain a clear open area in front of the marquee to give clear sight to ensure no underage drinking, drinks being passed on, or excessive/unacceptable consumption
- Serving staff will enforce and check these rules
- Propose a sign stating that the Fair committee accepts no liability for any accidents whilst in the bar area or South Avenue Recreation ground

Note: it is an offence to sell or pass on alcohol to persons under age

Equipment

All electrical equipment checked and approved by a qualified electrician, before opening

No hot units or electrics can be within public range

Responsibility

At all times, there should be an acting manager in the Hurst'Bar'Point marquee

Bar Manager to call a meeting of all staff, before opening and brief on Health and Safety issues, and points already stated, etc.

Serving staff must be minimum age of 18, non-serving till staff can be lower, but cannot serve

Check that we have a valid license to operate, and insurance cover, for public and service staff

Keep all stock, out of public reach

Staff to be warned that it is an offence to serve any person, that is, or seems to be effected by drink, also IMPORTANTLY, sell drinks to a person over 18, that passes on to under age personal

Check INSURANCE and COUNCIL PERMIT, to sell drinks on day of fair, in place.

Electrics supply & updates

Contact Info

Neil Constantine 07765 408807

Background info from previous fairs & 2024 plans

Issued May 2010 & re-issued May 2011

Agreed at Fair Meeting May 2010, that the Fairs Qualified Electricians recommendation be accepted, and released acceptance to replace the main board and any cabling required. This will be in two stages-2010 &2011. This will ensure we meet the present UK status. See e-mails and quotations in main folder.

See Fair Minutes dated 10th May confirming discussion and acceptance on up grading electrics

May 2011

Completion of update released, Andy F, will have cables by Fair day 2011.

This will complete recommended work, and meets required standards required.

2014 - 2018 Fair

2014 June : Andy has confirmed all is in place , he will be on hand

2015 June : Elliott has confirmed that he will provide a safety check of electrical board before the fair commences on Friday the 3rd.

2023 Fair

Jak's Party Power (JPP) will sign off their own electrics

Any other electric sign-off required will be completed by George Tucker

2024 Fair

Jak's Party Power (JPP) will sign off their own electrics

Any other electric sign-off required will be completed by George Tucker or JPP

Teas & Cakes Marquee Statement

Contact Info

Managed by Betsy's Bake (Elisa): 07806 555541

Equipment

Supplied by St Lawrence Fair:

Marquee: erected and tested by an approved supplier. Suggest marquee, checked by Fairs Safety Officer/Committee Member, by 11.00 on day of fair, if any unacceptable issues found, these to be rectified. Tea Tent will not open for until site safety officer officially passes approval.

Tables & chairs: to be set up in the marquee during the morning of Fair Day by Committee members and volunteers.

Water & electricity: to be made available for use by Betsy's Bake; Fair Committee to ensure this is ready on the morning of Fair Day.

Other Equipment

Any supplied electrical urns, plus cables and any other electrical equipment, must have be fully tested and approved by an authorised tester, plus any cables/plugs need PAT certification. Copies of relevant certificates needed by Safety Officer or supplied to George Tucker by morning of fair.

Our qualified Electrical Engineer will complete check before 11.30 on day of Fair. He needs to sign off the total Fair on electric safety, before we are cleared to proceed.

Any cables or equipment supplied by the Fair Committee will have the required test certificates.

Any Hot equipment must not be in the public area, also clearly labeled to warn staff of danger i.e.; **HOT**.

No cables on surface, in any walkways, including staff areas, these must be overhead, covered or buried, to meet latest standards.

Only two separate input cable to power water heaters. The Fair Committee will supply these cables. ONLY one apparatus can be powered, **per cable**, due possible overload of power demand on the Bowls circuit, and board.

We may provide a 6kw generator, to eliminate second power intake from Bowls club. This will not be at any cost to the tea tent.

Public Safety;

Walkways, control of entry, and exit, and clearly signed.

Check tables, and Chair placement, causing no blockage.

Ensure Marquee guy ropes, not causing a hazard.

No smoking notices

Suggest prices signs on view, along with allergen information.

First Aid help, mobile number available to all staff

Staff to be fully aware of Safety issues, and whom they report issues

Control of Food Hygiene

Food Safety Checklist to be completed

Food hygiene certificate provided for our records (5*)

Washing area and staff hygiene agreed

Separate area, for washing, within Bowls Club, to be used, as agreed.

Disposing of waste material

Agreed, Betsy's Bake to take home waste food, and only place clean cardboard, cups, plastic, in Fairs provided skip, on fair ground.

Enjoy yourselves.

St Lawrence Fair 2024 H&S Info & Fair Guide

Teddy Bears picnic.

Contact

Natalie Vigar 07762 895912

General notes & guidance

Normally held, South Avenue Rec/Friday afternoon 12:30pm – 2:30pm

Team leader and helpers to be agreed and approved, as early as possible.

As held Friday when Marquee/fencing/arena is being built, required picnic area must be completely clear of all materials and equipment etc, 30 min before stating time.

Check ground sheets available if required, also the Marquee cleared and available, if bad weather occurs.

No cables to be on ground surface. No hot equipment/electrical within children's reach or left unguarded.

Ensure sufficient, and approved, helpers are present before start, including schools teachers, child minders and any parents that have reported and been approved. Do not start until you are happy all these issues have been resolved.

Appoint some helpers to ensure no children wander from agreed gathering area; also check any persons leaving with a child, without approval, before the official end.

Games and any children's hands on activities to be checked to ensure their safety, also sufficient helpers available, at all times.

Check that if any food allergy needed to be known, i.e. ice creams etc

Check before starting, that Harris Bros, have arranged staffing for the free rides in their fair site, and route and holding area cleared, and seems safe.

Only allow small groups to the fair carousel, with suitable adult in charge, and escort back to the picnic site.

Importantly, all to have a great and safe day, remember this is their first taste of the excitement of the St Lawrence Fair.

See general handbook for further information.

Children's Disco

Contact

Nic Stenning 07983 753674

General Guidance

Friday evening 6pm – 7:15pm on South Avenue Rec in the marquee.

Check guy ropes and tent are secure, check guy ropes are not trip hazards.

Arrange suitable number of adult supervision, ensure all children present are with parental guidance, and ensure children cannot wander away from disco. The entrance/exit are usually fenced in prior to start of kiddies disco, fence can be removed once disco over.

Check all perimeters of disco area to ensure children cannot leave from any other way than the main exit.

Ensure children are kept clear of any hot food stalls.

Water should be available to children and supervisors

If children are permitted free rides on fair ground then children should be supervised by their respective parents when using the fair ground.

St Lawrence Fair 2024 Info & Fair Guide

First Aid Info

Contact

Event Medic Pulse South Coast; 07354 741013

Info

Fair Co-coordinators to ensure first aid contact numbers are distributed to all relevant persons (marshals and stall holders). This may be distributed as part of overall contact sheet that can be distributed on the day.

First Aid Location

The First Aid base is located at the main Entrance from South Avenue heading in towards the area on your right hand side as you head in.

Flyer for hand out on the day

See also section under posters

First Aid Contact Info

Friday: Fionnuala Fenn, 07354 741013

Saturday: Fionnuala Fenn, 07354 741013

Important:

All Marshall's/helpers be ready to help to evacuate field, if an Emergency situation occurs, assess and move public to South Av, or Pitt Lane.

St Lawrence Fair Dog Show 2024

Contact

Organised by Heath Vets

Sarah Soloman

01273 823 698

Guidance

Held in Scout HQ – ensure the gate is closed 15mins prior to start to avoid any escaping pets

ENTRY FOR EMERGENCY CREWS, MUST BE AVAILABLE AND CLEAR AT ALL TIMES.

All people wanting to enter a pet(s) must complete an entry form.

Entry Form must state that they must control their animal, and is their liability if pet causes trouble or injury. Heath Vets have the responsibility to ensure disclaimers are issued and received from ALL entrants

All children must be with a responsible adult, under their control, at all times.

Exits must be checked, clearly marked and clear at all times.

Walk ways to be clear, and not slippery.

Heath Vet personnel can clear hall, if safety issues occurs.

Field arena Entry & Exit statement

Contact Info

Nic Stenning/Rachael Babister: 07983 753674 / 07788 137531

Field arena Entry & Exit Statement

The walking floats usually arrive at South Avenue first, they can be funnelled to wait down the track opposite the South Avenue entrance thus allowing lorries and motorised floats to enter the arena first and park safely. If very hot weather then water should be supplied free to the walking floats especially young children.

Public to be kept clear of area entry route as procession is ready to enter arena, route to be clearly identified and cordoned to protect public from walking and vehicular procession.

Marshalls to conduct flow of procession onto and off arena field, take care to park vehicular floats one at a time, control float entrants to ensure they do not encroach on turning and parking movements of other floats.

If any safety doubts ask all floats to remain stationary until risk is cleared.

Ensure all motorised floats are securely parked before entrants disembark, take special care as regards floats with young children present

Allow vehicular floats to leave arena one at a time.

Gate marshals please alert arena leader once last float has entered and again at end when last float has left the arena.

Fun Run

Contact Info

Ollie Dewdney, 07585336792

On 6th July: Steve Roberts, 07552 579519

General H & S Fun Run notes

The course to be checked, must be safe, Fun Run Co-coordinator must understand any issues that need to be reviewed before race, all land owners approached for approval, if needed, and report back any safety issues needing to be addressed.

This is important, as we do not want any Runners or helpers at risk. Runners map to be checked, and up-dated if needed.

Someone needs to check total route 48hrs before race, to ensure all is safe, and ideally re-check on morning of race to ensure intended marshal and sign points are in correct place.

Route map available for runners needs to be produced and copies available on day of run.

Copy of route held by Fun Run coordinator or safety office on day of fair, if needed in an emergency.

Police Guidance; the course map must be issued and clearly signed over whole course, including South Avenue. (If needed, arrange road closure at the appropriate times.)

Start and Finish times

Agreed start times; allow for long course with best time recorded as 35 mins, and short course best completion in 11 mins

Need extra 20 mins after first long runner arrives, to allow final finishers in cleared arena.

Booking In, for Short/Long

This to be controlled by the Runners Coordinator, at the Community Charity Shop.

The team will be able to supply all relevant information, to the runners at time of booking in.

Controlling organisation

Need to agree a "co-coordinator", this person to check, hopefully last year's helpers will help again.

If more help needed, co-coordinator to arrange extra bodies. (Round table if available).

Running Coordinator, to arrange people and equipment needed to record finishers and times.

Marshalls to be positioned at pivotal points along course to ensure that runners are properly directed, see course map, marshals to be contactable and understand when they may leave their marshalling point.

Course to be walked within 2 hours of start of race to ensure all signs still intact

Starting Procedure

Under Runners coordinators control, ensure people controlling race are in place, and organised.

This will include first aid number, water, their mobile numbers and pre-run talk to the runners. Important, tell Runners to quickly inform any Marshall, or ring Fun Run coordinator, immediately if they cannot finish run as last Marshall counts in all runners to insure no person missing. Also warn runners, slow traffic will/may be using South Avenue. Plus Marshall will have mobile number, of the First Aid people, manning fair site, to call if required.

Ensure Marshall's in place, and road closed if going on highway, before race starts

Finishing

Arrange that Marshall's 3 minutes from finishing will telephone Running Coordinator and alert Field Announcer/ Race Coordinator ensure road closed. Safety and announcement to the crowds.

Entry funnels to be arranged by Field coordinator, and Checker Team to count in and record. Any missing runners to be immediately informed to race controller (Ollie Dewdney).

Marshalling

Fun Run coordinator to ensure sufficient supply of marshals. Race coordinators can arrange other people/running club to help.

Runner Coordinator to confirm number of Round Table people required, to Risk Officer by mid June, any problems to be discussed as quickly as possible.

All marshals must have mobiles, and Running Coordinator to have their numbers, and be contacted if problems or accident occurs.

All marshals to meet Runner Coordinator before the race, and agree all safety issues, help procedures, First Aid telephone numbers to be issued.

Any required high vis jackets to be issued.

Runner Coordinators to issue water bottle to Marshals and ensure water available at end of race. (Checkers area and Bowls Club)

Runner Coordinator to ensure any safety concerns are actioned quickly, contact safety officer or a member of the St Lawrence Fair Committee. Race to be stopped if any safety issues occur.

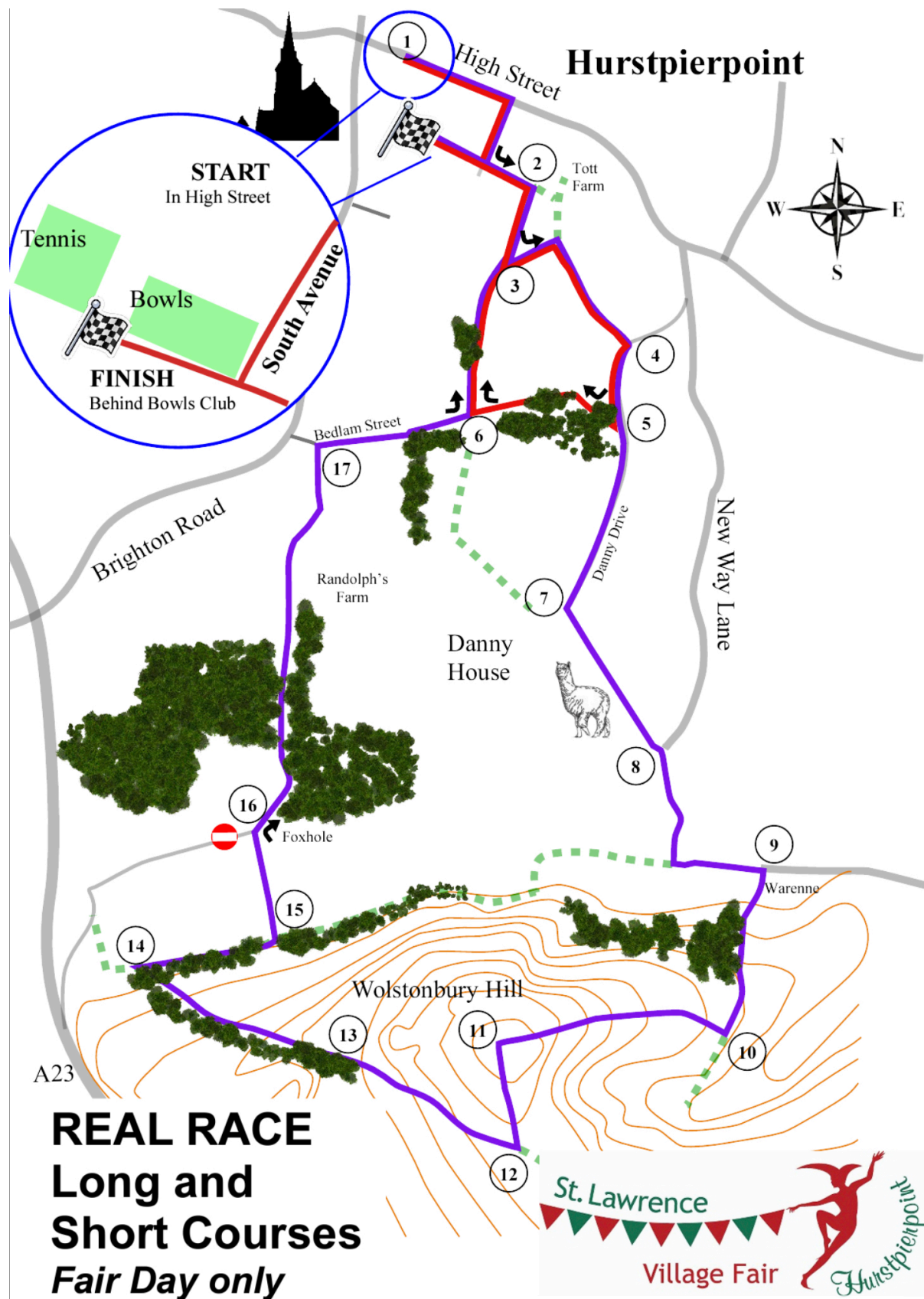
Marshalls should be positioned around course in sufficient numbers so as to ensure no runners can get lost.

Equipment Needed

Notices	Runner co-ordinator
Safety Jackets	Runner Coordinator/SLF Committee
Water	Runner Co-ordinator/SLF Committee
Contact info sheets	H&S to supply
Tables & gazebo for finish	SLF to supply

St Lawrence Fair 2024 H&S Info & Fair Guide

Fun Run Map 2024



Fun Run application Form (includes disclaimer)

Available online at: <https://englandathletics.sport80.com/public/wizard/e/28002/home>

Short & long course available

Fun Run Insurance

INSURER: Royal & Sun Alliance Insurance Plc

POLICY NUMBER: YMM902055

PERIOD OF INSURANCE: 1st April 2024 to 31st March 2025 both days inclusive

Fun Run Risk Assessment

St. Lawrence Fair Fun Run - Risk Assessment

Health and Safety Executive:

This template is based on the current advice of the Health & Safety Executive as published in their guidance notes 'Five Steps to Risk Assessment INDG 163 Rev 2'. A digital copy can be found on their website at: <http://www.hse.gov.uk/pubns/indg163.pdf>

- Step 1 Identify the hazards
- Step 2 Decide who might be harmed and how/where
- Step 3 Evaluate the risks and decide on precautions
- Step 4 Record your findings and implement them
- Step 5 Review your assessment and update if necessary

				RISK ASSESSMENT				
					SAFETY PLAN			
						4. How will you put the assessment into action Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first		
1. What are the hazards	2. Who might be harmed & how	Risk Rating H/M/L	3a. What are you already doing (i.e. pre-event controls)	3b. What further action is required (event day controls)	Resultant Risk Rating H/M/L	Action by Who	Action by when	Date completed
1. Trip hazards on uneven ground on paths, styles, bridges and cattle grid on the route.	Runners might be harmed.	M	Warn runners of the hazards in the pre-race email. Check the course for any particular hazards. Warn in particular about: 1. Running backwards around the arena at the start. 2. Walk over the bridge or run through the stream.	1.1 Check the course for hazards one the day before or morning of the event. 1.2 Marshals will be equipped with mobile phones and will be told to call 999 in a real emergency, to contact the 1st Aid provider if near the fairground and to inform the Race Director.	L	Race Organiser/ Marshal	Pre Event and On the day	
2. Steep climb on the long run	Runners may find the climb too hard	M	Warn runners about the climb and if anyone is worried about their ability to cope suggest that they do the short course instead.	2.1 Marshals are available for other runners to report a runner in trouble. 2.2 There will be back markers to look after anyone in trouble.	L	Race Organiser/ Marshal	On the day	

3. Hot weather	Runners may be exhausted and dehydrated	M	Water stations will be available before and after the hill on the long run. Water bottles can be provided to runners on the short run before they start. The route has been chosen to keep runners in the shade as much as possible.	3.1 Marshals are available for other runners to report a runner in trouble. 3.2 There will be back markers to look after anyone in trouble. 3.3 There will be a shaded area cordoned off for runners to rest and recover at the finish. 3.4 There will be water at the finish.	L	Race Organizer/ Marshal	On the day	
4. Traffic on New Way Lane	Runners may be involved in collision with other road users,	L	This is low risk as the road is quiet and frequently used by pedestrians, horse riders and cyclists. The road section is windy and it is unlikely for cars to be travelling fast along the stretch on the route. The stretch of road used in the race is less than .5 mile.	4.1 Signs will be posted on the road warning of runners approaching. 4.2 Marshals will be at each end of the stretch of road to warn drivers of runners.	L	Race Organizer/ Marshal	On the day	
5. Check that the route along South Avenue past the food stalls in not obstructed just before the race.	Runners may find it hard to get past people and food stalls.	L	Arrange for marshals to keep this clear for runners using tape.	5.1 Send a marshal to check and report back 20 minutes before the start of the race.	L	Race Organizer/ Marshal	On the day	
6. Runners losing their way.	The route is quite remote it needs to be clearly marked.	M	Clear, large signs are needed along with marshals.	6.1 Set marshals at key positions around the course. 6.2 Use large arrows to clearly mark the route. 6.3 Most of the route will be marked with red / green flags indicating the long / short course.	L	Race Organizer/ Marshal	On the day	

7. There may be spectators in the way of the new start in the High Street in front of the fair procession.	Runners and spectators might collide	M	The road will be closed to traffic before runners go onto the road to the start line. Signs warning of Runners Approaching will be placed in the High Street to warn spectators.	7.1 A lead cyclist will clear the way ahead of the runners	L	Race Organiser/ Marshal	On the day	
5. Review Date	Reviewed for 2024 on 17/6/2024							

Fun Run Hot Weather Plan

Warm or Hot Weather

While the United Kingdom and Ireland are not famed for their seasonally high temperatures, it is a regular occurrence that it will be warmer than 20°C with intermittent highs over 25°C being recorded.

Regardless of a person's activity level, high temperatures can have an impact on health – and for those taking part in sport (particularly endurance sport) this can be a issue.

Accordingly, UK Athletics (UKA), has devised a recommended hot weather action plan to minimise the risk to all participants, spectators, event staff and volunteers on site. This action plan should be sanctioned and activated by the event medical team and event organisers if the long-range forecast (1 week) is of any concern. If the plan is implemented, it should be done with the aid of the event medical provider.

The following information on heatwaves and the consequences of warm weather has been taken and edited from the NHS choices webpages

Heat wave

An average temperature of 30°C by day and 15°C overnight would trigger a health alert within the UK.

The Meteorological Office has a warning system that issues alerts if a heat wave is likely. Level one is the minimum alert and is in place from June 1 until September 15 (which is the period that heat wave alerts are likely to be raised).

Why is a heat wave a problem?

The main risks posed by a heatwave are:

- Dehydration (not having enough water within the body)
- Overheating, which can make symptoms worse for people who already have problems with their heart or breathing
- Heat exhaustion or heat stroke

Who is most at risk?

Hot weather can affect anyone, but the most vulnerable people in extreme heat are:

- older people, especially those over 75
- babies and young children
- people with a serious chronic condition, especially heart or breathing problems
- people with mobility problems, for example people with Parkinson's disease or who have had a stroke
- people with serious mental health problems
- people on certain medications, including those that affect sweating and temperature control
- people who misuse alcohol or drugs
- people who are physically active, for example those doing sports.

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Dehydration

Dehydration occurs when the body loses more fluid than it takes in.

When the normal water content of the body is reduced, it upsets the balance of minerals (salts and sugar) in the body, which affects the way that it functions.

Water makes up over two-thirds of the healthy human body. It lubricates the joints and eyes, aids digestion, flushes out waste and toxins and keeps the skin healthy.

Some of the early warning signs of dehydration include:

- feeling thirsty and lightheaded
- having dark coloured, strong-smelling urine
- passing urine less often than usual

Dehydration is usually caused by not drinking enough fluid or by fluid that is lost and not replaced. The climate, the amount of physical exercise being done and diet can also contribute to dehydration.

Dehydration can also occur because of illness, such as persistent vomiting and diarrhoea or sweating from a fever, or exercising in hot conditions.

Heat Exhaustion

Heat exhaustion is where a person experiences fatigue (extreme tiredness) because of a decrease in blood pressure and blood volume. It is caused by a loss of body fluids and salts after being exposed to heat for a prolonged period of time.

Someone with heat exhaustion may feel sick, faint and sweat heavily.

If a person with heat exhaustion is quickly taken to a cool place and is given water to drink, and if excess clothing is removed, they should start to feel better within half an hour and have no long-term complications.

However, without treatment, they could develop heatstroke (see below).

Certain groups are more at risk of developing heatstroke or suffering complications from dehydration, and should be taken to hospital. These include:

- children under two years of age
- very elderly people
- people with kidney, heart or circulation problems
- people with diabetes who use insulin

Heatstroke

Heatstroke is a more serious condition than heat exhaustion. It occurs when the body's temperature becomes dangerously high due to excessive heat exposure. The body is no longer able to cool itself and starts to overheat.

Signs of heatstroke include dry skin, vertigo, confusion, headache, thirst, nausea, rapid shallow breathing (hyperventilation) and muscle cramps.

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Suspected heatstroke should always be regarded as a medical emergency.

- Immediately move the person to a cool area
- Increase ventilation by opening windows or using a fan

- Give water to drink (if the patient is conscious) but don't give them any medication
- Shower their skin with cool but not cold water (15-18°C). Alternatively cover their body with cool, damp towels or sheets, or immerse them in cool (not cold) water

Left untreated, heatstroke can lead to complications, such as brain damage and organ failure. It's also possible to die from heatstroke.

UKA Recommendations:

One week before the event is due to take place, the event/race director and the medical provider should review at the long-range forecast from a number of reputable weather forecasting websites. This process should be repeated daily up until the day of the event.

Looking at the real feel temperature on these websites rather than the air temperature will give a more realistic prediction of what the athletes (and those involved in managing the event), will feel on event day. It should be remembered that warm/hot weather will not only affect the participants, but also stewards, volunteers, medical team members etc.

If the Met Office has issued warnings regarding the temperature then the organisers should pay particular attention to those warnings and cancellation, postponement or alternatives to the event distance or timings should be considered.

If the long-range forecast (1 week or less) is of concern regarding the potential to cause dehydration, heat exhaustion or heat stroke then the following actions are recommended.

1) Emails sent out to all participants and information posted on the event website / social media (in advance of event day), warning of the expected hot weather, and advising people of the following:

- To dress appropriately for the weather
- To drink to thirst
- To keep in the shade where possible
- To ask for medical help if they feel unwell

- To not take part if they have been unwell recently
- 2) Ensure that additional supplies of water are available on site for distribution.
- 3) Cooling fans for use at all static medical posts.
- 4) Plentiful supplies of ice to cool drinks and externally cooling collapsed casualties. This should be provided along with buckets, towels and sandwich bags within Medical Tents / areas to aid cooling.

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- 5) All mobile resources to carry ice/water to cool participants as/when required.
- 6) Medical team should consider performing rectal temperatures (rather than any other form of temperature measurements), on any collapsed patients, and to initiate cooling with ice and cold wet towels in anyone with a rectal temperature of 39o degrees or above (or 38o and unconscious). These temperatures will require checking every 15 minutes until normal, or arrival at hospital (if required).
- 7) Consider reducing the intensity of the pre- start warm up to more of a “stretch” based warm up rather than a cardiovascular warm up.
- 8) Look at the feasibility of adding misting stations along the course route.
- 9) Consider reducing the course distance, re-routing the course through more shaded areas where possible, or starting the event at a cooler time if possible.
- 10) Preplan potential course cuts to implement if the number of casualties becomes overwhelming to the medical team/local NHS services.
- 11) Volunteers positioned at the finish should be well briefed to encourage participants to go and cool off in the shade upon completion of the race. They should also be advised to shade any casualties (who can not move) on the course until medical support arrives.
- 12) In the case of extreme warm weather predictions (heatwave), the event shall ensure adequate shelter from the sun is provided in the start area for both spectators and participants.
- 13) During the event, the medical provider shall monitor the temperature hourly using a wet bulb globe thermometer and update the event team on the results

and casualty figures whenever possible. Note: Wet bulb globes can be purchased freely on the internet from a number of sources.

14) For every rise in the predicted real feel temperature above 25o, an increase of first aiders should be considered.

15) For predicted temperatures of 28o and above an additional blue light capable ambulance should be added to the medical provision.

16) Add an additional paramedic to the medical provision if the temperature is over 28o (real feel), and by 2 if the temperature is over 30o (real feel)

For any queries please contact Dr Natasha Beach – UKA Medical Advisor (Road Running): natasha.beach@sportsmedicsltd.com

Fun Run background info for reference

Just to summarise while fresh in my memory:

- Prizes are 1st, 2nd and 3rd each for the men's and women's long course race, and at least 1st and 2nd for the short course
- Get in the rules that you have to be under 14 to be in the short course race (although anybody can run it)
- Get sports bottles of water (Tesco) and banana's (Paul Gibson, now Rhubarb). Aim for 75 participants and you will be OK.
- I was getting large bottles of water from Tesco for the water stations (one each) plus plastic cups (white, so they are easier to find afterwards). Get plenty cups (3 * 50), they don't cost anything...
- I think I set out 32 signs, will make a map with the locations. All can be attached to trees etc (cable ties), for the one on top of the hill you need to make a stake. Attached the file for the sign on the split between short and long. Just print both out and stick on a piece of board and marshal needs to take this.
- Minimum marshals is 7 (not counting the red ones), M1 and M4 move after all runners have passed. See attached map.
- Get the race on www.sussexraces.co.uk
- Need one table outside charity shop for registration. Have one person there from 12:00 if possible

It is worth walking the route 4 weeks before to do an assessment and 1-2 weeks before to clear any bramble and nettles (mainly at stiles). Also, the footpath at the end of Pit Road will more then likely need strimming. I usually put the arrows out on Friday afternoon after we finish the arena and pick them up Sunday morning.

Danny Drive is owned by Danny and Madeline Vogt. Email them on dannyvogt@msn.com to get permission. They live at Little Danny Farm. You need their permission, as this is not public footpath. Richard Burrows I usually email out of courtesy to ask permission for the water station in Danny Park: rburrows@dannyhouse.org.uk.

St Lawrence Fair 2024 H&S Info & Fair Guide

Emergency Evacuation Announcers Info

Contact Info

Fair MC

General Guidance

Emergency procedure, covering evacuation of Fair area.

If a reliable warning and evacuation request issued, please announce immediately.

All Public and stallholders to leave field, at nearest clear exits, South Avenue, either end. Pitt Lane, via South Lane.

Warn Marshall's & SLF Committee to help evacuation.

Warn First Aid team.

Ask for High Street entrance, into South Avenue, up to Field Upper entrance, to be clear, for emergency use, ask Police to stop traffic if required to allow pedestrian exit from Fair Ground

To Do

Give a copy of this to arena leader

Emergency Entry onto Fair site; originally written 2014 - 2018, refreshed 2023; applicable for 2024

General principals

There are four main entrance points to the Fair site that should allow vehicular access to all areas in the case of an emergency. As follows;

1. Main entrance South Avenue

Drive up South Avenue from High Street and access Fair ground via main North East corner access.

2. Pitt Lane.

Enter Pitt Lane from High Street, very restricted for vehicular access but emergency vehicles can gain access to the top of the park or the Fairground end of the park. This is the west end of the park.

3. Access Track.

Entire length of North side of field, running between South Avenue and Pitt Lane, runs behind High Street houses. (most of electrical supply and equipment in this area, plus hot food outlets, and portable loos). Access from South Avenue or Pitt Lane

4. Tennis Court access track

Narrow track entry bottom end of S/Av, south side of Bowls club pitch. This covers small open area, behind Tennis court, and entry to South side of arena by driving or walking along side of children's play area.

Emergency Services Note

In emergency the main entrance allows access directly into the area which itself allows access to most areas of the fair and stalls area, the barrier to the arena can be quickly taken down to allow greater access if required.

Marshals will be at entrance, 8.00am to 6.00pm.

Marshal to ensure public walkway before arena area will have barrier fence to close area to the public.

Arena should give working access to most fair site, mainly stalls and marquee.

First Aid will be next to main entry, off South Avenue.

Equipment Check List

This is a suggested list of equipment that we may need and should have an on-site stock available. This can be stored either within the Committee tent on Fair Day or to the side of South Avenue Rec, easily accessible but fenced off (orange netting) from the general public.

High vis vests	est 30 vests	current stock is _____
Gloves	est 6 pairs	current stock is _____
Hard hats	est 2	current stock is _____
Hazard tape	est 3 rolls	current stock is _____
Gaffer tape	est 3 rolls	current stock is _____
Cable ties	assorted	current stock is _____
Spare bollards	lots	current stock is _____
Plastic sheeting for bowls club	1 roll	current stock is _____
Masking tape 2" "	2 roll	current stock is _____
Heavy duty bin bags	est 40	current stock is _____
Disposable gloves	1 box med, 1 box lg	current stock is _____
Litter picker aids	3	current stock is _____

High Street Bunting

Bunting; Fixing and removal in HPP High Street.

Check with committee that our present insurance covers all required liability, for the fixing and removals of bunting. Also council approval agreed, before starting. Check agreed dates period, working if not cause danger, to these times.

A “Cherry Picker” to put up/remove bunting, should be considered.

Team Leader, to ensure, all stated requirements, checked and approved.

If ladder used, minimum of three people to direct traffic required. Plus one person to be at bottom of ladder to ensure ladder does not slip.

Person climbing, to check ladder placement on wall and ground is safe, before starting.

Before starting; check that ladder comply with current regulations, and checked suitability prior to use, and to be of a suitable length, not causing issues of safety, to fix/remove bunting to tie points.

All people to wear, high visibility jackets.

Work only in quite period, i.e. Sunday before 8.00 am; in good weather and good light.

Place warning cones in road, where ladder feet ingress into carriageway.

No loose equipment, or materials/packaging, to be left in public walk areas, at any times.

Appoint a team leader, to direct and over-see the erection and removal.

If using Cherry Picker, again minimum of three people required, to ensure traffic not cause of danger, to them or road users and footpath users.

Footpath users must not walk under ladder, or near working area; ensure they are directed safely around.

Ensure bunting is of sufficient height to not affect traffic passing below

To Do

- Decide on fitting/installation date
- Check our insurance covers this activity
- Check permission from council to erect bunting

NOTE:

Permission should be gained from West Sussex Highways each year. This is a simple form to print and return and send in a copy of our insurance they then send back a form allowing us to erect the bunting.

Posters & Printing

The list of posters as at 2024 is below.

	size	PDF ready	Quantity needed	Quantit y in hand	Print by Jerzy
EVENT POSTERS					
Hurst Got Talent	A4				
Dog Show	A4				
Cuckoo in the nest	A4				
Teddy's Bears Picnic	A4				
Children's Disco	A4				
Friday Band Night	A4				
Fun Run	A4				
Food Trail	A4				
General Fair	A4				
Trolley Dash	A4				
POSTERS FOR FAIR DAY					

DIRECTIONAL SIGNS					
HANDOUTS / VOUCHERS					
Bunting notice					
South Avenue & High Street parking & closure					
Procession route					
Procession meeting point (Marchants etc)					
First Aid information					
BEER TENT INFO					

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Check lists

General check list

This list for general use by H & S on Fair day to assist in keeping some structure to what gets checked on the day

Conduct safety meetings as appropriate	
Ensure Stall Holders and Traders controller and helpers are ready at entrance from 9.00am, to control their entrance, as per relevant control sheet..	
Issue field safety sheets to all stall holders and clearly show their site, and safe way to arrive.	
Walk round and confirm all stall holders are aware of safety policies, possibly gain a signature from each stall to confirm receipt of safety information	
Fair Day Controller, ensures, that equipment for the “event” is moved into Arena safely. See separate safety statement, covering “Events”	
Check that access roads for emergency vehicles are kept clear – morning check (main entrance / Pitt Lane / Access track / tennis crt)	
By 11.45pm, Safety Officer, check that Field are cleared of all non-allowed cars, and materials that could/ will cause danger to public and stall Holders.	
Check that guy ropes of tents/stalls etc are not in areas that people can trip over, and if needed hazard bollards are in place.	
All walkways are clear and sufficient width, not to cause a dangerous situation.	
No hot equipment to be within public handling, and warning signs of any potential risk areas are used.	
Safety Officer to check with official electrician that any electrical equipment has been inspected and approved, cables not on surface in public areas, this includes WI, Hog Roast, Scouts, etc.	
Check on possible bottlenecks, and eliminate quickly.	
Check cables on or over ground, in public areas to be removed, to present government safety rules.	

Check that access roads for emergency vehicles are kept clear – mid day check	
Roped off areas are checked, ensure sufficient for required task	
Check all public notices up, i.e. First Aid centre, Public report stall, i.e. lost kids signed posted etc	
All other equipment, etc, is safely stored.	
Ensure any out side groups, understand safety issues being applied, and check that both sides understand all requirements.	
All marshals, helpers are ready and in place, have had safety meetings if required. Suggest they wear vests clearly showing their roles, or just yellow glow vests	
All warning notices in place and sufficient to cover areas of concern.	
Beer Tent correctly staffed, and they understand drinking laws to be enforced. No chairs, and tables blocking walk ways or entrances.	
All food outlets are checked, ensure any areas of hazards areas noted and safely to the public.	
All safety fencing in place, ready to be used as required	
Information tent ready, and understand requirements with relevant information available	
Waste bins in place.	
Check sound system working, and mic phones in place, with live batteries.	
Water available, to areas/people, as previously agreed. Importantly runners and event teams/people	
Fair cannot open until First Aid people are present and ready. Ensure First Aid number issued to all relevant people by 11.30am	
Responsibility of procession, under control of “Procession Controller” Check with Procession controller that procession started, police present, safety letters and marshals completed discussions, mobiles/high visibility vests/first aid telephone number etc issued.	

Running Race, under control of "Race Controller" This will be run within Race Procedure statement, under control of the Race controller, Marshalled by the Round Table, on and off field, plus on the route. Clear instructions in Race procedures, includes all Marshals being briefed. Check that First Aid mobile numbers are will all peoples on route	
Fair Day Controller to ensure when runners enter South Avenue, at end of race, the road is closed to all cars, and barriers are in place, for their entrance into events area.	
Check that access roads for emergency vehicles are kept clear – mid afternoon check	
Constant updates of leading floats position, warn police/marshals at South Avenue entrance, ensure South Avenue closed and marshals in place, to control safety of public, and procession units.	
On and off field, of all floats and walking groups handed over to the complete control of the "Round Table".. Ensure entrance of field to roped off event area, safely closed to public, and sufficiently marshalled for sole use of floats and walkers.	
Ensure Event Marshals have understood safety and handling requirements, as set out before, and have clear early warning of their approach.	
Check that access roads for emergency vehicles are kept clear – late afternoon check	
Create and put up fire assembly or marshalling area points notices	
Create Emergency procedures for MC and envelope & title	
No cars can enter field, to load up, at end of fair, until officially closed, then rules previously issued to stall Holders and Trades applies. Stalls co-ordinator to control Stall Holders until last off the field.	
End of day, check that all equipment removed, field checked to ensure rubbish removed. Try to ensure no potential materials or waste left.	

Pre Fair check list

Task	Tick when done
Procession H&S agreed	
Fun Run H&S agreed	
Floats & walkers H&S agreed	
Bike ride H&S agreed	
Bunting H&S agreed	
Stalls H&S agreed	
Electrics, updated & all works scheduled	
Beer tent H&S agreed	
Arena H&S agreed	
Pet Show H&S agreed	
Kids Disco H&S agreed	
Who has applied for drink and entertainment license	
Insurance updated	
First Aid people booked	
Local police contacted	
Key persons all confirmed	
Parish Council notified and agreed	
Bowls Club contacted and access agreed	
WI contacted for Pat testing and are they generally ok	
Wickwoods stall location	
Running order for arena events	
Sunday service – is it happening on site	
Any BBQ Friday night ?	

Insurance

Contact

Broker: Hiscox Insurance Company Limited

Signed for and on behalf of Hiscox Insurance Company Limited:

Ben Horton, Chief Underwriting Officer, Hiscox UK

Policy Number: 7475090

Telephone: 01206 773 940

Website: www.insurex-exposure.com

E-mail: eventinsurance@hiscox.co.uk

Public liability: £10 million

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Fire Risk

Contact

Emergency services call 999 or call mobile 112

General info

In the event of a fire hazard please follow this procedure where possible

1. Call emergency services (fire brigade) on 999 (mobile phone call 112)
2. alert the head marshal/committee member
3. clear public away from the hazard
4. alert pa system to announce appropriate actions
5. clear main entrance , or best entrance, to allow access for fire brigade

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Knocking in posts

When knocking in posts please use the following procedure;

- make a starting hole with a bar to aid pole point location
- put a saw cut or a ring of tape 8 inches down from the top of the post so that you can see when you have lifted the post basher high enough
- wear safety gloves and hard hat when bashing in the posts

Removal of Posts

At the end of fair day as each post is removed sand should be poured into the holes left by the removal of the post.

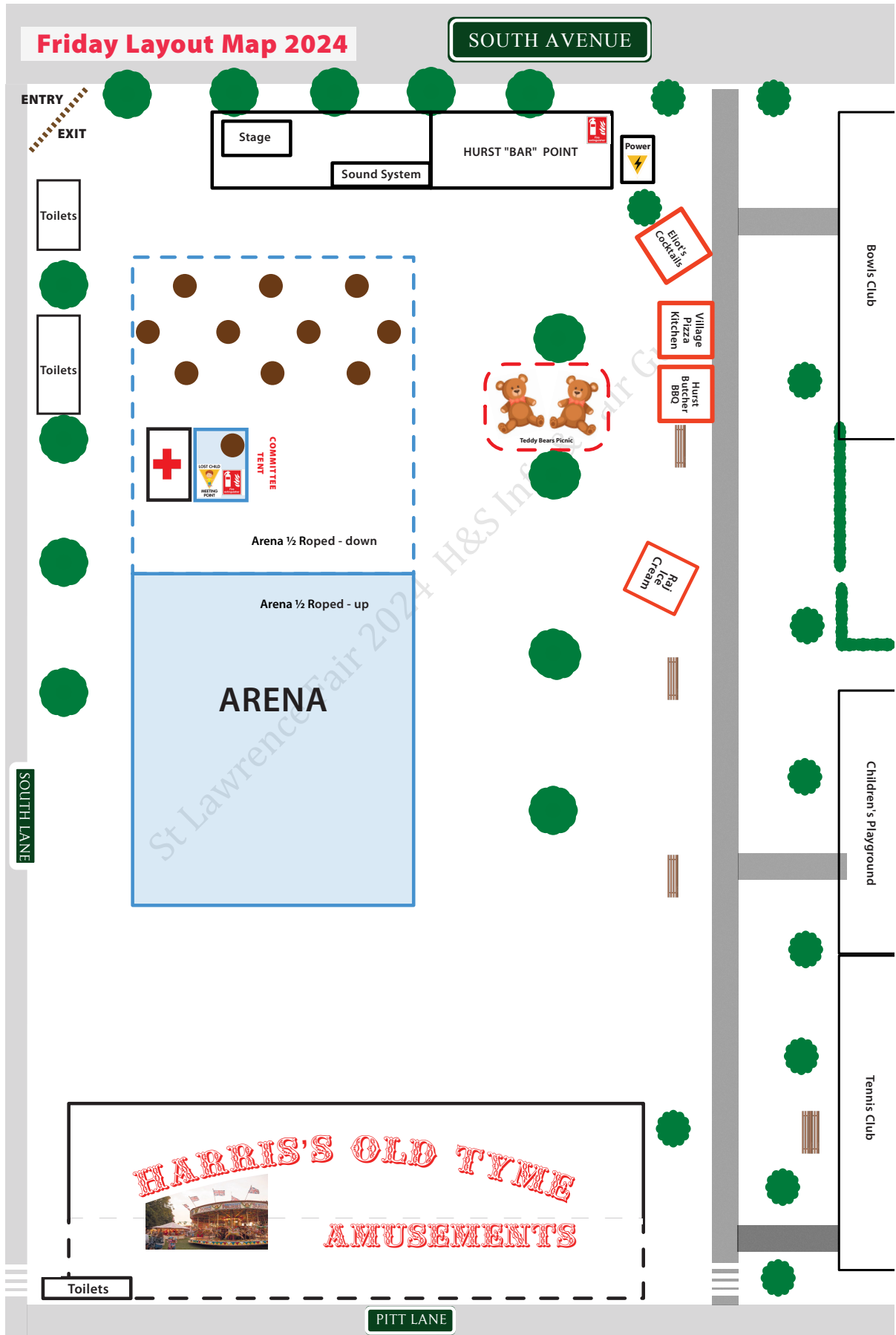
If the holes remain they could potentially present a trip hazard to smaller children or to a pet.

Allowance should be made prior to fair day to order and have delivered 3 bags builders sand for this task.

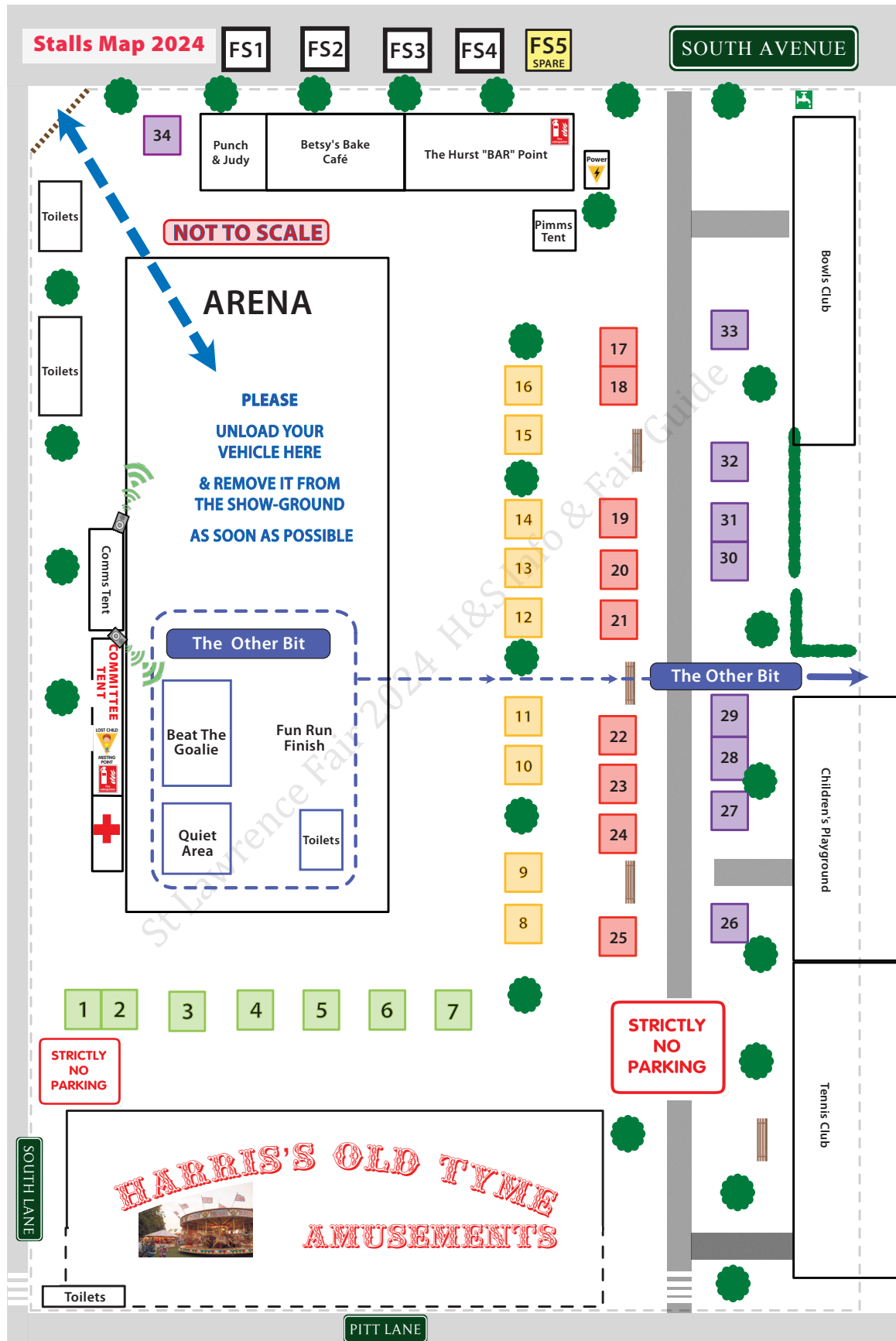
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Site layout

Friday:



Saturday:



Accident report for 2024

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H&S conclusions and suggested improvements for 2024

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Charter granted by
Edward II in 1313



LOST CHILD PROCEDURES

Ensure the 'Help' sail is in a visible and prominent position so it can be seen for people to go to if in need of help.

CHILD PRESENTS AS LOST

Questions to ask:

- What is your name?
- How old are you?
- Who are you here with and what are their names?
- Where did you last see them with you?
- Do you remember what any of your adult carers were wearing?
- Do you live in Hurstpierpoint?

Actions to take:

- Put High-vis jacket on child
- Keep the child in the committee tent (designated 'lost child' chair)
- Relay information to compère for music to be shut down and announcement to be made regarding the lost child
- Send runner over to Harris' fair to shut down music and rides for announcement to be made
- Send runner over to Bar so they know
- Make announcement (music etc can be restarted after announcement)
- Once child is re-united, inform Harris' fair and bar

ADULT PRESENTS AS HAVING LOST A CHILD

Questions to ask:

- What is your child's name?
- How old is your child?
- What are they wearing?
- Where did you last have them with you?
- Do you live in Hurstpierpoint?
- Who else might the child look for or where might they go?

Actions to take:

- Make sure at least one carer stays in the committee tent
- Relay information to compère for music to be shut down and announcement to be made regarding the lost child
- Send runner over to Harris' fair to shut down music and rides for announcement to be made
- Send runner over to Bar so they know
- Make announcement (music etc can be restarted after announcement)
- Once child is re-united, inform Harris' fair and bar