



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 Hurstpierpoint.
2.	Name, Address and Status of Contact within the organisation	Lona Mc Donald [REDACTED] Chair of Fair Committee
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 over during the St Lawrence Fair weekend. Medical Cover to be provided by Pulse South Coast: 3 rd July 1x Emergency Medical Technician 2x First Responders 4 th July 1x Emergency Medical Tehcnician 1x Emergency Care Assistant 2x First Responders 1x Ambulance- Both days Cost £1400.30+VAT
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)	Surplus funds will go towards 2027 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 to the Community Charity Shop – pending decision for other events as part of the fair weekend.
11.	Who will benefit from the event?	Residents of Hurstpierpoint and Sayers Common as well as local business owners/high street traders
12.	Approximately how many/what percentage of those who will benefit are parishioners?	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 Sound Coast (Medical Providers) 2026 St Lawrence Fair H&S documentation \ Safety Management Plan. These will be updated ahead of the Fair weekend- Update in progress Accounts from the Fair Committee Bank Statements

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

Signed.....Date.....

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.

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:	Paul Melling
Event Ref:	EVNT378

Event Information:

Event Name/Type:	St Lawrence Fair				
Event Location: (Please be Specific)	South Avenue Rec, Hurstpierpoint				
Event Date(s):	03/07/2026	04/07/2026			
Start Time:	18:00	12:00			
End time:	00:00	18:00			
Specific Activities Taking Place:	Music, Fun Fair, Fun Run, Arena, Procession				

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. Medical cover is non-conveying, and Pulse South Coast Ltd will not provide routine transport to hospital. In the event of a medical emergency requiring onward care, the emergency services will be contacted. Adequate medical cover will remain in place so the event can continue.

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: 3rd July 1 x Emergency Medical Technician 2 x First Responders 4th July 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	£1,400.30 + VAT
Quoted Over Run Amount (This will only be charged if your event over runs initial booking times).	£100.00 +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>[Signature]</i>
Date:	02/02/2026	Date:	16/2/26
On behalf of Pulse South Coast Ltd		On behalf of Event Organiser	

Standard Terms & Conditions

Pulse South Coast Ltd – Event Medical Cover Terms & Conditions

1. Definitions

- "We", "Us", "Our": Pulse South Coast Ltd, company number 14113228, registered in England & Wales.
- "You", "Your": The contracting client (person, company or organisation) booking services.
- "Event": The event, function, or activity for which medical cover is contracted.
- "Quotation": Our written offer setting out proposed services, staffing, equipment and fees.
- "Booking Confirmation": Our written acceptance of your order/quotation.
- "Contract": The written agreement you sign confirming acceptance of our services and terms.

2. Bookings & Contract Formation

- 2.1 A Quotation provided by us is an invitation to treat and does not create contractual obligations.
- 2.2 A booking is only confirmed, and a binding contract only formed, when all of the following have occurred:
- We have issued a Booking Confirmation.
 - You have signed and returned the Contract issued with the Booking Confirmation; and
 - We have received the required deposit in cleared funds.
- 2.3 Until these steps are completed, no date will be reserved, and we shall have no obligation to provide services.

3. Fees, Deposit & Payment

- 3.1 A non-refundable deposit equal to 50% of the total fee is payable upon signing the Contract.
- 3.2 The balance of the fee must be received in cleared funds no later than 14 calendar days prior to the Event, unless otherwise agreed in writing by a director of Pulse South Coast Ltd.
- 3.3 If the balance is not received by the due date, we may at our discretion:
- Cancel our services.
 - Retain the deposit; and
 - Invoice for any reasonable costs already incurred in preparation for the Event.
- 3.4 All fees are stated exclusive of VAT. VAT will be charged in addition at the prevailing rate where applicable.
- 3.5 Any additional services requested after the Contract is signed (including but not limited to additional staff, extended hours, or upgraded equipment) will be subject to a separate quotation. Such services will only be provided once accepted in writing by you, and payment terms will be confirmed at the time.

4. Cancellation & Amendment

- 4.1 If You cancel:
- More than 28 days before the Event: deposit retained, no further fee.
 - 8–28 days before the Event: 50% of total fee payable.
 - 7 days or fewer before the Event: 100% of total fee payable.
- 4.2 If We cancel due to force majeure, unsafe conditions, failure by you to comply with obligations, or staff unavailability despite reasonable efforts, we will refund sums paid less reasonable costs incurred.
- 4.3 Any amendments requested by you (e.g. changes to times, numbers, activities) may increase fees. We will notify you of any additional charges in advance.

5. Event Overruns & Variations

- 5.1 If the Event exceeds the contracted finish time, overtime charges will apply at the rates set out in the Quotation and/or Contract. Overtime is calculated per staff member (or vehicle, where applicable) for each additional hour or part thereof.
- 5.2 If actual Event conditions differ from the information originally provided (including but not limited to higher attendance, changes to site layout, extended operating hours, or activities presenting increased risk), we may adjust staffing levels, equipment, and fees as reasonably required to maintain safe and compliant medical cover. Any additional charges will be notified to you as soon as practicable.
- 5.3 If the Event overruns by more than two hours beyond the contracted finish time, we reserve the right to withdraw staff and vehicles unless an extension and the applicable overtime charges are confirmed in writing (including by email or SMS) by you or your authorised representative.

6. Your Responsibilities

6.1 You are responsible for ensuring the Event complies with all relevant legislation, licences, permits, and health & safety requirements.

6.2 You must provide:

- A safe and suitable treatment area (clean, lit, weather-protected).
- Adequate access for emergency vehicles and our staff.
- Essential utilities (water, power, communications) where required.
- Security arrangements where appropriate.

6.3 You must nominate an Event Safety Officer/organiser with whom our Team Leader can liaise throughout the Event.

6.4 You must notify us of all other medical/first aid providers on site. We reserve the right to withdraw if provision is unsafe or uncoordinated.

7. Our Responsibilities

7.1 We will provide competent, trained, and insured personnel appropriate to the agreed cover.

7.2 Our staff will work within their scope of practice and training (e.g. first aider, ambulance care assistant, paramedic). We do not guarantee the attendance of registered medical practitioners unless specifically agreed in writing.

7.3 Our services supplement but do not replace statutory NHS or emergency services. We accept no liability for outcomes where patients require hospital or statutory services beyond our contracted provision.

7.4 We carry public liability insurance of not less than £10m and Medical Malpractice insurance of not less than £10m.

8. Liability

8.1 We are not liable for indirect, consequential or economic losses (including loss of income, profit, reputation) arising from provision or non-provision of services, except where caused by our gross negligence or wilful misconduct.

8.2 Nothing in these Terms limits liability for death or personal injury caused by our negligence, fraud, or any other liability which cannot be excluded by law.

8.3 You remain liable for all risks inherent in your Event and for compliance with statutory safety duties.

9. Force Majeure

Neither party is liable for delay or failure caused by events beyond its reasonable control, including but not limited to extreme weather, epidemic, accident, staff illness, industrial action, or acts of public authority.

10. Termination

10.1 We may terminate immediately if:

- You fail to pay sums due.
- Event conditions are unsafe.
- Material information supplied proves false or misleading.
- You otherwise materially breach these Terms.

10.2 On termination, you shall pay for all services performed and costs incurred up to the date of termination.

11. Safeguarding & Conduct

11.1 We have statutory duties to safeguard vulnerable persons. If our staff identify safeguarding risks, they may escalate concerns to statutory agencies without liability.

11.2 You must maintain orderly conduct at the Event. We may withdraw staff if they are subject to unacceptable risk, abuse, or violence.

12. Governing Law & Jurisdiction

These Terms are governed by and construed in accordance with the laws of England & Wales. The parties submit to the exclusive jurisdiction of the courts of England & Wales.

St Lawrence Fair
Profit and Loss
January - December 2025

	Total	
	Jan - Dec 2025	Jan - Dec 2024 (PY)
Income		
50/50 Raffle	70.00	88.00
Advertising	950.00	2,180.00
Bar Takings	10,776.12	7,483.35
BBQ Takings	1,660.95	0.00
Collection Tins and Buckets	152.00	0.00
Donations received	0.00	88.00
Food and Drink Trail	221.00	346.00
Fun Run	18.00	350.20
Fundraising events	1,103.61	1,081.19
Grants received	1,750.00	1,750.00
Harris Fair	600.00	600.00
Kids Disco	492.92	452.00
Pet Show	0.00	164.04
Sales	150.00	150.00
Sponsorship	2,200.00	2,260.00
Stall Income	2,485.00	2,885.00
Sundry Income	374.00	573.00
Teddy Bears' Picnic	188.00	
Total Income	£ 23,191.60	£ 20,450.78
Cost of Sales		
50/50 Raffle Prize	55.00	
Bands and Entertainers	1,770.00	1,340.00
Bar Costs	1,790.54	1,983.61
BBQ Costs	820.53	
Event Consumables	15.75	
Total Cost of Sales	£ 4,451.82	£ 3,323.61
Total	£ 18,739.78	£ 17,127.17
Dues and Subscriptions	61.20	147.60
Equipment Purchased	243.95	0.00
Fun Run Expenses	98.00	253.80
Fund raising costs	474.00	587.45
General Expenses	1,434.26	1,144.17
Hire of Equipment	11,414.18	9,979.19
Insurances	1,919.29	1,838.08
Licenses	100.00	121.80
Medical Services	1,680.00	1,400.00
Office/General Administrative Expenses	487.00	
Other Professional Services	116.25	
Payment processing charges	-11.81	
Printing, Postage and Stationery	1,468.00	1,952.00
Security	551.76	526.68
Storage	240.00	
Total Expenditures	£ 20,276.08	£ 17,950.77
Net Operating Income	-£ 1,536.30	-£ 823.60
Net Income/(Expenditure)	-£ 1,536.30	-£ 823.60

Statement of Financial Position
St Lawrence Fair
As of December 31, 2025

Distribution account	Total	
	As of December 31, 2025	As of December 31, 2024 (PY)
Called up share capital not paid		
Fixed Asset		
Tangible assets		
Container	4,152.00	4,152.00
Total for Non-current Assets	£4,152.00	£4,152.00
Total for Fixed Asset	£4,152.00	£4,152.00
Cash at bank and in hand		
Barclays Current Account	10,386.18	12,715.58
Barclays Deposit Account	367.42	367.42
Cash on hand	3,096.23	2,252.28
PayPal account	-50.84	
Total for Cash at bank and in hand	£13,798.99	£15,335.28
Debtors		
Current Assets		
Total for Current Assets	£0.00	£0.00
NET CURRENT ASSETS	£13,798.99	£15,335.28
Prepayments and accrued income		
Creditors: amounts falling due within one year		
Trade Creditors		
Creditors	0.00	0.00
Total for Trade Creditors	£0.00	£0.00
Credit Cards		
Current Liabilities		
Accrued Expenditure	650.00	650.00
Total for Current Liabilities	£650.00	£650.00
Total for Creditors: amounts falling due within one year	£650.00	£650.00
NET CURRENT ASSETS (LIABILITIES)	£13,148.99	£14,685.28
TOTAL ASSETS LESS CURRENT LIABILITIES	£17,300.99	£18,837.28
TOTAL NET ASSETS (LIABILITIES)	£17,300.99	£18,837.28
Capital and Reserves		
Called up share capital		
Retained Earnings	18,837.28	19,660.88
Net Income	-1,536.29	-823.60
Total for Capital and Reserves	£17,300.99	£18,837.28

MRS NICOLA STENNING
ST LAWRENCE FAIR
37 MARCHANTS ROAD
HURSTPIERPOINT
HASOCKS
BN6 9UU

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 27 February 2026

Business Current Accounts

Community Account Statement	£8,879.53
.....	
Sort Code 20-49-76 • Account No 60034061	

Business Savings Accounts

Business Premium Account	£382.54
.....	
Sort Code 20-49-76 • Account No 60311774	

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

MRS NICOLA STENNING
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37 MARCHANTS ROAD
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BN6 9UU

Your Community Account

At a glance

29 Jan - 27 Feb 2026

Date	Description	Money out £	Money in £	Balance £
29 Jan	Start Balance			11,036.28
4 Feb	 On-Line Banking Bill Payment to Hurstpierpoint Gui Ref: Slf Guide Hut Book	65.00		10,971.28
	 On-Line Banking Bill Payment to SRC Advisory Ltd Ref: Inv 7861	68.40		10,902.88
	 On-Line Banking Bill Payment to PJ + LM Holliss Ref: Slf Exps Reimburse	200.00		10,702.88
9 Feb	 Direct Credit From Square Ref: T3Qdr7RW9M0Y3WH		331.45	11,034.33
18 Feb	 Direct Debit to Square Ref: 1001180921	1.00		11,033.33
23 Feb	 On-Line Banking Bill Payment to Mama Events Ltd Ref: Slf Quiz	595.00		10,438.33
	 On-Line Banking Bill Payment to Greenzone Faciliti Ref: St000125	1,558.80		8,879.53
27 Feb	Balance carried forward			8,879.53
	Total Payments/Receipts	2,488.20	331.45	

Start balance £11,036.28

Money out £2,488.20

▶ Commission charges £0.00

Money in £331.45

▶ Gross interest earned £0.00

End balance £8,879.53

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

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

Important information about compensation arrangements

We are covered by the Financial Services Compensation Scheme (FSCS). The FSCS can pay compensation to depositors if a bank is unable to meet its financial obligations. Most depositors – including most individuals and businesses – are covered by the scheme.

We will issue the FSCS information sheet and exclusions list which set out in detail what is, and is not, covered by the FSCS, once a calendar year usually with your account statement.

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?

An unarranged overdraft occurs where either:

- a) you go overdrawn on your account without agreeing an overdraft with us first; or
- b) you exceed your agreed overdraft limit.
- c) not every Barclays product will allow you to go overdrawn or exceed your agreed overdraft limit. Please check your terms and conditions for more information.

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;
- b) consider options for authorised borrowing facilities;
- c) facilitate payments being made;
- 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.

You can register for Text Alerts through Online Banking, in any of our branches or over the phone. Visit barclays.co.uk/business-banking/ways-to-bank/mobile-banking for more information. Terms and conditions apply.

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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www.linkedin.com/BarclaysBusinessBanking

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.

Getting information from Barclays

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)

Barclays Bank UK PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register No. 759676).

Registered in England. Registered No. 9740322. Registered Office: 1 Churchill Place, London E14 5HP.

*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.

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Your Business accounts – at a glance

Up-to-date account information

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Your balances on 27 March 2026

Business Current Accounts

Community Account Statement	£7,531.68
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.....
Sort Code 20-49-76 • Account No 60034061

Business Savings Accounts

Business Premium Account	£383.51
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.....
Sort Code 20-49-76 • Account No 60311774

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

MRS NICOLA STENNING
ST LAWRENCE FAIR
37 MARCHANTS ROAD
HURSTPIERPOINT
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Your Community Account

At a glance

28 Feb - 27 Mar 2026

Date	Description	Money out £	Money in £	Balance £
28 Feb	Start Balance			8,879.53
2 Mar	 Direct Credit From Hawthorn Veterinar Ref: 1348		550.00	9,429.53
16 Mar	 Direct Credit From J&J Fine Dining LI Ref: Fig Tree		15.00	9,444.53
17 Mar	 On-Line Banking Bill Payment to M R + Mrs S M Doug Ref: Expenses	31.84		9,412.69
	 On-Line Banking Bill Payment to 1St Hurstpierpoint Ref: 1Hsh-2026-57	80.00		9,332.69
	 On-Line Banking Bill Payment to Samantha Taylor Ref: Sif Reimburse	155.52		9,177.17
	 On-Line Banking Bill Payment to ABC Structures Ltd Ref: Inv-1316	813.36		8,363.81
	 On-Line Banking Bill Payment to Jaks Party Power L Ref: S L Fair-Est 2794	1,382.13		6,981.68
20 Mar	 Direct Credit From Chatt Estates Limi Ref: 1345		550.00	7,531.68
27 Mar	Balance carried forward			7,531.68
	Total Payments/Receipts	2,462.85	1,115.00	

Start balance £8,879.53

Money out £2,462.85

▶ Commission charges £0.00

Money in £1,115.00

▶ Gross interest earned £0.00

End balance £7,531.68

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

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Important information about compensation arrangements

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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?

An unarranged overdraft occurs where either:

- a) you go overdrawn on your account without agreeing an overdraft with us first; or
- b) you exceed your agreed overdraft limit.
- c) not every Barclays product will allow you to go overdrawn or exceed your agreed overdraft limit. Please check your terms and conditions for more information.

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;
- b) consider options for authorised borrowing facilities;
- c) facilitate payments being made;
- 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.

You can register for Text Alerts through Online Banking, in any of our branches or over the phone. Visit barclays.co.uk/business-banking/ways-to-bank/mobile-banking for more information. Terms and conditions apply.

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.

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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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youtube.com/BarclaysUK



www.linkedin.com/BarclaysBusinessBanking

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.

Getting information from Barclays

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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Registered in England. Registered No. 9740322. Registered Office: 1 Churchill Place, London E14 5HP.

*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.

MRS NICOLA STENNING
ST LAWRENCE FAIR
37 MARCHANTS ROAD
HURSTPIERPOINT
HASOCKS
BN6 9UU

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 April 2026

Business Current Accounts

Community Account Statement	£12,621.68
-----------------------------	------------

.....
Sort Code 20-49-76 • Account No 60034061

Business Savings Accounts

Business Premium Account	£383.51
--------------------------	---------

.....
Sort Code 20-49-76 • Account No 60311774

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

MRS NICOLA STENNING
ST LAWRENCE FAIR
37 MARCHANTS ROAD
HURSTPIERPOINT
HASSOCKS
BN6 9UU

Your Community Account

At a glance

28 Mar - 28 Apr 2026

Date	Description	Money out £	Money in £	Balance £
28 Mar	Start Balance			7,531.68
1 Apr	Giro Direct Credit From Psp Homes Mid Suss Ref: 1346		550.00	8,081.68
2 Apr	 On-Line Banking Bill Payment to Hurstpierpoint Bow Ref: Water/Elect	220.00		7,861.68
	Giro Direct Credit From Stafford Property Ref: Stafford Property		90.00	7,951.68
	Giro Direct Credit From Louise Payne Ref: 1353		150.00	8,101.68
	 Direct Credit From Hurst SW Ref: Teddybearstfair		600.00	8,701.68
7 Apr	Giro Direct Credit From Mrs R A Carruthers Ref: Waste Prevention		35.00	8,736.68
	Giro Direct Credit From Sally Conniff and Ref: The Cowgirls		70.00	8,806.68
	Giro Direct Credit From S Hudson Ref: Scouts Food		110.00	8,916.68
	Giro Direct Credit From Heath Veteri Ref: 1358		250.00	9,166.68
8 Apr	Giro Direct Credit From Psp Homes Mid Suss Ref: 1357		150.00	9,316.68
	Giro Direct Credit From The Hurstpierpoint Ref: Sponsorship		550.00	9,866.68
9 Apr	Giro Direct Credit From Patel AV&KA Ref: Krishna Indian C		70.00	9,936.68

Continued

Start balance £7,531.68

Money out £220.00

▶ Commission charges £0.00

Money in £5,310.00

▶ Gross interest earned £0.00

End balance £12,621.68

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				9,936.68
10 Apr	 Direct Credit From Stonepit Nur Zzh Ref: Trade Stand		70.00	10,006.68
13 Apr	 Direct Credit From High Street Cowork Ref: Invoice1354		150.00	10,156.68
	 Direct Credit From The Savvy Bodycare Ref: Inv.1351		550.00	10,706.68
14 Apr	 Direct Credit From The Hurstpierpoint Ref: Hurstsociety Stall		35.00	10,741.68
17 Apr	 Direct Credit From Gent & Ware Ref: Sugarlips Doughnut		70.00	10,811.68
20 Apr	 Direct Credit From Clayton C L Ref: Charlie Clayton		70.00	10,881.68
	 Direct Credit From S Page Ref: Sagacious Pimperne		70.00	10,951.68
22 Apr	 Direct Credit From U Ltd T/As LY Ref: 1349		250.00	11,201.68
23 Apr	 Direct Credit From Whistle PR Ref: Whistle PR		250.00	11,451.68
	 Direct Credit From Earlswood HO S E L Ref: Stlawr Fair 1352		550.00	12,001.68
24 Apr	 Direct Credit From Sussex Stoneworks Ref: 1347		550.00	12,551.68
28 Apr	 Direct Credit From Drummond Douglas Ref: Sussex Vale Rotary		35.00	12,586.68
	 Direct Credit From Befriended Ref: 1364		35.00	12,621.68
28 Apr	Balance carried forward			12,621.68
Total Payments/Receipts		220.00	5,310.00	

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– 24 hours

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www.linkedin.com/BarclaysBusinessBanking

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St Lawrence Fair 2025

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 2025 (previous version June 2024)

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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	lonamcdonald69@gmail.com	07792 856167
Facilities	Nic Stenning	nicstenning@hotmail.co.uk	07765 408807
Stalls Coordinator	Sheila Doughty	sheila.doughtyin19@gmail.com	07760 113143
Fun Run Coordinator	Oli Dewdney	o.dewdney@hotmail.co.uk	07585 336792
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
Pet Show	Sarah Solomon	sarah.Solomon@heathvets.com	01273 823698
Teddy Bears Picnic	Natalie Vigar	natalievigar@hotmail.com	07762 895912
Junior Disco	Lona McDonald	lonamcdonald69@gmail.com	07792 856167
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	Nic Stenning	nicstenning@hotmail.co.uk	07765 408807
Round Table	Neil		07976 854081
South Ave traffic management	Paul Melling	paulmelling2021@gmail.com	07709 459026

Stall Holders General

H&S notice for stall holders

Thank you for your valued booking for St. Lawrence Fair 2025.

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 5th July

Charity Stalls – Booking Form

The theme for 2025 is HAPPY HOLIDAYS and we hope you will consider dressing your stall to reflect this theme

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 31.5.25.

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

St Lawrence Fair 2025 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 2025 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 5th July

Retail Stalls - Booking Form

The theme for 2025 is HAPPY HOLIDAYS and we hope you will consider dressing your stall to reflect this theme

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 31.5.25

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

St Lawrence Fair 2025 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 2025 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 5th July

Street Food Stalls – South Avenue - Booking Form

The theme for 2025 is HAPPY HOLIDAYS and we hope you will consider dressing your stall to reflect this theme

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 31.5.25

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

St Lawrence Fair 2025 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.

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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 2025 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 2025 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 2025

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 2025

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; 5th July 2025.

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 designated marshals

Field marshals to be clearly identified, with hi-visibility warning vests.

Marshals 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 5th 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 4th 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 2025 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

Nic Stenning 07983 753674

Background info from previous fairs & 2025 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.

2023-2024 Fair

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

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

2025 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.

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, 30min before starting 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

Lona McDonald 07792 856167

Darren (DJ80/Just School Discos) 07792 550253

General Guidance

Friday evening 5:30pm – 6:45pm 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.

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 2025

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.

Traffic Management - South Avenue Road Closures - 2025

1. Road closure set up

- Ensure road is clearly marked with 'road closure' sign and barriers are across the entrance to South Avenue
- Temporary bollards should also be available to help with managing the road closure
- Entrance to South Avenue to be manned by a minimum of 2 volunteers in High Vis vests between the hours of 8am to 6pm on Fair Day
- Provide chairs at the closure site
- Consider providing a walkie talkie to the road closure crew

2. Vehicle control - fairground vehicles/stalls holders

- Stall set up is between 8:30 - 11:30am on Fair Day
- All stall vehicles are requested to be removed from the rec by 11:45am

Vehicles arriving

- Discuss with the driver to confirm they are attending the fair
- Indicate the entrance to the rec and the stalls reception table at the entrance
- Request they put their hazard lights on and drive slowly, no quicker than 5mph, to the stalls reception to ask for their stall location
- If required, one marshal to remain at the road closure entrance, and the other to escort the vehicle to the stalls reception
- It may be needed to hold vehicles entering the arena if several stall holders are arriving at the same time

Note: this may be required if vehicles are leaving the area at the same time to ensure traffic flow is maintained

- Highlight there are pedestrians around the entire area
- Proceed to their stall location in the same manner, being aware of pedestrians and other stall holders setting up

Vehicles leaving

- Remind stall holders they are to drive with their hazard lights on and no quicker than 5mph, being vigilant that many more members of the public are likely to be around during this time
- It is likely a marshal will be needed at the entrance the rec as well as the entrance to South Avenue to direct and control traffic flow
- It may be needed to hold vehicles leaving the arena if several stall holders are leaving at the same time

Note: this may be required if vehicles are leaving the area at the same time to ensure traffic flow is maintained

3. Vehicle control - South Avenue residents/cemetery visitors

Vehicles arriving

- Discuss with the driver to confirm why they need access to South Avenue/where
- If a resident or for the cemetery this is allowed, but no other access is allowed, other than those mentioned in section 2
- Request they put their hazard lights on and drive slowly, no quicker than 5mph
- One marshal to remain at the road closure entrance, and the other to escort the vehicle to their required location through the Street Food Alley
- Highlight there are pedestrians around the entire area and to be vigilant

Vehicles leaving

- Encourage drivers leaving South Avenue (residents or visitors to the cemetery) to discuss with the marshals first to ensure they have the appropriate escort through the Street Food Alley
- Request they put their hazard lights on and drive slowly, no quicker than 5mph
- One marshal to remain at the road closure entrance, and the other to escort the vehicle to their required location through the Street Food Alley
- Highlight there are pedestrians around the entire area and to be vigilant

4. General notes

- Reversing of large vehicles should be undertaken only under the supervision of a marshal
- Parking for people travelling into the area is available behind the high street in the local car park.
- Disabled parking is allocated to the south end of South Avenue, beyond the Street Food Alley - please note this is very limited and South Avenue residents will also be using this parking.

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

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.

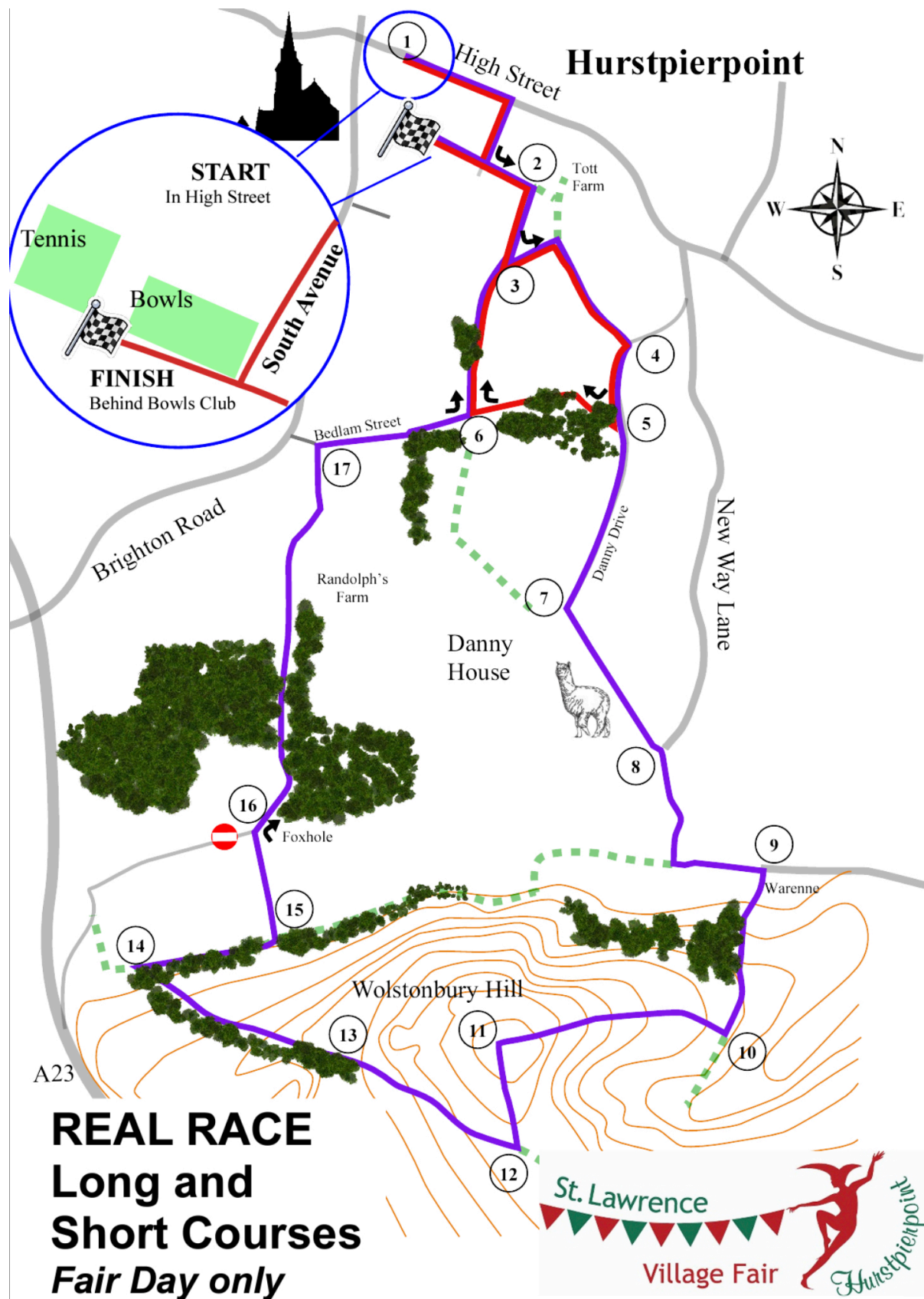
Marshalls should be positioned around course in sufficient numbers so as to ensure no runners can get lost.

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://www.tickettailor.com/events/stlawrencefairfunrun/1642775>

Short & long course available

Fun Run Insurance

INSURER: Hiscox Underwriting Ltd

POLICY NUMBER: HU EVT 7482684 (15)

PERIOD OF INSURANCE: 23rd April 2025 to 6 July 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 2025 on 22/6/2025							

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 2025

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 2025 is below.

	size	PDF ready	Quantity needed	Quantit y in hand	Print by Jerzy
EVENT POSTERS					
Dog Show	A4				
Lego on the	A4				
Teddy's Bears Picnic	A4				
Children's Disco	A4				
Friday Band Night	A4				
Fun Run	A4				
Food Trail	A4				
General Fair	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					
TRAFFIC MANAGEMENT					
Guidance information to be provided to all marshals					

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 marshals. 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	
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	
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: HU EVT 7482684 (15)

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

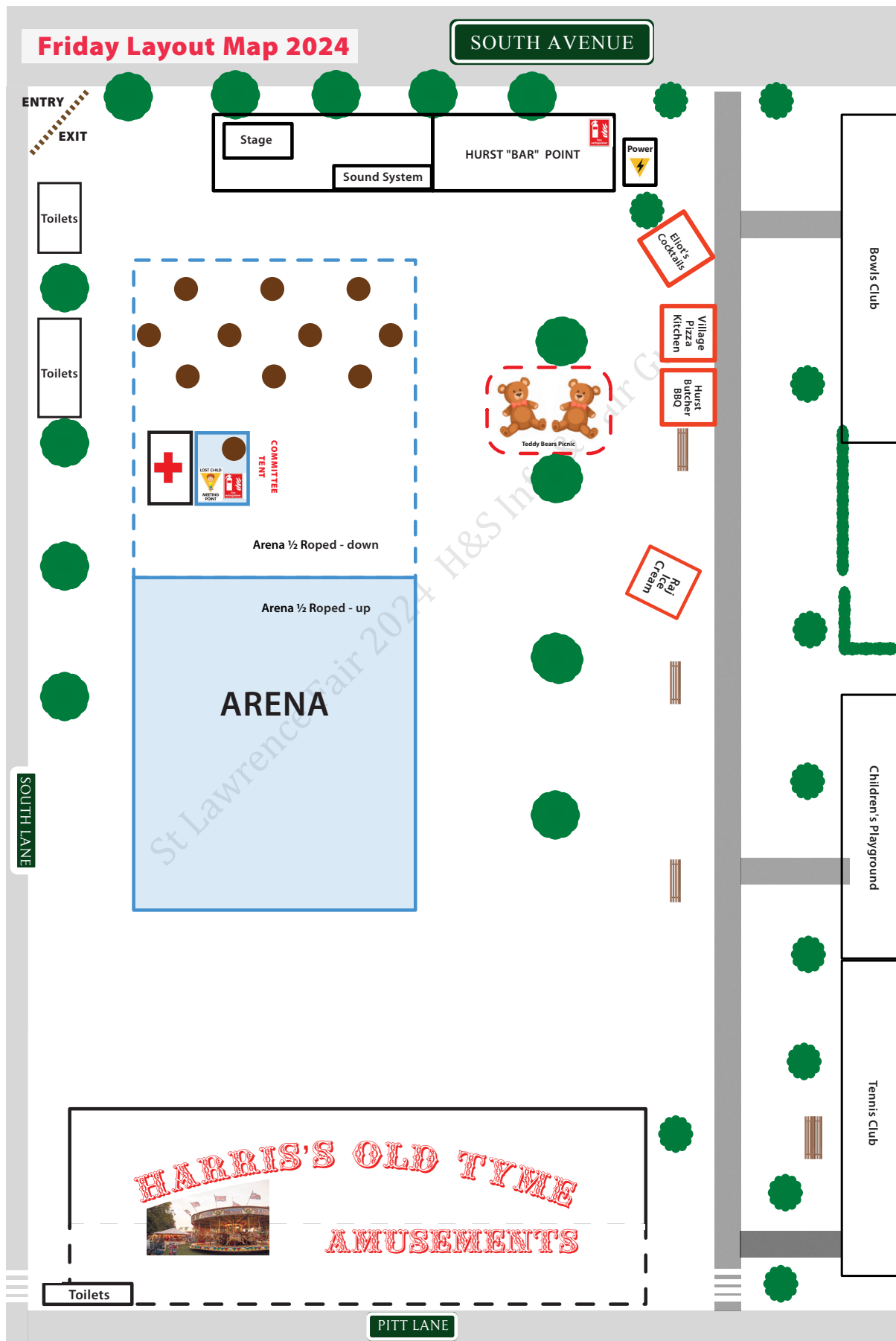
In the event of a fire hazard please follow this procedure where possible

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;



- 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:

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Accident report for 2024

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H&S conclusions and suggested improvements for 2024

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