



Welcome to the Management Control Document for the Fen Edge Festival 2022

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PURPOSE

The purpose of this Control Document is to:

- Explain the purpose of the Fen Edge Festival
- Provide information about the events that will take place at the Fen Edge Festival
- Demonstrate that all aspects of the event have been risk assessed
- Outline the steps that have been taken to minimise risks

INTRODUCTION

The Fen Edge Community Association (Charity No. 293020) (FECA) promotes the educational, recreational and leisure facilities for the residents of the Fen Edge Patch: Cottenham, Rampton, Landbeach, Waterbeach and Willingham (population around 20,000).

In 2004, the Fen Edge Community Association (FECA) believed that holding an event similar to that of the Cottenham Jubilee Celebrations in 2002 (organised by the Parish Council) would be beneficial to all of the five villages within the Fen Edge Patch. It was agreed that this event should take the form of a Family Festival.

The main purpose of the festival was to

- give a greater sense and understanding of our community,
- increase the opportunities for residents to enjoy, appreciate and participate in village life and,
- provide an opportunity to celebrate our community, its diversity and its cohesion.

The FECA Activities Committee formed a sub-committee to organise the Fen Edge Festival (FEF – known in previous years as the Fen Edge Family Festival or FEF, now rebranded to widen its appeal to the young and old). The committee was made up from members of the FECA, volunteers from the local community and representatives from local organisations, clubs etc.

The inaugural FEF took place in June 2005 and it has become a bi-annual event. Further events were held in June 2007, June 2009, June 2011, June 2013 and June 2015, June 2017, June 2019. The next one, now FEF, is taking place from 24th to 26th June 2022, having been postponed from 2021 due to the coronavirus pandemic.

CONTACTS

Fen Edge Festival 2022 24th - 26th June

The 2022 FEF Committee and Contacts (as of 30 May 2022):

Emails:

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 Alan Mappedoram alan.mappedoram@ntlworld.com
 Peter Haigh <peter@electrocert.co.uk>
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 Tom Wykes wykes21@gmail.com
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 Paul Mappedoram themappman@yahoo.co.uk
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 Lucy Dumbrell <Ludumbrell12@gmail.com>

SusCott

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 Jane Heath <janeheath@waitrose.com>
 Justin Hiscock <justin_hiscock@hotmail.co.uk>

Chair	Tim Jones <tim@camjoneses.co.uk> 07762 017064
Sponsorship	Graham Beckford Graham.Beckford@korecgroup.com 07919 470558
Facilities	Tom Wykes 07762 559259 (H 01954 250324)

Activities 1	wykes21@gmail.com Annabel Gerrard Croxon butterbeansagc@gmail.com 07989 392268
Activities 2	Rebecca Bell rebeccajanebell7@gmail.com 07712646400
Food stalls	Rebecca Norman rebecca.norman@ntlworld.com 07812 151345/01954 204562
Non-food stalls	Linda Cockburn 07801 216807 linda@reddworks.com
Treasurer	Bob Turner <riturner@btinternet.com> 07971 133409
Float Manager	Michele Tumber micheletumber21@gmail.com 07817 761585
Publicity and Marketing	Amy Pledger amyledger@hotmail.com 07545 186180
Health and Safety	Bob Turner <riturner@btinternet.com> 07971 133409 Paul Knighton 07787 530394 or 01954 270194 p.knighton@runbox.com
Operations Manager / H&S Support	Paul Mappedoram 07775 751461 themappman@yahoo.co.uk
Stewards and Volunteers Coordinator	Lucy Dumbrell 07833 726419 <Ludumbrell12@gmail.com>
Site Electrician	Peter Haigh 07796 260735 peter@electrocert.co.uk
Site Electrician	Alan Mappedoram alan.mappedoram@ntlworld.com
The Venue: Lights & Sound	Simon Bye 07501 209123 SJB Electrical <sjbelectrical@btinternet.com>
The Venue: Talent / Bookings	Simon Heath thevenue.2022@gmail.com
Social Media	Amy Pledger amyledger@hotmail.com , 07545 186180
Sustainability Rep	Christine Ward <chris@sustainablecottenham.org.uk>
Sustainability Backup Team	SusCott – Samantha Upham <samantha.upham@gmail.com> Catherine Burch <catherineburchmail@gmail.com> Samantha Upham <samantha.upham@gmail.com> Jane Heath <janeheath@waitrose.com>
Ploughing Society/Petting Corner	Paul Smith. 07836 234976
<u>PA Announcers (provisional)</u>	Ben Shimmens (SATURDAY 10-12:15) Mark Nolan (SATURDAY 12:15-2.30) Eddie Murphy (SATURDAY 2:30-) – 07966 404813 Martyn Leeks (SUNDAY)
<u>Cambridge Evening News</u>	Jasmine Watkiss (reporter) - 07388 962907

CVC Sports Centre	Alex Larkins Sports Centre Manager 01954 288760 or mobile 07923 367809
CVC Duty Caretakers	07375 079834 07375 079835 mike.fishpoole@astrecottenham.org
Storage barn	Alison Jones 07941 906759 dralison.jones@hotmail.com <u>60 High Street Cottenham CB24 8SA</u>
Storage barn (Traffic Cones)	Rob Clarke 01954 250443 12 Lambs Lane Cottenham CB24 8TA CB24 8TA
Water supply for animal petting	Margaret Edwards 01954 251934
Marquee hire - Eastern Marquees	Michael Peacock 01954 261245 or 07732 971616 mpeacocks1@yahoo.co.uk
Chiller Trailer	Daniel Edmenson GO>Fridge www.gofridge.co.uk 07944 374343 hire@gofridge.co.uk
Latta Loos	Roger Taylor on 07535 527 477 or Mathew Latta on 07970 699 693
Travis perkins, if also supplying loos	Contact Matthew Sutton 01954 250447
Carousel	Traditional Steam Fair – Mike Rule 07850 351326 www.traditionalsteamfair.co.uk
Crazy Golf	FECA
Medical services	DS Events and Training Ltd 311 Eastrea Road Whittlesey PE7 2AP admin@dseventsandtraining.co.uk <u>07871 266148</u>
RGP Security	Rick Pridmore 07833 720746, 01353 662733
CamFire (Fire Extinguishers)	Jim Stokes CamFIRE 10 Hythe Close Burwell Cambridge CB25 0EZ 01638 741894 07885 694426

CamCom (Radios)	<p>Eddie Jones 01223 277274 it diverts to mobile when not in the office</p> <p>CAMCOM Radio Gusto Mills Huntingdon Road Cambridge</p> <p>CB3 0DL</p>
Recycling Bins	Amey Cespa / Christopher Smiles 07974 718051
Total Wipeout	<p>John Smith The Fun Firm 77 Wigmore Lane Luton LU2 8AD 07772 192461 info@thefunfirm.co.uk</p>
Road Closure	<p>Allan Stearn – 07710 134441 cbower@durmanstearn.co.uk</p> <p>Colin Bower Durman Stearn Tel: 01954 250754 Mob: 07786 625397 264 High St, Cottenham,</p>



PUBLICITY AND MARKETING

The Festival has a presence on Facebook

<https://www.facebook.com/fenedgefestival/>

and Twitter

twitter.com/fenedgefestival

@fenedgefestival

A programme has been delivered to households and posters have been distributed around the villages in the Fen Edge Patch.

The FEF will also be publicized through press releases and editorial opportunities on TV / radio / press as well as uploading activity details to the various *what's on* type websites.

The publicity and marketing activity will be complemented by regular e-mail bulletins to subscribers and editorial comment in the Cottenham and other village newsletters, as well as the Fen Edge News.



PLANS, MAPS AND PARKING

Festival parking

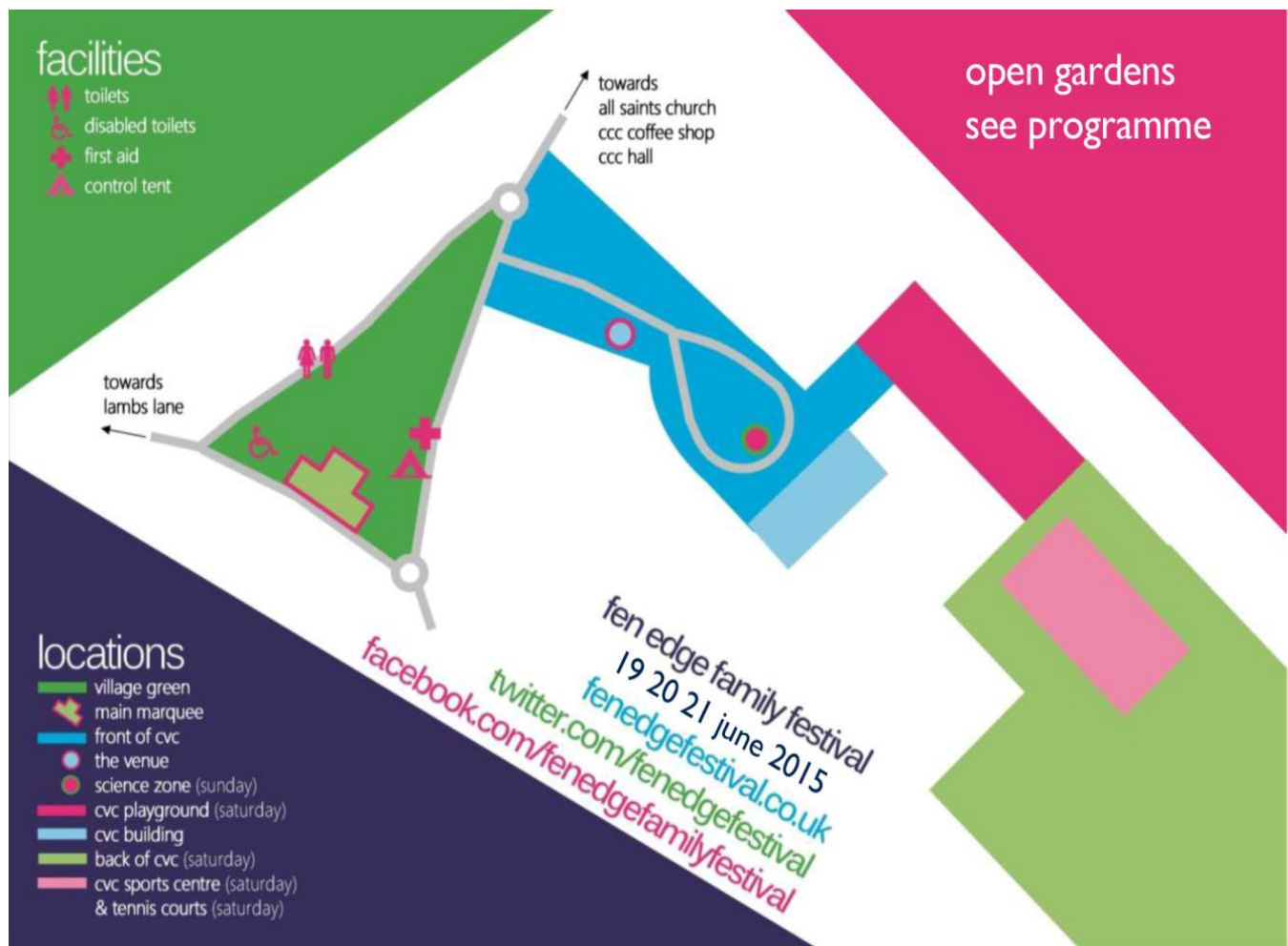
Festival Parking

There is some on-street parking available in Cottenham but these spaces will be under severe pressure during the Festival. Please be considerate in your parking and be prepared to walk from some distance away. We will have a restricted number of parking spaces for Blue Badge holders along the road closure by the Village Green.

Please DO NOT park.....

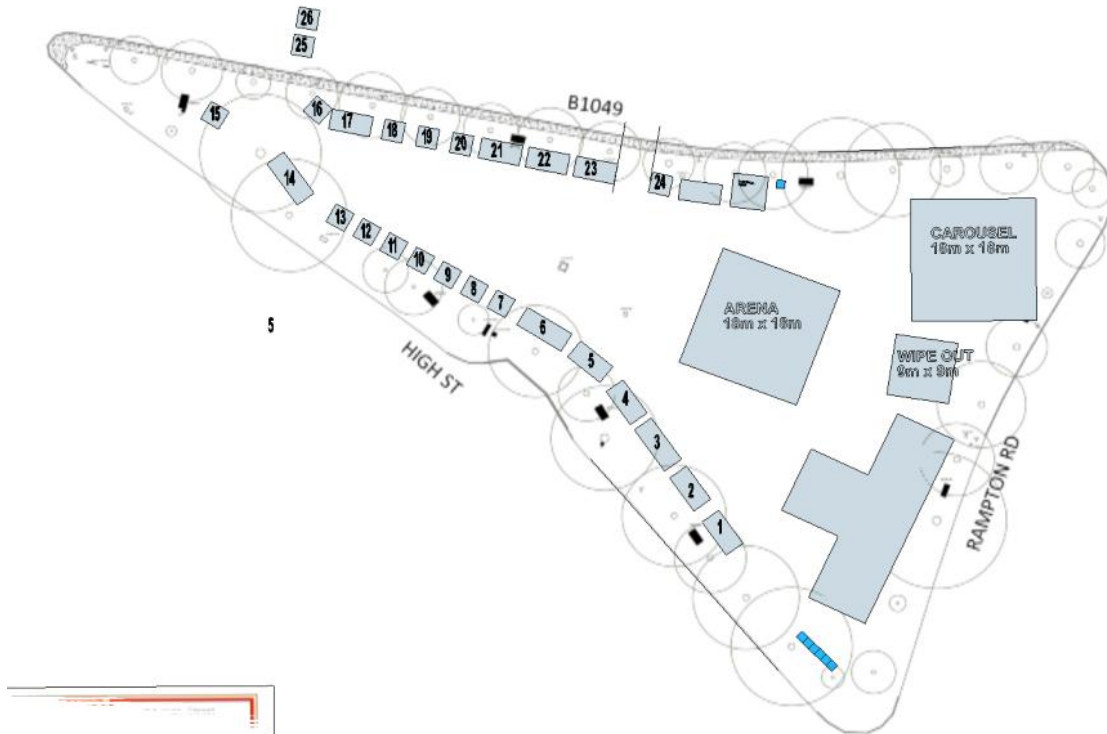
.....in Denmark Road on the side of the road running from the Chequers Public House to Telegraph Street (West side). If cars are parked on both sides, the bus cannot get through. There will be traffic cones indicating the zone in question.

.....in Rampton Road along the side of the Village Green. Parking in this area causes congestion and stops the flow of traffic. Again, cones will be placed in the area.

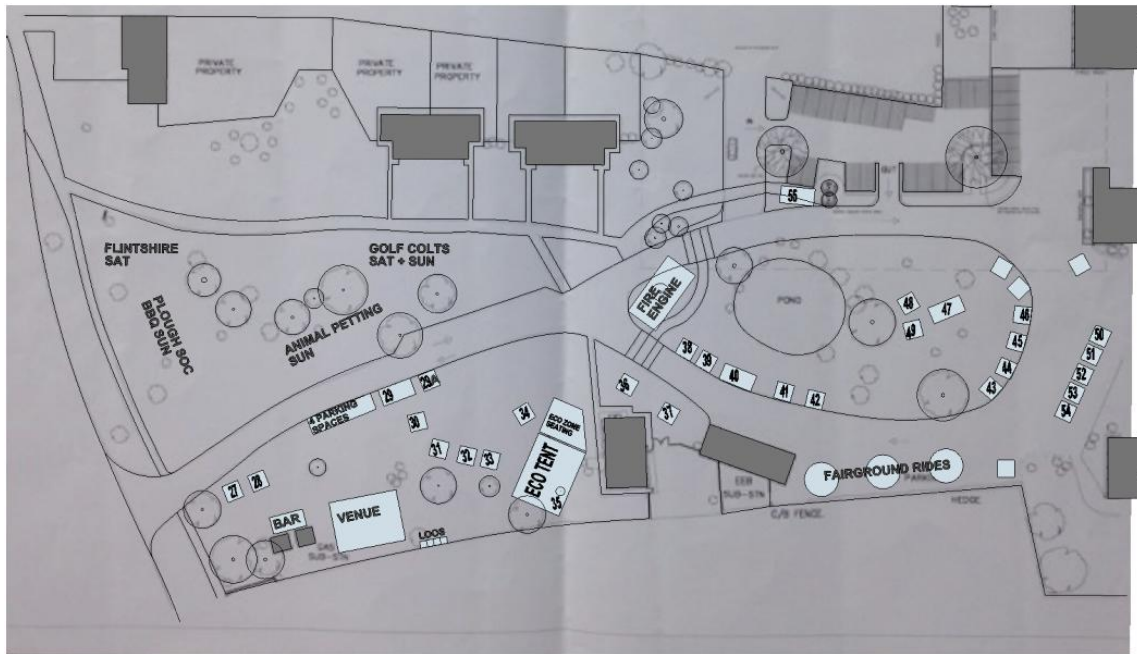


[This is the 2015 layout with position and permanent features – to be updated]

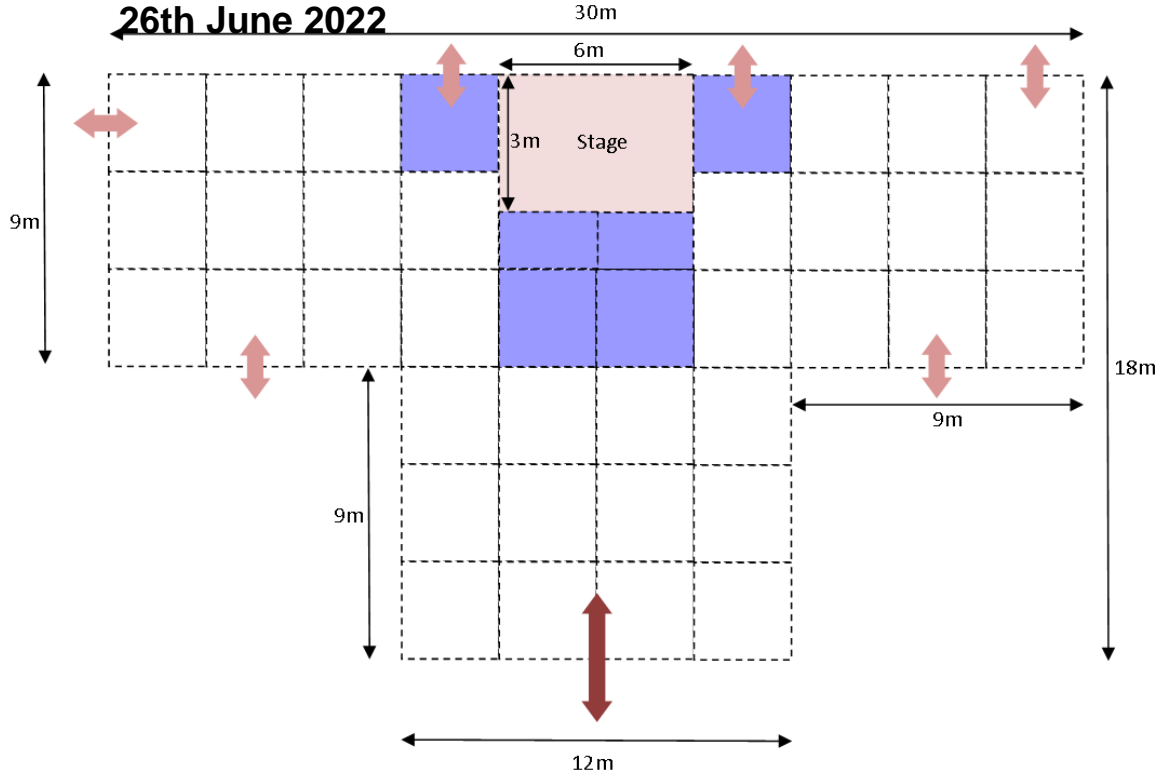
Here is a general layout of the Green:



Here is a general layout of the College:

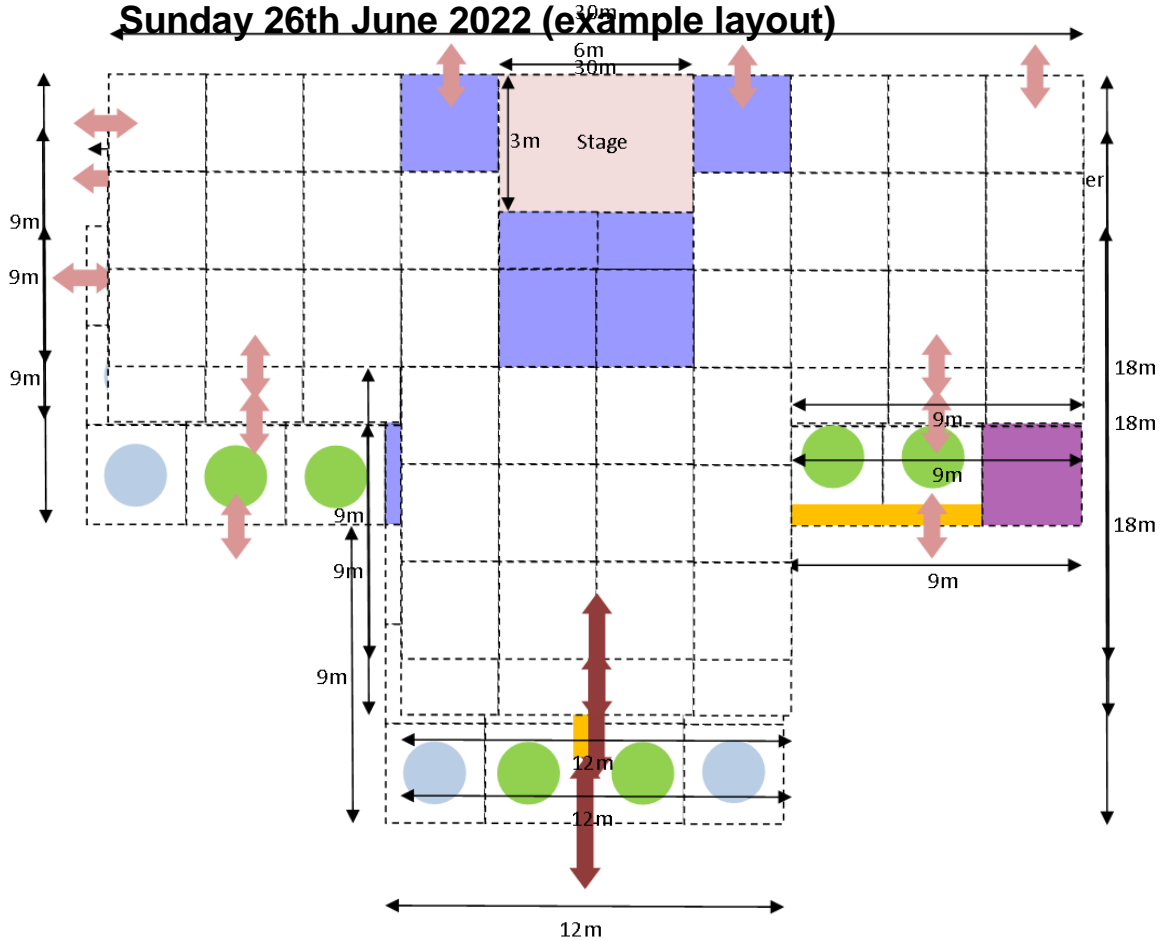


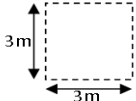
Main Marquee – Daytime Friday 24th, Saturday 25th and Sunday 26th June 2022





<p>3m 3m</p>	<p>Marquee squares - accommodates one table</p>
	<p>Dance Floor</p>
	<p>Main entrance/exit</p>
	<p>Fire exit/open flaps</p>


Main Marquee - evening events : Friday 24th, Saturday 25th and Sunday 26th June 2022 (example layout)





- 
Marquee squares - accommodates one table


- 
Dance Floor


- 
Bar - Two rows of five trestle tables, each covering the width of the marquee with space in between for bar staff

- 
10 person table - (5ft diameter)

- 
8 person table - (4ft diameter)

- 
Main entrance/exit

- 
Fire exit/open flaps

- 
Access to bar



SAFETY POLICIES

This document contains guidance for all organisers of activities at the Fen Edge Festival and for all those concerned with the safety and well-being of people attending or participating in the festival. This includes: Lead Stewards, stewards and other people assisting organisers of activities.

Copies of individual policies will be distributed to relevant parties.

1. STEWARDING ARRANGEMENTS

FEF2022 - Lead Stewards and Lead Safety Officers (population in progress)

Time	Lead Steward	Home Telephone Number	Mobile Telephone Number	Lead Safety Officer Contact details below
Fri 24		01954 -		
07.00 -13.00	Rebecca Norman		07812151345	
13.00-18.00	Annabel G-C		07989392268	
18.00-24.00	Paul Mappedoram		07787530394	
Sat 25				
07.00 -13.00	Tim Jones		07762017064	
13.00-18.00	Rebecca Bell		07712646400	
18.00-24.00	Paul Mappedoram		07787530394	
Sun 26				
07.00 -13.00	Amy Pledger		07545186180	
13.00-18.00	Linda Cockburn		07801216807	
18.00-24.00	Graham Beckford		07919470558	

Lead Safety Officers – contact details:

Paul Knighton: 07787 530394

Paul Mappedoram: 07775 751461

NB Main daytime activities 10-5.

Helpers start at 7.45 on Sat and Sun.

Minimum FEF steward requirements

Friday 24th June	
Times	No. stewards
08:00 -10:00	2
10:00 – 16:00	2
16:00 – 20:00	3
20:00 – 24:00	2 (plus security guard from 11pm)

Saturday 25th June	
Times	No. stewards
08:00 – 10:00	7
10:00 – 18:00	13
18:00 – 20:00	6
20:00 – 23:30	5 (plus security guard from 11pm)

Sunday 26th June	
Times	No. stewards
08:00 – 10:00	6
10:00 – 18:00	10
18:00 – 20:00	5
20:00 – 23:00	4 (plus security guard from 11pm)

The Fen Edge Community Association will provide stewards and First Aid cover for all events except for events where, after discussion, it has been agreed that organisers will provide their own First Aid cover and/or stewards.

THE ROLE OF STEWARDS

The role of stewards is very important and includes all aspects of public safety. They should be **readily identifiable** through the use of **conspicuous clothing**, visible under all lighting conditions, together with a **badge**. Clothing and badges will be provided.

There should be a ratio of **1:150 or 1:200** members of the public. However, these ratios may be increased where specific risks have been identified requiring a greater number of stewards.

There will be an identified Lead Safety Officer and Lead Steward at any time (see above) also identifiable by high visibility clothing and badges. All stewards will report to the Lead Steward in the Control Tent at the beginning and end of each shift. The Lead Steward will allocate duties and inform stewards of any potential hazards/risks that may occur during their shift, and the correct procedures to manage these.

All stewards will be provided with a handheld two way radio. During a steward's shift they can report into the Lead Steward for advice and guidance about any concerns that they may have. In addition a steward can call in for back up, which the Lead Steward will then organise. The Lead Steward can liaise with the Lead Safety Officer at any time for advice and guidance.

When an alarm is raised or a call for back up is required, stewards will alert, in the first instance, the Lead Steward or, if the Lead Steward is already involved in a separate

incident, the Lead Safety Officer, by a message stating what the incident is.

If direct reference to the type of incident is likely to cause upset or distress to bystanders, the steward may use a message that is coded as follows:

- “Red Red” – where there is immediate risk to health or safety or potential serious injury
- “Amber Amber” – where there is a very urgent need for assistance or guidance but not involving a serious risk to health and safety
- “Green” – where there is a need for assistance but no risk of harm or injury to a member of the public or other participants

If the incident can be reported freely there is no need to use these codes.

Steward’s duties include:

1) **Fire safety and prevention:** Stewards will be instructed on the method and use of available fire-fighting equipment (see Appendix A of Fire Safety Policy).

- In the event of a fire the stewards must inform the Lead Steward of the location/cause of the fire.
- The stewards will be responsible for the safe evacuation/prevention of re-entry of/into the marquees in an emergency.
- The Lead Steward is responsible for calling the emergency services.
- In the unlikely circumstances of any bomb threat, a pre-agreed security word (suggest “Ruby Ruby Ruby”) will be

used and appropriate evacuation of the site/contact with emergency services made.

2) **First Aid:** Stewards should be made aware of the first aid provision in the form of two first responders based in the control tent.

- They will be responsible for assisting the public to access this service.
- In an emergency the steward will contact the Lead Steward who will contact the emergency services.

3) **General safety of the site:** Stewards will be responsible for ensuring the general safety of the public whilst at the Family Festival. They will:

- Be aware of the layout of the site and be able to assist the public by giving information about the facilities (see map).
- Be vigilant in relation to the prevention of fire. They will enforce the no smoking policy within the marquees.
- Monitor the entrance/exit of the marquees to prevent overcrowding and to maintain a clear gangway.
- Patrol the perimeter of the site to prevent the public straying into the roadways
- Discourage irresponsible parking around the site.
- Follow the guidance laid out in the Child Protection Arrangements – this policy essentially states that the child should be reassured that they are safe, the name of the child must not be broadcast, that at least two stewards, one of whom should – where possible – be female, must be sent to assist immediately and that the child, if unable to see a familiar adult, must be brought to the Control Tent where the further requirements of the policy will be followed.
- It is advisable to avoid unnecessary physical contact.

Appendix A

INFORMATION FOR STEWARDS

Fen Edge Festival 2022

- Report to the Lead Steward at the Control Tent on the Village Green at the start of your shift.
- You will be provided with a high visibility jacket and a two-way radio – instructions on use will be provided by the Lead Steward.
- The Lead Steward will assign duties – however, duties may change during the shift depending on need.
- There will be a changeover period of 15 minutes between one shift and another – this provides an opportunity for volunteers to ask any questions that they might have and for the Lead Steward to highlight any specific issues to be aware of.
- Lead Steward / Lead H&S Officer to perform regular patrols of all areas in accordance with the roster on the following page:

FEF 2022 SAFETY PATROLS

Assessment by:	Paul Mappedoram	Date:	5th June 2022
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Safety officer approval	Paul Knighton	Date:	8th June 2022
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To be used for ad hoc hazard patrols of the FEF sites

For all areas inspected, ask yourself the following questions:

1. Are there any trip hazards at or near ground level? Think for elderly or infirm!
2. Are there any uncovered protrusions or overhangs less than 2m from the ground?
3. Anything above that might fall?
4. Do you observe any practice or behaviour that might be or become dangerous?
5. Are all generators away from foot traffic and combustible materials?
6. Is there adequate space for people to move safely and comfortably?
7. Are there signs of underage drinkers being served alcohol?
8. Are all barriers intact and are marquees reasonably safe from incursion?
9. Are there any illegal parkers around the Green or CVC?
10. Are the crossings staffed?

Main Marquee - Village Green	Untoward observations / Date and time
Participant Attractions - Village Green	Untoward observations / Date and time
Stalls on The Village Green	Untoward observations / Date and time
The Venue - CVC Front	Untoward observations / Date and time
Participant Attractions - CVC Front	Untoward observations / Date and time
Stalls - CVC Front	Untoward observations / Date and time
Festival Café - Common Room	Untoward observations / Date and time
CVC Main Hall	Untoward observations / Date and time

Patrol Stewards

Date

Start Time:

Finish Time:

General

- Be aware of the **layout of the site** and assist visitors by giving information about the facilities (see map) and handing out event guides.
- Be aware of **fire safety** measures* including:
 - Fire prevention measures
 - What to do in the event of a fire
 - Use of fire extinguishers
- Be aware of the **first aid** provision*
- Be aware of the **Child Protection*** Policy and the **Untoward Incident*** Procedure*
- Hand out **wristbands** for small children so parents/carers can write mobile numbers on them. However, do not impose this as a strict requirement. Some parents prefer not to do this.
- Respond to calls for back up from other stewards, the Lead Steward and the Lead Safety Officer.
- Assist with movements of vehicles on and off the Green during setting up and taking down

Marquees

- Monitor the entrance/exit of the marquees to prevent overcrowding and to maintain a clear gangway.
- Numbers in main marquee not to exceed 499 including stewards, helpers and performers.
- Be vigilant regarding fire prevention measures. Please help enforce the

- Be aware of where **alcohol sales** are taking place during the event and that alcohol from sales or alcohol prizes from raffles may only be given to people aged 18 or over.
- Be aware of the Age 25 alcohol policy*
- Patrol the perimeter of the site to prevent the public straying into the roadways.
- Discourage irresponsible parking around the site.
- Check and empty waste bins when necessary.
- Pick up litter when necessary (gloves and litter pickers available in the Control Tent).
- Collect donations from members of the public (evening events)

Toilets

- Monitor the cleanliness of the toilets
- Replenish stock of toilet rolls/soap etc.
- Volunteers will occasionally be asked to clean the toilets during their shift.

Animal Petting

- Be aware of the Animal Petting Safety Plan
- Ensure that visitors adhere to notices about not smoking, eating or drinking during the visit
- Encourage all visitors to wash their hands and after the visit.

<p>no smoking policy within and around the marquees.</p> <ul style="list-style-type: none"> • Assist in setting up seating as required. • Assist in changeovers between activities. • Be vigilant to help ensure that equipment such as generators, electrical equipment is not being tampered with. 	<p>Vehicles including steam, military and vintage</p> <ul style="list-style-type: none"> • Assist people on and off transport • Discourage behaviour that might cause damage or injury • Ensure that no child rides alone
<p>CVC and Road Crossing</p> <ul style="list-style-type: none"> • Encourage people to use the pedestrian crossing between the Green and the Village College • Help out on the crossing. • Advise drivers that car-parking is available on Histon Road. 	<p>Parking Attendants</p> <ul style="list-style-type: none"> • Ensure that drivers access and leave the site safely • Assist drivers to locate a parking space • Close the car park when full • Advise drivers to park on residential roads when Histon Road car park is full.

WHAT TO DO IN THE EVENT OF AN UNTOWARD / MAJOR INCIDENT – GUIDANCE FOR STEWARDS AND ACTIVITY ORGANISERS

An untoward incident can be anything from a minor injury, such as a cut/sprain/, through to a major incident such as fire. Therefore we would advise you to complete the following for any untoward incident:

1. Assess the severity of the untoward incident and decide on the best course of action i.e. are emergency services required/is first aid required.
2. Inform the Lead Steward/Lead Safety Officer immediately and ask them to contact emergency services/arrange first aid.
3. When informing the Lead Steward/Lead Safety Officer please use the **“Red Red”**, **“Amber Amber”** and **“Green”** codewords, where appropriate, to reflect the relative severity of the incident. If in doubt, use the higher severity code.
4. As soon as possible after the event, complete the ‘report of an injury or dangerous occurrence’ form – available from the Lead Steward in the Control Tent. Please make yourself familiar with the information required by this form. This form structure is taken from the Health and Safety Executive; please remember that it has to cover all eventualities. These forms will be kept in the safety policy file, which can be located in the control tent.

MAJOR INCIDENT/EVACUATION POLICY

This section describes the procedure for dealing with a major incident that would require evacuation of part of or the entire FEF site.

A major incident is any emergency that requires the implementation of special arrangements by one or more of the emergency services, the NHS or the local authority for:

- The initial treatment, rescue and transport of large numbers of casualties;
- The involvement either directly or indirectly of large numbers of people;
- The handling of large number of enquiries likely to be generated both from the public and the news media, usually to the police;
- The need for large scale combined resources of two or more of the emergency services;
- The mobilisation and organisation of the emergency services supporting organisations, e.g. local authority, to cater for the threat of death, serious injury or homelessness to a large number of people.

The FEF takes place on a site that is open and, should a major incident arise, the most likely places that would need to be evacuated are the main marquee, the Village College or the Village Green.

The smaller marquees situated at the front of Cottenham Village College will host a small number of events/visitors. This number could increase if the Adverse Weather Contingency Plan is brought into action. The evacuation procedure will apply in all instances of a major incident.

Major incident and evacuation procedure

Should a major incident be reported or come to the attention of a Steward a report must be made immediately to the Lead Steward and the Lead Safety Officer

The Lead Steward will call the appropriate emergency service and instruct which stewards should attend the incident

The Lead Steward, reporting to the Lead Safety Officer, will be responsible for:

- Liaising with the emergency service
- Liaising with the committee
- Receiving reports from and directing stewards

Procedure to be followed

1. In a Marquee, all safety exits must be tied back and sides rolled up;
2. In the Village College, Fire Exits will be fixed open and Stewards will guide visitors to Fire Exits;
3. Stewards will direct visitors away from the incident and invite them to gather at the assembly point or, if appropriate, invite them to leave the site altogether.
4. The Lead Steward/Lead Safety Officer will arrange for an announcement to be made over the public address system as follows:

Ladies and Gentlemen – please listen – this is an important safety announcement.

For your health and safety, will you please follow the directions of the stewards wearing hi-visibility jackets. They will guide you to the muster point. Please walk and do not panic and leave in the site in an orderly fashion

5. If the incident is a fire and if there is no likelihood of personal risk, an attempt should be made to extinguish the fire with an appropriate extinguisher.
6. Stewards will ensure that no-one is left in the area of the incident and will set up an exclusion area with fencing pending the arrival of emergency services.

The assembly points are at the front of the Village College by the pond and at the north corner of the Village Green. Crossing the roads should be avoided if possible.

As the site of the FEF is open, most people may decide to leave the area and they should be encouraged to do so unless this is likely to result in further hazard or unless specific people are required to act as witnesses.

Stewards and anyone engaged in the provision of alcohol during any of the events set out above or as part of a raffle should familiarize themselves with the following:

- Where the organiser of an activity is providing alcohol as a prize e.g. a bottle stall or wheelbarrow of booze, **tickets that are intended to give rise to a prize containing alcohol must not be sold to any person under 18.**
- Where a raffle has a mixture of prizes, some of which are alcohol, if a person aged under 18 wins such a prize, the prize must be collected by the person's parent or carer or another responsible adult aged over 18.



FIRE SAFETY POLICY AND PROCEDURES

FIRE SAFETY ADVICE

Marquees

Access and crowd safety

- 1) Marquees are strictly NO SMOKING AREAS.
- 2) Each exit will be clearly identifiable. If this is not the case please contact the Lead Steward or the Lead Safety Officer.
- 3) In the main marquee 4 exits must be maintained at all times. These must be 195cm wide and kept clear of any obstructions. In the second marquee there must be 2 exits, 105cm wide.
- 4) Door flaps when down should hang loose and open outwards by parting at the centre of the exit. If it is necessary to close the door flaps, they should be loosely joined, and an attendant should be on duty at each exit.
- 5) Fire points will be located around the marquees. All organisers and their associates should make themselves aware of the fire point and familiarise themselves with the equipment
- 6) The maximum number of people permitted in the a) main marquee on the Village Green is 400 seated and 499 standing, and in b) second marquee (The Venue and Beer Tent) is 80 seated and 120 standing.
- 7) Gangways leading to the marquee exits shall not be less than 110cm wide and will be kept clear of any obstructions at all times.
- 8) If rows of seating are to be provided, no seat is to be more than 3.6m away from a gangway and the gangway must not be less than 110cm wide. The space between rows will not be less than 30cm

measured from the back of any seat to the front of any seat, immediately behind.

Electrical equipment and cables

- 9) All electrical equipment should be in accordance with the Institute of Electrical Engineers Regulations and should have been checked by a competent electrician prior to the event.
- 10) All electrical equipment must be in a safe condition and suitable for the type of use e.g. if in the open air where it may get wet,
- 11) All supply cables must be positioned so they are not liable to physical damage e.g. not through doorways, across the surface of walkways.
- 12) All trailing cables should be kept to a minimum length and securely covered.
- 13) All cables must be positioned so as not to cause a trip hazard.

Cooking and heating appliances and combustible materials

- 14) Cooking and water heating appliances should be positioned well clear of marquee walls/roof and other combustible materials (minimum of 2m).
- 15) Where 'bottled gas' is used, the cylinders should be sited outside of the marquee. Similarly, generators must be sited outside the marquee. At all times, such equipment must be supervised and handled by persons fully conversant with manufacturers' instructions.
- 16) Under no circumstances can candles or similar naked flames be used within or around marquees.

- 17) All organisers and their associates will be aware of what to do in the event of a fire (see below) and of the stewards' role in relationship to fire safety.
- 18) Any decorations, including scenery etc. shall be rendered and non-flammable (BS5651, BS5438(1980) and BS5867(1980))

Cottenham Village College

- 1) Cottenham Village College has its own fire risk assessment and the following applies to the areas of the College being used for FEF activities

Fire Alarm System

- 2) The means of giving warning in the event of fire is provided by an addressable mostly manual fire alarm system with some automatic detector coverage. The system is tested and maintained in accordance with BS 5839. There is a link via Redcare to an alarm receiving station.

Main Entrance and Reception

Means of Escape

- 3) The means of escape from fire is considered to be satisfactory for members of staff and pupils. This part of the school is a single storey building which is linked to the three storey block by a single storey extension. The building houses office accommodation and toilets, main hall, common room, lecture room, medical room, reception, kitchen,

dining hall, gym and changing rooms, staff room and an IT suite. There is a maximum travel distance in a single direction of approx 15m from the lecture room. A fire exit is available through the common room creating an alternative direction of escape from the admin corridor. Alternative escape routes are available from most areas and travel distances are within acceptable limits. Acceptable emergency lighting coverage.

Control and Extinguish

Fire extinguishers in strategic places around the building. 75mm Fire hydrant situated on green by pond. Limited open water supply in pond. Fire Service Access good.

Sports Centre and Dance Studio

Means of Escape

- 1) The means of escape from fire is considered to be satisfactory for members of staff and pupils. This part of the school is a single storey stand-alone building with sports hall, fitness suite, changing rooms, reception and office. There is a maximum travel distance in a single direction of approx 6m from the office. Alternative escape routes are available from most areas and travel distances are within acceptable limits.

Control and Extinguish

- 2) Fire extinguishers by exits.

WHAT TO DO IN THE EVENT OF A FIRE.

If there's a fire, you have no time to spare. You need to know exactly what to do next.

Alert everyone

1. Make sure everyone in the area knows there is a fire.
2. Inform the Lead Steward and Safety Officer using the code “Red Red”.

Get everyone out and gather at the muster point.

- Don't delay for valuables.
- Don't investigate the fire.
- The muster point is at the Cottenham Village College Car Park, in front of the pond.

Call 999 when you are safe

Don't go back in

Not for anything.

Appendix A

Fire extinguishers

Make sure you have the right type of extinguisher

There will be three types of fire extinguisher available in the marquees.

3 x CO2 extinguishers

1 x Foam extinguisher

5 x Water extinguishers

The foam extinguisher is for barbecues and similar open fires and the CO2 extinguishers are for the Main Marquee, The Venue and the Control Tent where the electrical equipment is located. The water extinguishers are for general use in the Main Marquee, Control Tent, Venue and First Aid Tent.

Water based extinguishers are for ordinary combustible materials such as paper, wood, cardboard, and most plastics. Only fight the fire if you're certain it only contains ordinary combustible materials.

Never use a water extinguisher on grease fires, electrical fires or chemical fires - the flames will spread and make the fire bigger!

Carbon Dioxide (CO2) extinguishers are used for fires involving flammable or combustible liquids and fires involving electrical equipment such as appliances, wiring, circuit breakers and outlets.

Foam extinguishers provide a great option for Class A and Class B fire fighting, including those fires that are caused by the ignition of materials such as wood, paper and fabric as well as liquids such as paints, petrol and oils. The foam is emitted from the foam extinguishers and this forms a seal on the burning surface of the material or liquid, which cools and stops re-ignition.

How to use a fire extinguisher – remember P-A-S-S

Pull the Pin at the top of the extinguisher. The pin releases a locking mechanism and will allow you to discharge the extinguisher.

Aim at the base of the fire, not the flames. This is important - in order to put out the fire, you must extinguish the fuel.

Squeeze the lever slowly. This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop.

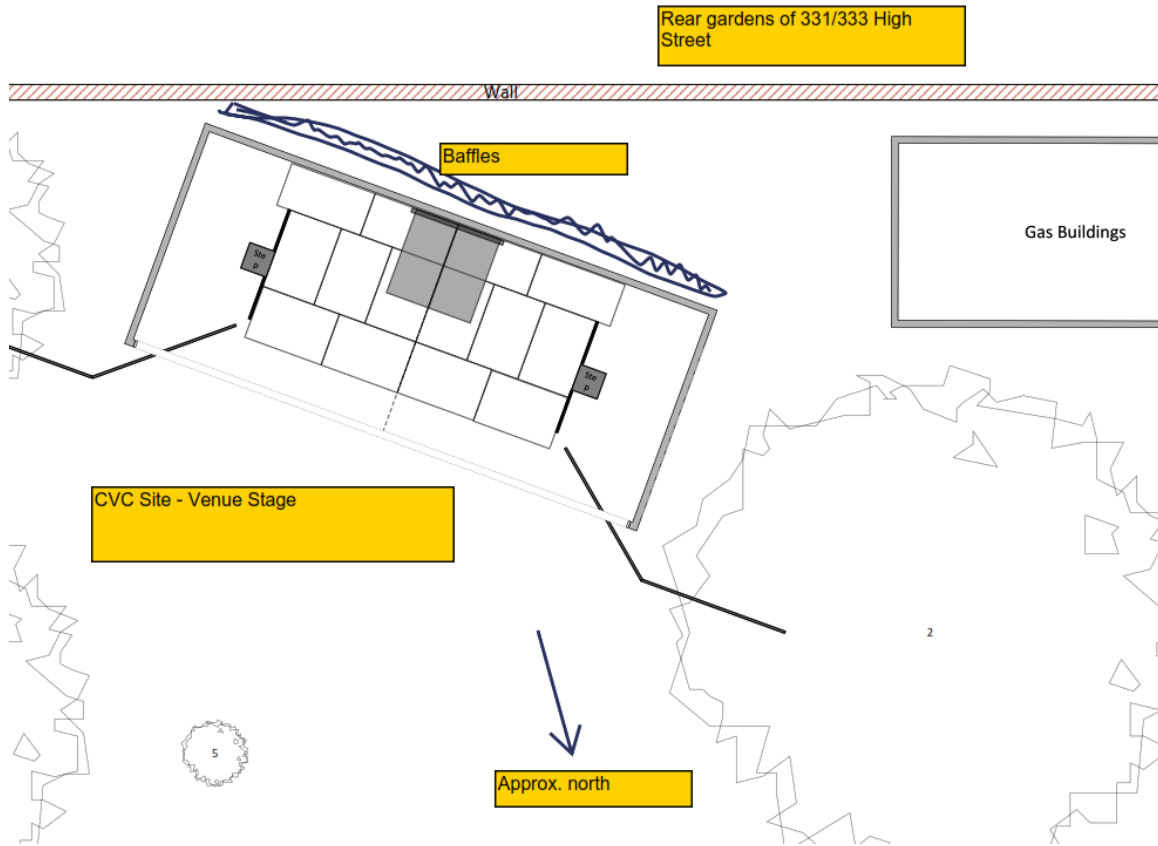
Sweep from side to side. Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish. Be sure to read the instructions on your fire extinguisher - different fire extinguishers recommend operating them from different distances. Remember: Aim at the base of the fire, not at the flames!!!!



NOISE CONTROL

Following a meeting with residents at 333 and 331 High Street Cottenham, Tim Jones (FEF22 Chair) and Paul Knighton (FEF22 Health and Safety) undertook to examine the problem of noise specifically from the FEF 22 “Venue” stage on the Cottenham Village College (CVC) grounds which will be showcasing local musicians from around midday to 6.30 pm on Saturday 25th June 2022 and Sunday 26th June 2022. The Venue is a key attraction to the CVC side of the FEF 22 site and a major earner of funds for future grant-making to local good causes, clubs, associations, churches

Every effort has been made to position the marquee further away from the residents in question, but we have encountered difficulties with a dangerous and now condemned tree at the initial “Bungalow” site (see layout below) – with no time to have this removed through official channels. As this is the Summer Ball season, we have also encountered insurmountable difficulties sourcing a sufficiently high quality PA generator to enable us to operate from another location. Moreover, such a generator would require more than 1000 litres of diesel over the two days, and as the FEF 22 has been deliberately marketed on the basis of its sustainability credentials, such a solution has also been discounted. The cost of cabling and the routing problems we would encounter have likewise meant that a longer supply line from the Bungalow – the only source of power since other residents around the CVC site are unwilling to provide a plug-in point (we have asked!) – to a position that would make a real difference to residents, has also had to be discounted. The final solution agreed unanimously in Committee is to have the Venue located at the same site as in all previous years, but with the stage and thus the speakers/amps rotated to the north away from 333 and 331 High Street, and with rented sound baffles placed between those speakers/amps and the residencies concerned. If we can keep the output at 2 m from speakers to 97dB, we should be within the acceptable 65 – 70 dB range for most and hopefully all residents. We intend to have sound monitoring devices to determine whether sound pressure levels reaching residential premises are tolerable in line with the graph reproduced as Exhibit B from “Sound Advice” published by the Health and Safety Executive, relating to consistent exposure at a place of work. Exhibit C shows an extract from a relevant code of practice with guide values, and Exhibit D shows correspondence with SCDC Environmental Health indicating that every effort should be made to mitigate annoyance, while a little give and take should normally be expected. In view of the fact that FEF occurs once every two years, residents were informed in March 2022, and the Venue stops at 6 pm, we trust the residents in question will show enough tolerance for the Festival to achieve its aims of generating funds for good causes in the Fen Edge area.



Types of baffle – e.g.:

Acoustic Barriers (Noise Barriers)

HIRE OR BUY

Acoustic barriers, also known as noise barriers, offer outstanding performance, combining exceptional noise absorption and reduction with portability, flexibility, durability and adaptability. They are easy to hang on fences, walls or hoarding and can help minimise noise disruption for local residents.



Echo Acoustic Barrier H9

We consulted Edd Stonham of Histon, acoustic specialist, and he kindly provided the following information (Exhibit A):

Exhibit A

A guide to dB levels and items that make a similar sound. (At an event I did Thursday we hit 115db 2 metres away from the speaker as a test, and that hurts the ears and continued listening at these volumes is unsustainable)

- 10 dB: Normal breathing
- 20 dB: Whispering from five feet away
- 30 dB: Whispering nearby
- 40 dB: Quiet library sounds
- 50 dB: Refrigerator
- 60 dB: Electric toothbrush
- 70 dB: Washing machine
- 80 dB: Alarm clock
- 90 dB: Subway train
- 100 dB: Factory machinery
- 110 dB: Car horn
- 120 dB: Ambulance siren

*For every doubling of distance, the sound level reduces by 6 **decibels** (dB), (e.g. moving from 10 to 20 metres away from a sound source).*

So working on a 97dB concert in the open air

@ 1 metre the max level should be 97dB

@ 30 metres the level would be 71dB (+- 3db due to air pressure and wind direction)

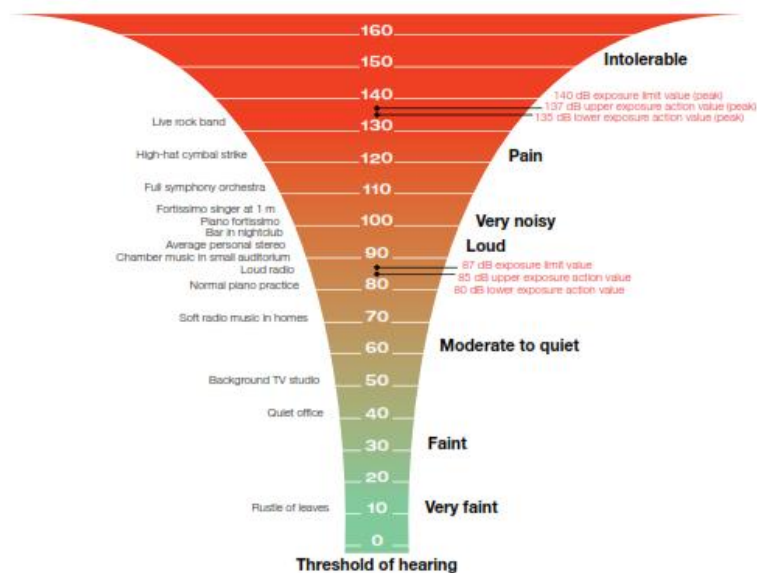
Health and Safety
Executive

Figure 1 Typical noise levels in decibels

Noise action and limit values

14 The Noise Regulations require employers to take specific action at certain action values. These relate to:

- the levels of exposure to noise of employees averaged over a working day or week; and
- the maximum noise (peak sound pressure) to which employees are exposed in a working day.

15 The values are:

- lower exposure action values (LEAV):
 - daily or weekly exposure of 80 dB;
 - peak sound pressure of 135 dB;
- upper exposure action values (UEAV):
 - daily or weekly exposure of 85 dB;
 - peak sound pressure of 137 dB.

16 There are also levels of noise exposure which must not be exceeded (but take account of any reduction in exposure provided by hearing protection):

- exposure limit values (ELV):
 - daily or weekly exposure of 87 dB;
 - peak sound pressure of 140 dB.

Exhibit C

Code of Practice on Environmental Noise Control at Concerts

THE NOISE COUNCIL

<https://www.gov.je/SiteCollectionDocuments/Leisure%20and%20entertainment/ID%20Code%20of%20Practice%20on%20Environmental%20Noise%2020110517%20RWJ.pdf?winst=1652864927641&of=0>

Excerpts:**1.0 INTRODUCTION**

1.1 Large music events involving high powered amplification are held in sporting stadia, arenas, open air sites and within lightweight buildings. These events give pleasure to hundreds and in some cases thousands of people. However, the music from these events can cause disturbance to those living in the vicinity. The purpose of this code is to give guidance on how such disturbance or annoyance can be minimised.

3. GUIDELINES

- 3.1 The Music Noise Levels (MNL) when assessed at the prediction stage or measured during sound checks or concerts should not exceed the guidelines shown in Table 1 at 1 metre from the façade of any noise sensitive premises for events held between the hours of 09.00 and 23.00.

TABLE 1

Concert days per calendar year, per venue	Venue Category	Guideline
1 to 3	Urban Stadia or Arenas	The MNL should not exceed 75 dB(A) over a 15 minute period
1 to 3	Other Urban and Rural Venues	The MNL should not exceed 65 dB(A) over a 15 minute period
4 to 12	All Venues	The MNL should not exceed the background noise level by more than 15 dB(A) over a 15 minute period

Notes to Table 1

- The value used should be the arithmetic average of the hourly L_{A00} measured over the last four hours of the proposed music event or over the entire period of the proposed music event if scheduled to last for less than four hours.
- There are many other issues which affect the acceptability of proposed concerts. This code is designed to address the environmental noise issue alone.
- In locations where individuals may be affected by more than one venue, the impact of all the events should be considered.
- For those venues where more than three events per calendar year are expected, the frequency and scheduling of the events will affect the level of disturbance. In particular, additional discharges can arise if events occur on more than three consecutive days without a reduction in the permitted MNL.
- For indoor venues used for up to about 30 events per calendar year an MNL not exceeding the background noise by more than 5 dB(A) over a fifteen minute period is recommended for events finishing no later than 23.00 hours.
- Account should be taken of the noise impact of other events at a venue. It may be appropriate to reduce the permitted noise from a concert if the other events are noisy.
- For venues where just one event has been held on one day in any one year, it has been found possible to adopt a higher limit value without causing an unacceptable level of disturbance.

Exhibit D

Received from SCDC Environmental Health 18.5.2022 (for original enquiry, see further down):

Good morning Paul,

I apologise that I did not get back to you before your meeting – I was only passed your request yesterday.

The Environmental Protection Act 1990 does not specify decibel levels at which a statutory nuisance will occur. Noise measurements *may* be taken to determine whether the noise is a statutory nuisance, but it is the subjective assessment of an authorised Officer that will decide whether formal action is needed.

As an organiser, it is your responsibility to have considered the impact that the event may have on the locality. Considerations for your type of event may be:

- Early advertising of the event – to give complainants time to arrange a day away
- Consideration of marquee location and orientation
- Positioning of speakers (pointing away from residents)
- How is the noise controlled – is the volume easily controllable and can the bass be reduced?
- Timings of the music acts - how long each set will be how late the acts will be performing
- Offering entry tickets to close neighbours
- Arranging perimeter checks when the music is on to ensure that the levels are not excessive
- The possibility of acoustic barriers (possibly larger events – straw bales – trucks – acoustic boards etc)

Due to the nature of the event is unlikely that there will be no noise experienced at nearby properties but as I see it you are reporting that the music is not intending to go on into the night and there should be a certain level of give and take for this type of event as long as it is managed in the best way possible. However if we receive complaints then it could affect future TEN applications depending on what is reported.

Kind regards

Chloe Mappedoram

Environmental Health Practitioner | People and Protection | Shared Waste & Environment

South Cambridgeshire Hall | Cambourne Business Park | Cambourne | Cambridge | CB23 6EA
e: chloe.mappedoram@scambs.gov.uk | t: 01954 713024

From: Paul Knighton <p.knighton@runbox.com>

Sent: 10 May 2022 09:43

To: Licensing (SCDC) <Licensing@scambs.gov.uk>; Environmental Health <env.health@scambs.gov.uk>

Cc: Tim Jones <tim@camjoneses.co.uk>

Subject: Fen Edge Festival - Noise Complaints

Hi,

I was wondering if you would be so kind as to provide guidance regarding acceptable noise levels for daytime community events, ideally in the form of decibels at the point of perception / reception. Nighttime data would also be useful.

The Fen Edge Festival takes place every two years and lasts three days. This year it is scheduled for Friday 24th through Sunday 26th June. We have received in advance complaints from two local residents relating primarily to the noise generated by our Venue marquee which features - over two days - music from local musicians Saturday: 10:45 – 18:00, Sunday: 10:45 – 17:00 (see attached programme from 2017). The Venue is located on the grounds of Cottenham Village College and we are siting it this year some 100 metres further back from the residents concerned. We are due to meet with the two residents to discuss arrangements on Friday 13th May. I also attach the TEN for this event. Full documentation for FEF 22 will be with your SAG you soon.

Many thanks in advance,

Paul Knighton, FEF Health and Safety, cc Tim Jones, FEF Chair



UNTOWARD INCIDENT PROCEDURES

WHAT TO DO IN THE EVENT OF AN UNTOWARD INCIDENT – GUIDANCE FOR STEWARDS AND ACTIVITY ORGANISERS

An untoward incident can be anything from a minor injury, such as a cut/sprain/, through to a major incident such as fire. Therefore we would advise you to complete the following for any untoward incident:

5. Assess the severity of the untoward incident and decide on the best course of action i.e. are emergency services required/is first aid required.
6. Inform the Lead Steward/Lead Safety Officer immediately and ask them to contact emergency services/arrange first aid.
7. When informing the Lead Steward/Lead Safety Officer please use the **“Red Red”**, **“Amber Amber”** and **“Green”** codewords, where appropriate, to reflect the relative severity of the incident. If in doubt, use the higher severity code.
8. As soon as possible after the event, complete the ‘report of an injury or dangerous occurrence’ form – available from the Lead Steward in the Control Tent. Please make yourself familiar with the information required by this form. This form structure is taken from the Health and Safety Executive; please remember that it has to cover all eventualities. These forms will be kept in the safety policy file, which can be located in the control tent.

MAJOR INCIDENT/EVACUATION POLICY

This section describes the procedure for dealing with a major incident that would require evacuation of part of or the entire FEF site.

A major incident is any emergency that requires the implementation of special arrangements by one or more of the emergency services, the NHS or the local authority for:

- The initial treatment, rescue and transport of large numbers of casualties;
- The involvement either directly or indirectly of large numbers of people;
- The handling of large number of enquiries likely to be generated both from the public and the news media, usually to the police;
- The need for large scale combined resources of two or more of the emergency services;
- The mobilisation and organisation of the emergency services supporting organisations, e.g. local authority, to cater for the threat of death, serious injury or homelessness to a large number of people.

The FEF takes place on a site that is open and, should a major incident arise, the most likely places that would need to be evacuated are the main marquee, the Village College or the Village Green.

The smaller marquees situated at the front of Cottenham Village College will host a small number of events/visitors. This number could increase if the Adverse Weather Contingency Plan is brought into action. The evacuation procedure will apply in all instances of a major incident.

Major incident and evacuation procedure

Should a major incident be reported or come to the attention of a Steward a report must be made immediately to the Lead Steward and the Lead Safety Officer

The Lead Steward will call the appropriate emergency service and instruct which stewards should attend the incident

The Lead Steward, reporting to the Lead Safety Officer, will be responsible for:

- Liaising with the emergency service
- Liaising with the committee
- Receiving reports from and directing stewards

Procedure to be followed

7. In a Marquee, all safety exits must be tied back and sides rolled up;
8. In the Village College, Fire Exits will be fixed open and Stewards will guide visitors to Fire Exits;
9. Stewards will direct visitors away from the incident and invite them to gather at the assembly point or, if appropriate, advise them to leave the site altogether.
10. The Lead Steward/Lead Safety Officer will arrange for an announcement to be made over the public address

system as follows:

Ladies and Gentlemen – please listen – this is an important safety announcement.

For your health and safety, will you please follow the directions of the stewards wearing hi-visibility jackets. They will guide you to the muster point. Please walk and do not panic and leave in the site in an orderly fashion

11. If the incident is a fire and if there is no likelihood of personal risk, an attempt should be made to extinguish the fire with an appropriate extinguisher.
12. Stewards will ensure that no-one is left in the area of the incident and will set up an exclusion area with fencing pending the arrival of emergency services.

The assembly points are at the front of the Village College by the pond and at the north corner of the Village Green. Crossing the roads should be avoided if possible.

As the site of the FEF is open, most people may decide to leave the area and they should be encouraged to do so unless this is likely to result in further hazard or unless specific people are required to act as witnesses.

**Fen Edge Festival 2022
Report of an injury, untoward incident or dangerous occurrence**

This form must be filled in by an organiser or other responsible person.

About the reporting individual

What is your full name?

.....

What is your telephone number?

.....

What organisation are you representing?

.....

What was your role?

.....

.....

About the incident

On what date did the incident happen?

...../...../.....

At what time (24hr clock)?

.....

Where?

.....

...

About the injured person.

What is their full name?

.....

What is their home address?.....

.....

.....

What is their home phone number?

.....

How old are they?

Are they male/female?

Were they A) a volunteer, or B) a member of the public?

A B

About the injury.

What was the injury?

.....

.....

What part of the body was injured?

.....

Did the injury mean that the person a) had to be taken from the scene of the accident to a hospital for treatment, or b) was given first aid at the scene?

A B

Did the injured person become unconscious/need resuscitation/ remain in hospital for more than 24hrs/none of the above.

About the kind of incident.

Please indicate one that best describes what happened.

<input type="checkbox"/>	Contact with moving machinery	
<input type="checkbox"/>	Hit by moving, flying or falling object	
<input type="checkbox"/>	Hit by a moving vehicle	
<input type="checkbox"/>	Hit something fixed or stationary	
<input type="checkbox"/>	Injured while handling, lifting or carrying	
<input type="checkbox"/>	Slipped, tripped or fell on the same level	
<input type="checkbox"/>	Fell from a height. What height?	meters
<input type="checkbox"/>	Trapped by something collapsing	
<input type="checkbox"/>	Drowned or asphyxiated	
<input type="checkbox"/>	Exposed to, or in contact with, a harmful substance	
<input type="checkbox"/>	Exposed to a fire	
<input type="checkbox"/>	Exposed to an explosion	
<input type="checkbox"/>	Contact with electricity or an electrical discharge	
<input type="checkbox"/>	Injured by an animal	
<input type="checkbox"/>	Physically assaulted by another person	
<input type="checkbox"/>	Another kind of incident	

Describe what happened.

Please give as much detail as you can. For instance the events that lead to the incident, the part played by people, what the injured person was doing and any action taken to prevent a similar incident.

Signature:

Date:



CHILD PROTECTION ARRANGEMENTS

CHILD PROTECTION POLICY

The Fen Edge Community Association (FECA) fully recognises the contribution that it must make towards the protection of children whilst they are at the Family Festival. There are two main elements to our policy, prevention and procedures for identifying and reporting cases or suspected cases of abuse. Our policy applies to all the stewards and helpers working at the Fen Edge Festival (FEF).

PREVENTION:

The FECA recognises that good lines of communication are essential in helping to prevent abuse. Therefore the FECA will:

- a) Provide free wristbands for small children and encourage parents/carers to write a contact telephone number on the wristband;
- b) Remind parents/carers that they are responsible for the children in their care, unless they have been informed otherwise;
- c) Ensure that at all times there will be a Lead steward or Lead Safety Officer with particular responsibility for dealing with lost or missing children;
- d) Encourage all stewards to be alert for any child that may have become separated from their parents and to be aware of the Lost/Missing Child Policy and Procedure;
- e) Inform the general public, that if they need assistance, they can approach a steward, who should be able to assist them, and
- f) If asked, explain what procedures the FECA has put in place in order to promote their safety whilst at the FEF.

PROCEDURES: LOST CHILD

If a steward becomes aware of a lost child they will:

- a) Inform the Lead Steward and **seek the immediate assistance of another steward** so they are not left in sole charge of any child.
- b) Reassure the child that they will be safe and that their parent/guardian/carer will be found in due course.

The steward, **with the assistance of one other steward** will:

- c) Establish the name and age of the child and name of the child's parent/guardian/carer.
- d) Encourage the child to look around and see if they can identify their parent/guardian/carer. During this time encourage them to describe what their parent/carer looks like, what they were wearing and where they last saw them.
- e) If unsuccessful in identifying the parent/guardian/carer, the two stewards will escort the child to the Control Tent.
- f) One steward will remain with the child and the Lead Steward.
- g) If the child is wearing a wristband with a telephone number, the Lead Steward will contact the number and alert the parent/carer to the fact that their child has been found.
- h) If there is no response or if the child is not wearing a wristband, the Lead Steward will arrange for an announcement to be made on the PA system that there is a lost child of 'x' description – **without disclosing the child's name**. This announcement will be made repeatedly (5 minute intervals) for half an hour.
- i) If a person comes forward stating they are the parent/guardian/carer, during this time, they must

confirm the name, age and address (if known) of the child and show ID.

- j) It will be important for the Lead Steward and accompanying steward to ensure that the child recognises the person who comes to claim him or her.
- k) If no parent/guardian/carer comes forward during this time social services/police will be notified and the child handed over to their care.

PROCEDURES: MISSING CHILD

If a person reports a child as missing, the steward will:

- a) Refer the person to the Control Tent;

The Lead Steward will:

- b) Take details of the missing child, such as age, gender, appearance, where last seen.
- c) Alert stewards via the two-way radio of a missing child and provide details as in b).
- d) If no positive response has been received within 2 minutes, the Lead Steward will make arrangements for an announcement to be made over the public address system stating that:
there is a missing child and providing details as at b) but avoiding personal details such as the child's name.
- e) Advise those present to report to a steward or Control Tent if they have seen the child or know of the child's whereabouts.
- f) Repeat the announcement at 5 minute intervals.

- When the child is found, paragraph a) of the LOST CHILD procedure (above) will apply and the child should be accompanied by two stewards to the Control Tent. The Lead Steward with the second steward will reunite the child with the parent/carer. Where relevant, a further announcement will be made to the general public to call off the search.
- If, after 20 minutes, the child has not been found and the parent/carer has not already called 999, the Lead Steward will, in consultation with the parent or carer, call 999.

PROCEDURES: ALLEGED/SUSPECTED ABUSE

If a child informs a steward that they are being abused, or if any person, whether a volunteer or a member of the public, has suspicions regarding child abuse, the steward receiving the report or witnessing the incident should:

- a) **Seek the immediate assistance of another steward** as they must not be left in sole charge of any child.
- b) Contact the Lead Steward to ask them to call the Lead Safety Officer (Nominated Representative) stating briefly that assistance is required regarding a child protection issue.
- c) The Lead Steward will ask the Lead Safety Officer to attend the Control Tent.
- d) The stewards should listen to the child, taking care to be calm and reassuring and also ask the child to look around to see if they can see their parent or carer.
- e) If no parent or carer is in the vicinity, the stewards, accompanied by any witness to the incident, should **take the child to the Lead Steward in the Control Tent.**
- f) The Steward who was approached by the child and any other witnesses to the incident should stay at the Control Tent until the incident has been dealt with.
- g) If the child is wearing a wristband, the Lead Steward will contact the parent/carer and inform them of the child's whereabouts. If the child is not wearing a wristband or the call is unsuccessful, the Lead Steward will try to establish the child's name, the name of their parent or carer and address, if possible.
- h) Allow a child who is freely recalling significant events to recount what has happened but do not press for detail beyond what is minimally necessary to be clear that some form of abuse is being described.

- i) If there is a witness, allow them to recount what it was that was cause for concern.
- j) Tell the child that there are people who can help.
- k) Tell the child that he/she was right to tell you.
- l) All parties to the incident should write down what has been said immediately afterwards, using the child's words as far as possible, and what you as the Steward/Lead Steward/Lead Safety Officer said in response. Separate what has been actually said from the interpretation you place on it.
- m) All parties should sign and date what they have written.
- n) The Lead Safety Officer will decide, in discussion with the child's parent/carer, if appropriate, the further action to take. For example, whether the Police should be involved or whether it would be appropriate to consult with Social Services and send a copy of the written report to Social Services Department.

PROCEDURES: BULLYING/INTIMIDATION

When dealing with bullying and intimidation, the FECA acknowledges that the response will depend upon the severity of the incident. In all cases the priority is to avoid an escalation in bullying or intimidating behaviour.

- a) If a steward is confronted by an incident involving bullying or intimidation, they will call for assistance from another steward.
- b) Together they will explain that the behaviour exhibited is inappropriate and should cease. At this point the person, to whom the inappropriate behaviour was directed, should be taken to the Control Tent to complete an untoward incident form, if required.
- c) If the person/persons are not prepared to follow this advice, the perpetrator/s will be reminded again that the behaviour is inappropriate and should cease, and that if it does not they will be asked to leave the area immediately.
- d) An additional steward should be called at this point and the Lead Steward informed of the situation, giving details of person/persons involved and the incident to date.
- e) If the behaviour does not stop, the person/persons will be asked to leave.
- f) If this advice is not followed and due to the severity of the behaviour the police should be called.



ALCOHOL POLICY – SALES AND RAFFLES

ALCOHOL POLICY – SALES AND RAFFLES

FECA has two Temporary Event Notices:

TE257166-Green and TE257129-CVC for

Friday, Saturday, Sunday 24th – 26th June 2022

from midday to 23:00 on each day

to cover the events with music and sales of alcohol as per the FEF programme (to be sent on once a pdf is ready).

Stewards and anyone engaged in the provision of alcohol during any of the events set out above or as part of a raffle should familiarize themselves with the following:

- Where the organiser of an activity is providing alcohol as a prize e.g. a bottle stall or wheelbarrow of booze, **tickets that are intended to give rise to a prize containing alcohol must not be sold to any person under 18.**
- Where a raffle has a mixture of prizes, some of which are alcohol, if a person aged under 18 wins such a prize, the prize must be collected by the person's parent or carer or another responsible adult aged over 18.##

Under the terms of the Licensing Act 2003, the following are offences and non-compliance would result in a fine on conviction:

- the sale or supply of alcohol to children under 18 years of age
- allowing the sale of alcohol to children under 18
- knowingly allowing the consumption of alcohol on the premises by a person aged under 18

- allowing disorderly behaviour on the premises
- the sale of alcohol to a person who is drunk
- obtaining alcohol for a person who is drunk
- knowingly allowing a person aged under 18 to make any sale or supply of alcohol unless the sale or supply has been specifically approved by the premises user or any individual aged 18 or over who has been authorised for this purpose by the premises user; and
- knowingly keeping or allowing to be kept on the premises any smuggled goods which have been imported without payment of duty or which have otherwise been unlawfully imported

So, if in doubt, please ask for proof of age if you are not certain that the person is aged 18 or over.

Drinkaware signs must be displayed where alcohol is on sale. Anyone who appears to be under age 25 can be asked to provide proof of age.

**UNDER
25?**

**Please be
prepared to show
proof of age when
buying alcohol**

Acceptable forms of ID:

- Cards bearing the PASS hologram
- Photographic Driving Licence
- Passport

u25

RASG
Retail of Alcohol Standards Group

drinkaware.co.uk

**It is an offence for
persons under 18
years to
purchase
or attempt to
purchase alcohol.
You could receive
a fine of £1000.**



drinkaware.co.uk





SAFETY PLAN FOR PLAYZONE AND INFLATABLES AREA

SAFETY PLAN FOR PLAYZONE AND INFLATABLES AREA

General Points:

- Adhere to the **Instructions for Use of Inflatables**
- Awareness of **child protection policy**
- Although every precaution is taken to prevent an untoward incident, children will remain the responsibility of their parent/guardian/carer at all times
- First Aid cover will be available on the Green next to the Control Tent
- The whole Playzone area will be fenced off and there will only be one point of entry/exit.
- Should an injury, accident or incident occur, please complete an Untoward Incident Form (Available from the Control Tent)

Inflatables Area:

- This area will be fenced and with a separate entrance/exit.
- The entrance will be supervised by a responsible adult.
- There will be signs reminding parents/carers to remove shoes and any sharp objects i.e. badges/belts etc. These items will remain the responsibility of the adult accompanying the child.
- Only (number to be determined) children will be allowed into the inflatables area at one time.
- There will be a responsible adult allocated to the inflatables, who will ensure that the children are playing safely.
- The responsible adult will be easily identifiable and will have a whistle to use if necessary in order to maintain control. They will also have guidelines about their role and responsibilities.
- The children will have a time limited period within the bouncy castle area. This is at the discretion of the supervisors.
- There will be crash matting at the base/on/off points of the inflatables.
- There will be signs stating that children remain the responsibility of the parents/guardians/carers at all times.

- Guidance on the use/management of inflatables at events can be found here: www.pipa.org
- Ensure that every anchor point is correctly anchored (equivalent to 163Kg per anchor point, each separate and not shared, not to use vehicles or 'furniture' for anchorage as they may not provide sufficient anchorage).
- The ability to measure wind speeds must be available (the supplier should be required to have this to hand).
- The ability to measure/check the inflatable internal air pressure must be available (the supplier should be required to have this to hand).
- Ensure that the active return flap/valve is operational (to prevent rapid deflation should the generator fail).
- Many insurance companies are no longer providing insurance that covers the use of inflatables at events. Check and ensure that supplier has the necessary insurances in place.

Ride-on Toys:

- This area will be fenced off and there will be one entrance/exit
- This area will be supervised by a responsible adult.
- At busy times the supervisor will manage the number of children in the area at one time.
- Parents/guardians/carers will be encouraged to supervise their children when in this area.

Tractors, steam engines:

- Children will be assisted on and off of these items, by a responsible adult.
- Parents/guardians/carers will be encouraged to supervise their children when in this area.

Face Painting/Cake stall

- There will be signs displayed reminding people to check for possible allergies.

INSTRUCTIONS FOR USE OF INFLATABLES

Please be aware of the following rules for safe use of the equipment

1. The unit is designed for use by children, 14 years and under only.
2. The inflatable should be supervised by a responsible adult at all times.
3. No food, drinks or chewing gum to be allowed on or near the inflatable.
4. All shoes, glasses, jewellery, badges **MUST** be removed before using this inflatable.
5. No pets, toys or sharp instruments are allowed on or near the inflatable.
6. **NO FACE PAINT**, party poppers, coloured streamers or silly string to be used either on or near the inflatable.
7. No smoking or barbecues near the inflatable.
8. Climbing, hanging or sitting on walls is **DANGEROUS** and must not be allowed.
9. Always ensure that the inflatable is not overcrowded and limit numbers according to the age and size of the children using it. To avoid injury, try to avoid large and small children from using it at the same time.
10. Ensure the children are not pushing, colliding, fighting or behaving in a manner likely to injure or cause distress to others.

11. If the inflatable is not being used for any part of the day, please switch off the fan at the mains. Before doing so, please ensure all children are off the inflatable. If it rains, please leave the inflatable inflated and please cover the electrics to avoid an electric shock.
12. Do not allow anyone to bounce on the front safety step as children could easily bounce off the inflatable and get hurt. The step is there to assist users in getting on or off only.
13. Ensure than no-one with a history of back or neck problems or who suffers from a heart complaint uses the inflatable or anyone who is feeling unwell or suffering the effects of alcohol or drugs.
14. Do not allow anyone to be in the inflatable during inflation or deflation as this is DANGEROUS.
15. Ensure that children are not attempting somersaults and are clothed appropriately and that nothing can fall out of their pockets.



SAFETY ARRANGEMENTS FOR ANIMAL PETTING AREA

Although ill health following visits to open farms is unusual, it is imperative that the following guidance is adhered to, to minimise the risk to the general public who visit the petting area at the Fen Edge Festival.

- 1) High standards of cleanliness must be maintained in and around the petting area. For example, once the petting area is set up and the fencing that is used to pen the animals is in place, the fencing will be disinfected and if at a later time becomes contaminated with faeces it must be cleaned immediately using disinfectant. If an animal in the petting area defecates, the faeces will be removed to the allocated site, away from the access of the general public.
- 2) The penned animals will not be able to gain access to the walkway that the general public will take through the petting area, thus reducing the likelihood that the walkway will become contaminated with faeces. This walkway will be one-way and will also have been covered with straw saturated in disinfectant. If, in the extremely unlikely circumstances that, the walkway becomes contaminated, the petting area will be temporarily closed, the contaminated straw removed and clean straw replaced. (Please see Appendix A for plan of walkway)
- 3) The entrance to the petting area will be manned continuously by a responsible adult. This person will be fully briefed on the risks and what the general public entering the petting area are/not allowed to do (see appendix B).
- 4) At the entrance to the petting area there will be clearly visible signs (see Appendix C) informing the general public of the risks, the control measures put in place to prevent these risks and their responsibilities in relationship to their own well-being.
- 5) Throughout the petting area there will be signs reminding the general public not to feed the animals, not to put fingers in their mouths, not to eat/drink whilst in the petting area and that it is a no-smoking area.

- 6) Each penned animal will be supervised by its owner, who will be responsible for ensuring that any contact between the general public and their animal is safe.
- 7) Once the general public have walked through the petting area, they will be guided to the hand-washing facilities. This will be a portable hand-washing unit with running water and antibacterial soap/sanitizer. In this area there will be signs advising the general public to wash their hands prior to leaving the petting area.
- 8) All eating areas are situated well away from the animal petting area. The eating area is situated near to the main toilet provision and signs will be placed in this area, reminding those that have visited the animal petting area, that they must wash their hands prior to eating.

BRIEFING MATERIAL FOR STEWARD MANNING THE ENTRANCE OF THE PETTING AREA

Those entering the petting area may be exposed to the bacterium, E-coli, or other harmful micro-organisms. These can potentially cause severe disease and even be fatal. (Please see attached information sheet for more information). Therefore it is essential that you follow the guidance laid out below:

- 1) As visitors enter the petting area please draw attention to the information signs.
- 2) Remind people that they are not allowed to take food or drink into or smoke within the petting area. Remove any visible items and assure people that they can collect these after they have gone through the area.
- 3) If any persons refuse to take note of the information signs or to hand over items, you must refuse them entrance. If they become hostile please call for back-up using your two way radio. The Lead Steward/Lead Safety Officer will come and address the matter.
- 4) Only allow 20 people in the petting area at one time. When someone leaves the petting area, you may allow another person in. This will mean that there will be enough time (approximately 20 minutes) for people to look around and that if the entrance/exit rate is staggered, each person should not have to wait for more than a couple of minutes to access the hand washing facilities i.e. 20 people who take 2 minutes each to wash their hands, equals 40 minutes, divided by 20 minutes to walk around the area, equals two people accessing the two toilets per two minutes.
- 5) As people enter the petting area, please verbally remind them to wash their hands at the end of their visit.

SAMPLES OF SIGNS TO BE USED IN THE ANIMAL PETTING AREA

**We welcome you to the Animal Petting Area,
but ask you to follow the points outlined
below for your own health and safety**

- DO NOT TAKE FOOD OR DRINK INTO THE PETTING AREA
- DO NOT SMOKE IN THE PETTING AREA
- DO NOT PUT FINGERS OR ANYTHING ELSE THAT HAS COME INTO CONTACT WITH THE ANIMALS OR THEIR BEDDING, INTO YOUR MOUTH
- DO FOLLOW THE ONE-WAY ROUTE AROUND THE PETTING AREA
- MAKE SURE THAT YOU WASH YOUR HANDS OR ANYTHING ELSE THAT HAS COME INTO CONTACT WITH THE ANIMALS/BEDDING, THOROUGHLY PRIOR TO YOU LEAVING THE PETTING AREA

ENJOY YOUR VISIT

**NO EATING OR
DRINKING IN
THE PETTING
AREA**

NO SMOKING IN THE PETTING AREA

**DO NOT FEED
THE ANIMALS**

**NOW WASH
YOUR HANDS
THOROUGHLY**

**IF YOU HAVE VISITED
THE ANIMAL PETTING
AREA, AND ARE NOW
GOING TO EAT/DRINK,
ARE YOU SURE YOUR
HANDS ARE CLEAN?**



RISK ASSESSMENT AND CONTROL MEASURES

Risk Assessment

All activity providers and stallholders have been asked to provide the following (Annex A):

- A risk assessment of their activity or stall – either using the Fen Edge Festival template or their own if they are a commercial provider.
- A current Public Liability Insurance policy for their activity or stall
- A copy of any relevant certificates e.g.
 - Safety certificates for equipment (PAT for electrical), marquees, inflatables.
 - A gas safety certificate where they are using gas equipment.
 - A current food handling certificate, if they are preparing and serving food.

All activity providers and stallholders have been provided with a Health and Safety Checklist containing “on the day” advisories and safety information about the Fen Edge Festival. (Annex B and Annex C)

In the event that they arrive not having completed the above requirements, they will be required to sign the following Liability Release form.

Page 1 of 5

I hereby affirm that I have read this document in its entirety. With my signature I agree with each and every term and condition of this release (waiver) document. I have signed this release of my own free will and I have not been coerced in any way to sign this release.

- **1.** I hereby certify that I am over 18 years of age and competent to execute this release. Those not over 18 years of age must have a parent or legal countersign this release.
- **Released Parties 2.** “Released Parties” refers to Fen Edge Festival 2022, and any of its affiliates, agents, employees, independent contractors, officers, directors, members, managers, volunteers, insurers, attorneys, heirs, predecessors, successors, administrators, assigns and any other person or entity in any way associated with the Fen Edge Festival 2022.
- **Festival 3.** “Festival” means the 2022 Fen Edge Festival to be held June 24th through June 26th, 2022 in Cottenham, Cambridgeshire, including all preparation and construction for the Festival, whether before or after the Festival opens or closes, which are in any manner related to or part of the Festival.
- **Release and Consideration 4.** AS LAWFUL CONSIDERATION FOR MY BEING ALLOWED TO PARTICIPATE IN THE FESTIVAL.
 - a)** I, on behalf of myself (and on behalf of my executors, administrators, heirs, next of kin, successors, assign, and anyone claiming any interest in them), hereby KNOWINGLY, INTENTIONALLY AND VOLUNTARILY ASSUME ALL OF THE RISKS AND LIABILITY ARISING FROM BY PARTICIPATION IN THE FESTIVAL AND HEREBY WAIVE, RELEASE, INDEMNIFY AND AGREE TO HOLD HARMLESS THE RELEASED PARTIES FROM ANY AND ALL ACTIONS, SUITS, CLAIMS, DAMAGES AND LIABILITY (INCLUDING, BUT NOT LIMITED TO, ATTORNEYS’ FEES AND COSTS), that I, my family, heirs, successors, assigns and anyone claiming any interest through me, MAY HAVE FOR ANY INJURY, DEATH, HARM OR PROPERTY DAMAGE CAUSED TO ME OR BY ME OR BY OTHERS ACTING ON MY BEHALF, ARISING OUT OF MY PARTICIPATION IN THE FESTIVAL. I acknowledge and agree that the liability I am hereby assuming may arise from unintentional negligence or carelessness on the part of the Released Parties.

Page 2 of 5

b) I personally assume all risks, whether foreseen or unforeseen, in connection with my participation in the Festival, for any harm, injury, or damage that may befall me while I participate in the Festival, including the risk of negligence or any party or participant including, Festival Vendor, Exhibitor & Volunteer Release of Liability, Waiver and Indemnity

c) In consideration of my participation in the Festival, I hereby acknowledge and agree that I am a knowing, wilful and willing participant, that this Agreement may be asserted by the Released Parties, and any of their respective directors, officers, employees or agents, as well as by the venues and event sponsors or organizers, in any action arising from activities related to Festival events in which I participate, with this Release of Liability, Waiver and Indemnity Agreement.

d) I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS FORM IS A WAIVER, RELEASE OF LIABILITY AND INDEMNITY AGREEMENT AND A LEGALLY BINDING CONTRACT WHICH I AM SIGNING OF MY OWN FREE WILL.

e) I understand and agree that the Released Parties may NOT be held liable or responsible in any way to me or my family, heirs, successors, assigns, or anyone claiming any interest through me, for any injury, death, or other damage that may occur as a result of my participation on the Festival or as a result of the negligence of any participant or party, including, but not limited to, the Released Parties.

f) By signing this document, it is my intent to release, waive, hold harmless and indemnify all of the Released Parties from all liability, claims or causes of action connected with my participation in the Festival, and to personally assume all risk of injury or death. I UNDERSTAND THAT THE TERMS OF THIS DOCUMENT ARE CONTRACTUAL AND NOT A MERE RECITAL AND UNDERSTAND THAT I WOULD NOT BE PERMITTED TO PARTICIPATE IN THE FESTIVAL WITHOUT ENTERING INTO THIS AGREEMENT. I HAVE SIGNED THIS DOCUMENT VOLUNTARILY AND OF MY OWN FREE WILL.

Page 3 of 5

- **Model/Photograph Release 5.** I understand that my participation in the Festival may be photographed and promoted by the Fen Edge Festival, Fen Edge Community Association or any other organization or individual involved with the creation or promotion of the Festival, and in consideration for permission to participate in the Festival, I hereby give permission to the Released Parties to use my likeness for any purpose whatsoever. I RELEASE FEN EDGE FESTIVAL AND ANY PHOTOGRAPHERS, THEIR OFFICER, EMPLOYEES, AGENTS, AND DESIGNEES FROM LIABILITY FOR ANY VIOLATION OF ANY PERSONAL OR PROPRIETARY RIGHT I MAY HAVE IN CONNECTION WITH SUCH USE.
- **Severability 6.** If any provision of the document is held to be invalid or unenforceable, in whole or in part, by any court of competent jurisdiction, such provision shall be deemed amended to conform to the requirements of the law, so as to be valid and enforceable. Or if it cannot be amended without materially altering the intention of the parties, it shall be stricken and the remainder of this Agreement shall remain in full force and effect. It is the intent and purpose of the Agreement to provide the broadest possible release of claims and causes of action in favour of the Released Parties, and any ambiguity shall be construed in light of this purpose.
- **Miscellaneous 7.** I have read and understood this Agreement and I am voluntarily signing this Agreement on behalf of myself and my heirs. I understand that by signing this Agreement I am waiving important legal rights on my behalf and on behalf of my family and heirs. I expressly acknowledge that I have had the opportunity to consult with legal counsel before signing this Agreement.
- **8.** I hereby consent to any hospital care or medical or surgical diagnosis or treatment which may be necessary as a result of my participation in the Festival. I am solely responsible for all applicable charges for any such medical diagnosis or treatment and represent that I either have insurance coverage adequate to cover such expenses or am financially capable of paying for such expenses. If I become incapacitated and am unable to give consent for medical treatment, I hereby grant all appropriate medical personnel permission to perform any medical treatment they deem appropriate.

Page 4 of 5

- **9.** This document shall be governed by and interpreted under the laws of the United Kingdom, without regard to conflict of law provisions. If any lawsuit or claim is brought arising from my participation in the Festival, I agree that the exclusive jurisdiction and venue for such suit shall be Cambridgeshire County Court, and I hereby irrevocably waive any other jurisdiction or venue to which I or my estate might otherwise be entitled.

IF RELEASOR IS UNDER THE AGE OF 18 YEARS: Parent or Guardian: I hereby certify that I am the parent/natural guardian or legal guardian of the Participant, and acting in such capacity hereby acknowledge and agree to each of the releases, waivers, and other agreements set out above in the **RELEASE OF LIABILITY, WAIVER, AND INDEMNITY AGREEMENT**. I hereby agree to hold harmless and indemnify the Released Parties and all other participants, from and against any and all liability and responsibility for any and all injury or harm caused by or to the named Participant or to others acting on the Participant's behalf and for any defect in or lack of such capacity to so act and hereby release said parties on behalf of the minor and the parent or legal guardian.

Page 5 of 5

- By signing and returning this form relating to your participation in the 2022 Fen Edge Festival you agree that you are at least 18 years of age and have read, understood and agreed to the terms and conditions of the Fen Edge Festival Vendor, Exhibitor & Volunteer Release of Liability, Waiver, and Indemnity

Participant's name:	
Stall or attraction name / description	
Signed	
Parent or guardian name if applicable	
Parent or guardian signature if applicable	
Date	
Address	

Witness's name:	
Signed	
Date	
Address	



Dear Activity Provider or Stallholder,

Fen Edge Festival 24th to 26th June 2022

1. On the Day advisories

2. Health and Safety Provision for the Festival

Thank you for providing a stall or activity at the Fen Edge Festival. We are all looking forward to the weekend, which is nearly upon us and belated apologies for getting this to you with only three weeks to go. Hopefully you still have time to read through it and get the documents we need sent to us (**please send by post or email to the Health and Safety Officer address at the end of this letter**).

This communication confirms the arrangements for setting up and clearing away activities and provides general information about the Festival's Health and Safety arrangements.

On the day

1. On arrival activity providers and stallholders must report either to the Control Tent on Cottenham Village Green or to their designated contact at the agreed time to be assisted to find their allocated space.
2. FECA is not responsible for any property left unattended during the Festival or any that is left overnight.
3. Please note that FECA are unable to provide gazebos, tables etc, unless specific arrangements have been agreed in advance.
4. Many activities are outdoors so we strongly recommend that if you are using a gazebo that it has sandbags/weights on the corners.
5. All vehicles must be off the green and other stall areas by 9.30am – vehicles can return from 5pm but must be off the Green by 5.30pm because of evening events.

FEN EDGE COMMUNITY ASSOCIATION
Family Festival 2022
Health and Safety Checklist

Set up period: 6:30-9.30 Fri, Sat & Sun

Clear up period: 17.00-18.00 Fri, Sat & Sun

Checklist:

- The FEF Stall and Activity organisers will brief the participants about the location of the First Aid/toilets/Control Tent/car parking and briefly about the stewards' roles.
- The FEF Stall and Activity organisers will encourage the participants to maintain good standards of hygiene and safety in relationship to their business/stall.
- Stallholders selling food will be required to hold and display a food hygiene certificate.
- Stallholders selling food that is prepared on site will be responsible for ensuring that they have appropriate facilities for warm water hand-washing.
- Stallholders using gas equipment will need to demonstrate that they have a "Gas Safe" certificate.
- Guy-ropes may only be used on gazebos where unavoidable from a safety standpoint and must be marked with hi-visibility tape to avoid any potential trip hazards.
- Stallholders/activity providers using an electricity generator must site the generator so as to avoid risk to the public.
- Stallholders/activity providers using electrical cable to connect to the mains electricity supply must only use suitable outdoor, waterproofed cabling systems and these must be fixed down and marked to avoid a tripping hazard.
- All vehicles must be removed from the site at least half an hour before the Festival is due to commence, and will not be able to return to the site until the event is finished – parking is tight in the immediate vicinity, so please leave enough time to park further away and walk back.
- In the event of an untoward incident, the stewards at the event will take appropriate action as laid out in the safety policy document. The Lead Steward or Lead Safety Officer will be informed and an Untoward Incident Form completed.
- In the case of very bad weather or high winds, the Lead Safety Officer may decide that stalls must be removed if they are likely to present a risk to members of the public.

Risk Assessment

All activity providers and stallholders have been asked to provide the following:

- A risk assessment of their activity or stall – either using the Fen Edge Festival template below or their own equivalent.
- A Public Liability Insurance policy for their activity or stall that is valid at the time of the Festival, i.e. 24th through 26th June 2022.
- A copy of any relevant certificates e.g.
 - Safety certificates for equipment (PAT for electrical), marquees, inflatables.
 - A gas safety certificate where they are using gas equipment.
 - A current food handling certificate, if they are preparing and serving food.

Attached is a General Risk Assessment for the Festival as a whole. Please read and internalise this information. Compliance with its contents is a condition of your participation.

Also attached is a general liability release statement which we would request you sign and have witnessed, to be returned to us at the address below one week before the Festival, with apologies for all the red tape.

Once we have received your forms, we will record, in the Health and Safety folder that will be available to South Cambridgeshire District Council, the control measures that you have agreed to put in place.

If you have any problems or any questions please contact:

FEF Health and Safety

Paul Knighton

5 Green St.

Willingham

Cambs. CB24 5JA

07787 530394

p.knighton@runbox.com

With thanks and best wishes for a fun and successful Festival,

Risk assessment guidelines

The standard process for a **risk assessment** is to think about:

- potential hazards associated with the activity that may cause harm;
- the likelihood of the hazard arising;
- how severely someone could be injured; and
- the measures that need to be put in place to reduce/avoid the risk

Once the activity has been assessed for risk, the person in charge of the activity should work out **how** to put the **planned action** into **practice** and keep a written record of the plans.

The form attached will take you through the risk assessment process step by step.

Please don't be put off by the form – if you take it step by step it shouldn't take you much longer than 10-15 minutes.

RISK ASSESSMENT FORM– FEN EDGE FESTIVAL 2022

Friday 24th, Saturday 25th & Sunday 26th June 2020 - 10.00am to 11.00pm –
Cottenham, Cambridge

Personal / Business Information	
Lead Responsible Person	
Stall/Activity Name	
Attending Saturday	Yes or No
Attending Sunday	Yes or No

1st Step - Identify Hazards

Notes: This is asking you whether there is anything about the activity, attraction or stall you are providing that could potentially cause a hazard. Examples of potential hazards are: equipment that could harm someone; risk of someone tripping or falling over an obstacle; hazards associated with weather conditions such as a structure collapsing or slipping; risks associated with providing cooked food etc. including allergen labelling / warnings (see food.gov.uk for all relevant information) and mitigation of any Covid-19 contagion hazards in place at the time. These are just examples – you will need to think carefully about your own activity and the specific hazards it entails.

Hazard number	Description and location of Hazard	
1		
2		
3		
4		
5		

2nd Step Think about how likely it is that the hazard would occur

Notes: This is asking you to rate the likelihood of each hazard that you have identified in Step 1 occurring. If it is fairly unlikely, it will have a rating of 1.

Hazard number	Likelihood				
	5- Certain	4 - Near Certain	3 - Frequent	2 - Occasionally	1 - Rarely
1					
2					
3					
4					
5					

3rd Step – Think about the worst consequence of someone being affected

Notes: This is fairly self-explanatory and it is asking you to consider how severely someone could be injured if the potential hazards identified in Step 1 occurred. Again the least severe has a rating of 1 and the worst a rating of 5.

Hazard number	Severity				
	5 - Death	4 - Incapacity	3 – Three days absence or more	2 – One to two days absence	1 – Nil days absence/slight
1					
2					
3					
4					
5					

4th Step – Multiply Likelihood x Severity to calculate the overall risk rating and identify control measures

Notes: by multiplying the number obtained at Step 2 above (Likelihood) by the number obtained in Step 3 (Severity) you will obtain the overall risk rating for each of the hazards that you have identified in Step 1. Enter these numbers in the second column in the table below. You then need to describe the control / mitigation measures that you will put in place to prevent or reduce the likelihood of the risk occurring. Some examples of control and mitigation measures are: ensuring that sufficient adults are supervising children's activities; controlling the numbers of children at any one time; avoiding overcrowding; respecting the safety measures applicable to marquees; checking equipment; providing hand sanitizers, using the appropriate equipment etc. These are just examples – you will need to describe the control measures for your activity.

Hazard number	Risk Rating LxS	Control measures: The action required to minimise risk from these hazards and how you plan to put this into practice
1		
2		
3		
4		
5		

Thank you for your time!



GENERAL AND FIRE RISK ASSESSMENT / FESTIVAL AS A WHOLE

RISK ASSESSMENT FOR:	Fen Edge Festival, Cottenham Green and Cottenham Village College	
Establishment:	Assessment by: Paul Knighton	Date: 30th May 2022
Review Date:	Safety officer approval: Paul Knighton	Date: 30th May, 2022



<u>Hazard / Risk</u>	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures Y/N/NA	
				In Place	Adequate
Fire / hot activities	All attendees	Burns scalds Property damage / loss	<ul style="list-style-type: none"> All staff and volunteers advised of emergency procedures. Smoking not permitted indoors/in marquees/within enclosed spaces. Area is kept clear of rubbish and trip hazards. Appropriate fire extinguishers available. Barriers to keep public away from hot / hazardous areas i.e. tables, stands or plinths. Only designated persons allowed in immediate hazard area. 	Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
			<ul style="list-style-type: none"> In the case of pyrotechnic performances, stewards to stand by with fire extinguishers and buckets of water 	Y	Y

Electrical equipment & sockets Using poorly maintained equipment Overloading Power leads present a tripping hazard	All attendees	Electrical shock	<ul style="list-style-type: none"> • Pre-use check conducted by users • Electrical equipment subject to regular safety inspection and test ('PAT testing') • Sufficient outlets to support the range of equipment normally used. Use extension leads and adaptors only where necessary. • Cable covers to be used. • Ensure good housekeeping is maintained. • Mains powered portable equipment to be protected by RCD in higher risk situations, e.g., equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed. • System for reporting faults and taking equipment out of service in place. One of two electricians permanently on site. 	Y	Y
		Burns		Y	Y
		Fire		Y	Y
		Cuts / abrasions, muscular skeletal and other physical injuries		Y	Y
				Y	Y
Use of external companies / contractors Poor practices Lack of competency	All attendees	Electrical shock/burns	<ul style="list-style-type: none"> • Risk assessments and method statements provided. • Appropriate public liability insurance in place (min £5m public liability) • Any safe systems of work to be used shall be agreed prior to commencing on site. • Where considered appropriate: Insurer contacted to ensure adequate coverage and that any special conditions are met. 	Y	Y
		Property damage/fire		Y	Y
		Cuts / abrasions, muscular skeletal and other physical injuries		Y	Y
				Y	Y
		Slips, trips and falls		Y	Y

Overcrowding Inadequate space / exits Blocked exit routes	All attendees	Fire evacuation hindered/unsafe access/egress	<ul style="list-style-type: none"> • Maximum number of attendees established. • Adequate space, circulation routes and emergency exits. • Designated entrance and exit points. • Adequate numbers of committee/volunteers supervising. • Agreed emergency procedures in place. 	Y	Y
				Y	Y
				Dual	Y
				Y	Y
				Y	Y
Use of specialist equipment (separate risk assessment may be needed e.g. bouncy castle, vehicles etc)	All attendees	Electrical shock/burns	<ul style="list-style-type: none"> • Supplied / erected by competent persons. • Barriers and adequate supervision to prevent unauthorised use and control access and egress. • Limit on numbers using equipment. • Sited in appropriate location. • Attendants/stewards must constantly watch the activities on the equipment. • Inspected prior to the first use following supplier/ manufacturers' instructions. 	Y	Y
		Property damage/fire		Y	Y
		Cuts / abrasions, muscular skeletal and other physical injuries		Y	Y
				Y	Y
		Slips, trips and falls		Y	Y
Access / egress Unauthorised access Inadvertent access Contact with children	All attendees	Abduction, assault, child protection issues	<ul style="list-style-type: none"> • Clearly defined designated access routes. • Lock areas of building not in use. • Tape off / mark areas as out of bounds. • Adequate supervision. 	Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y

Inadequate lighting of exit routes	All attendees	Fire evacuation hindered/unsafe access/egress	<ul style="list-style-type: none"> All escape routes sufficiently lit for people to see their way out safety. 	Y	Y
			<ul style="list-style-type: none"> Extent of emergency lighting reviewed considering all areas used outside of ambient daylight hours / without natural daylight. 	Y	Y
			<ul style="list-style-type: none"> Ensure that all escape routes are adequately lit in event of a power failure. 	Y	Y
			<ul style="list-style-type: none"> Where ambient light is not sufficient, torches may be acceptable for stewards and trained staff to use. 	Y	Y
Insufficient and/or unsuitable first aid cover	All attendees	Accident / injury, delayed assistance in emergency	<ul style="list-style-type: none"> First aid equipment on site and close to point of use. 	Y	Y
			<ul style="list-style-type: none"> Designated qualified first aiders available. 	Y	Y
			<ul style="list-style-type: none"> Telephones available in school; organisers and volunteers with mobile phones and two-way radios. 	Y	Y

Vehicular access Lack of emergency vehicle access Ineffective pedestrian vehicle segregation	All attendees	Delays in attending to fire or accident emergencies	<ul style="list-style-type: none"> • Clear route maintained for emergency services; road closure cones readily removable. • Restricted access, visitors advised accordingly (access points managed by staff). • Vehicle movements restricted. • Pedestrian walkways maintained. 	Y	Y
		Cuts / abrasions, muscular skeletal and other physical injuries		Y	Y
		Broken bones		Y	Y
		Significant head / multiple injuries		Y	Y
Inadequate welfare facilities	All attendees		<ul style="list-style-type: none"> • School toilets are used. • Adequate additional toilets and (for animal petting) additional washing facilities. • Adequate supervision. 	Y	Y
				Y	Y
General lifting and carrying /	Caretakers Volunteers	Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> • Manual handling minimised as far as possible, broken down into smaller loads / assistance sought. • Appropriate footwear worn. • Mechanical lifting aids available (trolleys etc.). • Good housekeeping and workplace layout. • Heavy items stored at waist level. • Floor surfaces unobstructed and slip free. 	Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y

Surface of field / internal areas Slips, Trips and Falls	All attendees	Cuts / abrasions, muscular skeletal and other physical injuries	• Immediate cleaning up of spillages.	Y	Y
			• Ensure arrangements are in place for clearing up and safely disposing of any litter left after the event.	Y	Y
			• Regular premises inspections.	Y	Y
			• Any holes filled in.	Y	Y
			• If heavy rain prior to event, the event is cancelled/ relocated.	Y	Y
			• Adequate external lighting available	Y	Y

Supplying Food and Drink Poor standards of hygiene Physical contamination Incorrect storage of food Poor temperature control	All attendees	Salmonella	<ul style="list-style-type: none"> Food safety advice distributed per https://www.gov.uk/food-safety-your-responsibilities 	Y	Y		
		Listeria		Personal hygiene <ul style="list-style-type: none"> Exclusion for food handlers following illness (48hrs). Tie back long hair. Staff to wash hands before handling food and after visits to the toilet etc. Ensure that warm water, soap and towels (disposable) are available. Cuts etc. are covered with waterproof adhesive dressings 	Y	Y	
		Allergies			Transport / Storage <ul style="list-style-type: none"> Food that requires refrigeration must not be supplied unless adequate facilities for taking to school and keeping in a chilled state exist. Buffets, sandwich fillings etc. kept out of fridge for shortest time possible. Keep food covered wherever possible outdoors. Transport food in sealable containers / covered. 	Y	Y
		Anaphylaxis				Y	Y
		Scalds from urns and kettles				Y	Y
		Scalds from hot drinks				Y	Y
						Y	Y
						Y	Y
						Y	Y
						Y	Y

			<p>Food from reputable suppliers.</p> <p>Food handling – see also separate section on food hygiene/allergies</p> <ul style="list-style-type: none"> • Minimise handling of ready to eat foods, use tools (cutlery, tongs scoops etc) where possible to handle food rather than hands. • High risk / raw foods kept apart at all times. • Limit preparation of food in advance if displayed at ambient temperatures. • Make sure that cheesecakes and any cakes or desserts containing cream are out of the fridge for the shortest time possible. • Ensure food appropriately signed to prevent allergies and anaphylaxis. • Ensure urns and kettles sited on firm level surfaces, not over filled. • <p>BBQ – see also separate section on food hygiene/allergies</p> <ul style="list-style-type: none"> • Frozen food properly thawed before cooking. • Meat kept in cool box / fridge until needed. • Small portions cooked, evenly / thoroughly. • Access to hand washing facilities / antiseptic wipes. • Keep cooked food separate from raw meat – use separate utensils. 		
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y
				Y	Y

Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
DATE OF REVIEW: <i>Record actual date of review</i>	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			
DATE OF REVIEW:	COMMENTS:			
DATE OF REVIEW:	COMMENTS:			

FIRE RISK ASSESSMENT FOR:	Fen Edge Festival, Cottenham Green and Cottenham Village College	
Establishment: The village green and village college front grounds	Assessment by: Paul Mappedoram	Date: 30th May 2022
Review Date:	Safety officer approval: Paul Knighton	Date: 30th May 2022



Hazard / Risk	Normal Control Measures	Are Normal Control Measures Y/N/NA	
		In Place	Adequate
Main BBQ	This is a gas BBQ run by an external entity. Risk assessment will be sought. Site away from combustible material such as board and paper waste, and maintain a safety margin with other stallholders. Stewards to remain vigilant.	Y	Y
Portable BBQs	None present at previous events. Their use is discouraged but we cannot prevent their use. Stewards should monitor and advise as necessary.	Y	Y
Food stalls	All stalls will have their own risk assessment and precautions. Stalls are sited clear of obvious combustible materials	Y	Y
Generators	Should be sited clear of obvious combustible materials and operated within their recommended output range. Vigilance required if sited on dry grass.	Y	Y
Hot exhausts	Can be a hazard if near dry/dead vegetation. Should be sited clear of obvious combustible materials such as dry grass, hedges or over hanging branches. Stewards to remain vigilant.	Y	Y
Waste bin fires	An unpredictable hazard. Waste bins will be sited away from obvious combustible materials, and a safe distance from temporary canvas structures. Wheelie bin fires can be tackled with appropriate hand-held extinguishers if safe to do so; metal skip fires would require the fire service to attend. Stewards to remain vigilant.	Y	Y

Electrical fires	An unpredictable hazard. All electrical supply cables will be connected and distributed by a competent electrician, and should be periodically monitored. An electrical fire would require that zone to be isolated from the supply and the fire attacked as appropriate. Stewards to remain vigilant.	Y	Y
Cigarette butts	Could happen anywhere, any time. Stewards to remain vigilant. Grass is very short. No smoking in enclosed areas/marquees.	Y	Y
Steam powered attractions	The attractions will have their own risk assessment and precautions, and will be sited clear of obvious combustible materials. The site should be inspected for hazards prior to operation.	Y	Y
Pyrotechnic performance	Stewards to stand by with fire extinguishers and buckets of water.	Y	Y
Malicious arson	Could happen anywhere, any time. Stewards to remain vigilant and report suspicious activity. In such cases the fire service should attend.	Y	Y
	<p>Explanation of terms:</p> <ol style="list-style-type: none"> 1. Stewards to remain vigilant: Stewards should look out for conditions that are unsafe or for conduct thought to be detrimental to the safety of festival attendees, and report such observations to the lead steward in the control tent. 2. Combustible materials: these include but are not limited to the following: Cardboard, paper, timber, plastic, gas containers, vehicle fuel, dry or decaying vegetation, canvas 3. An unpredictable hazard: An event beyond the reasonable control of a festival steward and possibly of a clandestine or malicious nature. 4. Have their own risk assessment and precautions: The festival attraction will have conducted its own assessment as to the risk of harm from its festival attendance and will have taken reasonable steps to mitigate risks. 		



HEALTH / COVID RISK ASSESSMENTS

COVID RISK ASSESSMENT

Name & Date(s) of Event		xxx Fen Edge Festival 24 - 26 June 2022		
Name of organiser				
Factor	Criteria	Rating	Score	Event score
Number of people	100 - 500	Green	1	1
	500 - 2,000	Green	2	
	2,000 - 5,000	Amber	4	
	5,000 - 10,000	Red	8	
	> 10,000	Red	10	
Spacing	Expected to be >2m	Green	1	1
	2m - 1m	Amber	6	
	<1m	Red	10	
Ventilation	Outdoors	Green	1	1
	Indoors, good ventilation	Amber	4	
	Indoors, average ventilation	Red	6	
	Indoors, poor ventilation	Red	10	
Event Duration	< 3 hours	Green	1	3
	3 - 6 hours	Green	2	
	6 - 12 hours	Green	3	
	12 - 24 hours	Amber	4	
	24 - 48 hours	Red	5	
	>48 hours	Red	6	
Travel Footprint	Local Travel (Lower tier LA or Peterborough)	Green	1	1
	Travel within East of England	Amber	4	
	Travel within England	Red	6	
	UK Travel (Wales, Ireland or Scotland)	Red	8	
	International Travel	Red	10	
Travel Routes	Mostly Private Transport (no car sharing, only private cars)	Green	1	1
	Mix of Private and Public Transport (car sharing included or coach travel)	Amber	4	
	Mostly Public Transport (Includes car / minivan/ etc. sharing or coach travel)	Red	8	
Total (Max score - 54)				8

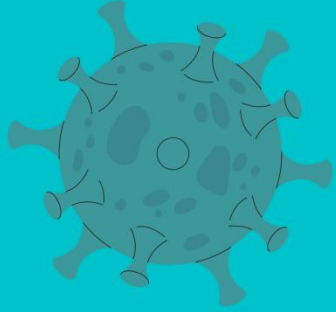
Rating	Action for Public Health
All Category Green or Score <10	No Safety Advisory Group (SAG) needed
Any one category Amber Or Score ≥ 10	SAG recommended
Any two Category Amber OR Score ≥ 26 OR	SAG Strongly recommended
Any one Category Red	
Score ≥ 45	Consider IMT to see if Health Protection (Coronavirus, Restrictions) (England) (No 3) Regulations 2020 need to be applied

This rating will determine the **public health actions** needed to mitigate the risk. Please note the actions below are public health recommended actions. Other agencies may have significantly different needs for holding a [Safety Advisory Group \(SAG\)](#).

- All criteria Green – no SAG needed

Social media message published in week starting 20th June 2022:

COVID-19



**WE ASK YOU NOT TO ATTEND
THE FEN EDGE FESTIVAL IF YOU
HAVE ANY COVID SYMPTOMS**

**MASKS AREN'T REQUIRED BUT
FEEL FREE TO WEAR ONE IF YOU
FEEL MORE COMFORTABLE**

**HAND SANITISER WILL BE
LOCATED AROUND THE FESTIVAL
AND IN THE TOLIETS**

Fen Edge Festival – Cottenham – 24th June to 26th June 2022

Medical Risk Assessment

Table 1 – Event Nature		Score
(A) Nature of Event	Agricultural County Show	2
(B) Venue	Other outdoor	3
(C) Standing/Seated	Mixed	2
(D) Audience Profile	Full mix in family groups	2
	Total (A)+(B)+(C)	9
Table 2 – Event Intelligence		
(E) Past History	Good data/low casualty rate less than 1%	-1
(F) Expected Numbers	Less than 3000	2
	Total (E)+(F)	1
Table 3 – Sample of additional considerations		
(G) Expected queuing	Less than 4 hours	1
(H) Time of year	Summer	2
(I) Nearest A+E	Less than 30 minutes by road	0
(J) Choice of definitive care	Large A&E Department	2
(K) Additional Hazards	None	0
(L) Additional on-site facilities	None	0
	Total (G)+(H)+(I)+(J)+(K)+(L)	5
Overall score for the event	Table 1+Table 2+Table 3	15

Medical Risk Assessment

We have carried out a medical risk assessment as above

The event has been scored as follows:

Table 1..... 9

Table 2..... 1

Table 3..... 5

Total = 15

As a result it has been recommended that two first aiders are employed during the event .

First aiders will be provided as follows:

Event Date/s: 24th, 25th, 26th June 2022	Total number expected to attend? 2000 to 4000 over the three days. 300 – 500 at any one time
Attendance times 8am until 11pm	DS Events & Training 311 Eastrea Road Whittlesey PE7 2AP Email: deborahslatorfatraining@gmail.com Tel: 01733 351909 / 07871 266 148

**The defibrillator will be provided by DS Events & Training.
 Further defibrillators can be acquired from within the village of Cottenham**

First aiders will be available as follows:

Friday 24th June

8.00am to 11.00pm

1 x First Aid Member

1 x Advanced First Aider

Saturday 25th June

8.00am to 11.00pm

1 x First Aid Member

1 x Advanced First Aider

Sunday 26th June

8.00am to 11.00pm

1 x First Aid Member

1 x Advanced First Aider

- There is a dedicated First Aid post on the Village Green, which will be sign posted and located on the maps provided to the general public. This post will be manned all day and all organisers of events are aware of this facility.



EQUIPMENT AND FACILITIES

Fire Safety

There will be a total of 9 fire extinguishers available,

2 x CO2 extinguishers

2 x Foam extinguisher

9 x Water extinguishers

- Each Marquee has fire safety equipment points which are sign posted. Each marquee is supplied with fire extinguishers:
- The foam extinguisher is for barbecue and similar hazards on the Green, and the CO2 extinguishers are for the Main Marquee and the Control Tent where the electrical equipment is located. The water extinguishers are for general use in the Main Marquee, Control Tent, Venue, Pond Marquee and First Aid Tent.
- Each Marquee has illuminated fire exit signs.

- Each Marquee has signs explaining what to do in an emergency.
- Each event organiser is aware of the fire safety requirements, as laid out in the Fen Edge Festival Safety Policy.
- Stewards are briefed about their role in helping to maintain a safe environment, as laid out in the Fen Edge Festival Safety Policy and in the Steward Role and Briefing Documents.
- Each Marquee and its contents conform to the necessary fire safety standards.
- Each marquee and the immediate area surrounding it, is a non-smoking area. This is clearly sign posted.
- One carbon dioxide extinguisher will also be provided for the barbecue.

Refuse

The following provisions have been made to deal with refuse:

Amey Cespa will provide:

Amey Cespa bins

- 5 x 1100 litre lockable bins for general waste
- 14 x 240 litre bins for mixed recycling
- 3 x 8 yard skip for general waste
- A supply of green bin-liners
- Litter pickers (FEF supplied)
- Heavy duty rubber gloves (FEF supplied)

These will be delivered on Thursday 23rd June and collected on Monday 27th June.

The Fen Edge Festival Stewards will on Sat/Sun/Mon morning complete a litter collection.

- The Stewards patrolling the site throughout the weekend will monitor the mobile refuse bins. If these are becoming full they will empty the bin into the large covered skip and re-place.

Water for drinking and handwashing

- There will be a supply of fresh drinking water for stewards and volunteers.
- Water, soft drinks and other refreshments will be available for sale at all times across the Festival site.
- Food and drink facilities will have access to a source of clean water for handwashing and cleaning.
- The temporary toilets will provide hand sanitising facilities.

Toilets

Latta Loos will be supplying

6 cubical loos, 1 disabled/baby changing loo, 1 6 bay urinal. All serviced on Sat and Sun morning.

It will be part of the stewards' role to check the toilets on regularly and ensure they are fit for purpose.

- Stewards will ensure that there are adequate supplies of toilet paper and anti bacterial soap.
- If the toilets are not fit to be used, the steward will notify the Lead Safety Officer, who will decide the appropriate course of action i.e. close the toilet/contact the hire company/clean the toilet.
- The Fen Edge Community Association will supply appropriate safety and cleaning equipment.

Electricity

There will be min. 2 electrical supply boxes on the Village Green.

- We have employed the services of a qualified electrician to ensure that the electricity supply to each area is safe.
- All electrical services will meet with the necessary health and safety requirements i.e. water proof sockets for market traders.
- There will be a power breaker which will cut the power supply immediately in the event of a short, avoiding any risk of electrocution.
- Contact details for the electrician are included in the Safety Policy document and will be available to all stewards.
- Each organiser of an event is aware of the safety aspects of the use of electricity i.e. securing trailing cables etc.

Lighting

- Each Marquee has internal and external lights.
- Each Marquee has illuminated fire exit signs.
- The two toilet areas will be illuminated at night.
- Exits from the marquees and village green will be illuminated at night by street lights
- Stewards for evening events will be provided with torches.

Loading and unloading of equipment, for example, musical instruments

Unloading and loading of equipment for performers will be allowed at the wide end of the Village Green at the end of the closed road.

- Once vehicles have been unloaded, drivers will be invited to park in the car park on Lambs Lane or using on-street parking, if available.



INSURANCE AND SECURITY

Insurance

The Fen Edge Community Association has Single Event Insurance with Event Insurance Direct.co.uk, Policy Number DJM/UKG/21-22/0439 with public liability cover of £ 5 million and employer's liability cover of £ 10 million, plus equipment insurance cover of £ 5,000 including temporary toilets, the chiller, fire extinguishers and two-way radios, which have all been hired for the weekend.

Security

Security of the site is an essential role of the stewards.

FECA will provide overnight security as follows:

ASSIGNMENT :

Thursday 23rd June 2022	– (2200 – 0800)	x1 Guard	(10 hours)
Friday 24th June 2022	– (2300 – 0800)	x1 Guard	(9 hours)
	– (2000 – 0800)	x1 Guard @ The Venue	(12 hours)
Saturday 25th June 2022	– (2130 – 0800)	x1 Guard	(10.5 hours)
	– (1930 – 2230)	x1 Guard	(3 hours)
	– (2000 – 0800)	x1 Guard @ The Venue	(12 hours)
Sunday 26th June 2022	– (2300 – 0800)	x1 Guard	(9 hours)

SIA LICENCED SECURITY

- **Overnight security guarding / lone-worker patrolling / event protection and safeguarding.**
- **Officers first aid trained, safeguarding certificated, and SIA licenced.**
- **Uniformed manned guarding on festival green & The Venue to protect personnel and property on the overnight shifts.**

- The guards will be on hand to patrol the site during the night. they will be equipped with a two-way radio and be provided with numbers to contact in case of emergency. One **SIA qualified security guard** will be patrolling the CVC area with particular view to ensuring the security of the bar and Venue marquees Friday 24th June 2000 – 0800 and Saturday 25th June 2000 – 0800
- Arrangements have also been made for a response vehicle with two support officers with an arrival time of approx. 25 mins.

The Security Firm is
RGP Security Ltd.
128A High Barns
Ely, Cambs.
CB7 4RP

Regional Office: 01353 662733

Mobile : 07833 720746

Company Number: 6935399

Insurance: BJP/BRIT/2018/2963

- Arrangements have been made for monies to be collected during the day and at the end of the day's activities and deposited in a secure location.
- The person collecting the money will be accompanied by a steward until the money is deposited in the secure location.



LEAD STEWARD BRIEFING, COMMUNICATIONS AND EXTREME WEATHER

Briefing documents provided by: Paul Knighton – Health and Safety Officer. Briefing of Lead Stewards held by Paul Mappedoram on Thursday 16th June 2022.

Communications

- Stewards, First Aiders and the Lead Safety Officer will maintain contact with mobile phones and will be supplied with 2-way radios.
- There will be a Lead Safety officer available throughout the Festival. Their mobile phone numbers are located in the Safety Policy.
- There will be a central information point, that will be signposted and located on the maps given to the general public.
- There will be a public address facility to make safety announcements/raise the alarm.

Weather

- In the event of extreme wind the following activities will not take place:
 - Inflatables
 - Outdoor sporting games and activities
 - Animal Petting Area
 - Market stalls using gazebos and potentially hazardous structures

- In the event of extreme rain the following activities will not take place:
 - Inflatables
 - Outdoor sporting games and activities
 - Animal Petting area
 - Market stalls

- In the event of extreme rain/wind, as many of the outside stalls and activities will be accommodated within the marquees, and if available, within the premises of Cottenham Village College.

- In the event of extreme heat, free drinking water will be made available to volunteers. Non-alcoholic drinks will be on sale throughout the Festival site.



ROAD CLOSURE

**The following notices were sent out
in February 2022**



Cambridge Fire and Rescue Service
Fire Station
Brampton Road
Huntingdon
PE29 2NA

24 Feb. 2022

Dear Sir/Madam,

Re: Fen Edge Festival 24th to 26th June 2022

I am writing on behalf of the Fen Edge Community Association to inform you of the above event and that we have applied for a ‘Short Term Road Closure’ from the Local Authority. This will be from Friday 24th June at 6.00 am through to Sunday 26th June at 11.00 pm. The Road affected is Cottenham High Street, on the far (west) side of the village green, starting from the Rampton road junction to the T-junction where it re-joins the main high street (near the mini-roundabout). Access will be manned and maintained for the residents of and visitors to the properties on this stretch of the road throughout the closure period. An enclosed map highlights the proposed part to be closed – marked “High Street”.

The road will be closed as a result of the Village Green and the surrounding area being used for the Fen Edge Festival. We have ensured that there will be adequate stewards at the event for public safety. A copy of our safety policy (control document) will be sent to SCDC/Event Safety Group posted in good time on our website at www.fenedgefestival.co.uk. I will also be happy to send you a copy on request. We have arranged for First Aid cover, and emergency access to the entire area will be maintained.

We would ask you to bear the above event and road closure in mind when responding to any calls for your services from the public. Please do not hesitate to call me at the mobile number shown below.

Thanking you in anticipation

Yours sincerely,

Paul Knighton, FEF Safety Officer
5 Green St., Willingham, Cambs. CB24 5JA
Tel No Home 01954 270194 / Mobile 07787530394
Email: p.knighton@runbox.com



East of England Ambulance Service
NHS Trust Headquarters
Whiting Way
Melbourn
Cambridgeshire
SG8 6EN

24 Feb. 2022

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Paul Knighton, FEF Safety Officer
5 Green St., Willingham, Cambs. CB24 5JA
Tel No Home 01954 270194 / Mobile 07787530394
Email: p.knighton@runbox.com



Cottenham Parish Council
Community Centre
250a High Street
Cottenham
CB24 8RZ

24 Feb. 2022

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Tel No Home 01954 270194 / Mobile 07787530394
Email: p.knighton@runbox.com



Cambridge Constabulary
Hinchingsbrooke Park
Huntingdon
PE29 6NP

24 Feb. 2022

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Paul Knighton, FEF Safety Officer
5 Green St., Willingham, Cambs. CB24 5JA
Tel No Home 01954 270194 / Mobile 07787530394
Email: p.knighton@runbox.com



Dear Resident,

After three years of Covid-induced inactivity, we will again be holding our (usually) bi-annual festival centred on the village green and the grounds of the community college. The dates are **Friday 24th to Sunday 26th June 2022** and, as in previous festivals, we hope to provide a weekend of fun and celebration for both our residents and those of the surrounding fen villages.

We will be publishing details of the programme in due course, but those on social media can, in the meantime, go to <https://www.facebook.com/fenedgefestival/> to check out our progress.

We will try to ensure that any disturbance to you as a resident is kept to a minimum. Evening events will stop at around 11.00pm on Friday and Saturday, 10.30pm on Sunday, and noise levels will be kept to within the environmental health recommendations. There will be a security presence throughout each of the nights that there is equipment on site.

We have applied for a temporary road closure for the Saturday and Sunday covering the High Street section along the west side of the green. The closure will be effected with cones, so anyone needing access will still be allowed through with one of our marshals making sure that passage to the final parking point is safe. It is also intended to place traffic cones around the remaining two sides of the Cottenham Green triangle, the other side of Rampton road facing the Green, and also up Denmark Road, to discourage inconsiderate parking by members of the public. Traffic management of this planned road closure is kindly being handled by Durman Stearn of Cottenham.

We appreciate that all the FEF entails can cause some disruption to you as a resident and thank you in advance for your tolerance and understanding. The event does allow considerable sums of money to be raised to the great benefit of local charities, clubs and amenities.

If you have any queries, please do not hesitate to make contact.

And if you have any concerns during the event, please speak directly to one of the stewards (in fluorescent jackets) patrolling the festival site.

With thanks for your support,

Paul Knighton, FEF Safety Officer
5 Green St., Willingham, Cambs. CB24 5JA
Tel No Home 01954 270194 / Mobile 07787 530394
Email: p.knighton@runbox.com

Tim Jones, FEF Chair
12 Leopold Walk, Cottenham, Cambs. CB24 8XS
Mobile 07762 017064
Email: tim@camjoneses.co.uk

Fen Edge Festival 2022 - Traffic Management Plan

Traffic Management Plan for the 6th Fen Edge Festival, to be held in the village of Cottenham from 24th to 26th June 2022

Background

Fen Edge Community Association (FECA) has organised five previous events on the combined sites of Cottenham village green and the grounds of Cottenham Village College, attracting visitors totalling – in the open air vicinity – on average 800 at any one time during the event. The purpose of the Festival is to provide family entertainment for the residents of the Fen Edge Patch, namely Cottenham, Willingham, Rampton, Landbeach and Waterbeach.

The management of the event is organised by a Committee and the Site and Event Manager is Tim Jones, 07762 017064.

The management of traffic flow, generated by crowds attending the Festival, was an important consideration from the outset and work to overcome the nuisance and inconvenience to neighbours was initiated at an early planning stage.

The following plan states the controls and processes that the event project team have instigated to manage traffic.

Car Parking for Pre-Event Contractors

Those contractors who are erecting the marquees and toilets will be allowed on to the village green on Thursday 23rd June under the supervision of members of the organising committee.

Car Parking for Visitors

There is limited parking in Cottenham and visitors are encouraged to park with due consideration to residents.

Temporary Road Closure (**Map A:** [shown in blue](#))

Permission for temporary road closure was submitted to Cambridgeshire County Council by Colin Bower of Durman Stearn on behalf of the FECA Festival Committee and was granted by the Office of Environment & Community Services of Cambridgeshire County Council on or around the end of April 2022. As is the case during the previous Fen Edge Festivals, in 2005, 2007, 2009, 2011, 2013,

2015, 2017 and 2019, part of the High Street adjacent to Cross Keys Court, that which runs from Rampton Rd to the B1049, will be closed to through traffic during daylight hours on the Saturday and Sunday of the Festival to provide access to the Green for setting up stalls, access to the Main Marquee, space for temporary toilets and disabled parking.

Signage to this effect will be erected at each end of the proposed closure one week before the event.

As in previous years, there would be no restriction of vehicular access to residents or authorised traffic during this period and all residents in the vicinity of Cottenham Green have been informed in writing.

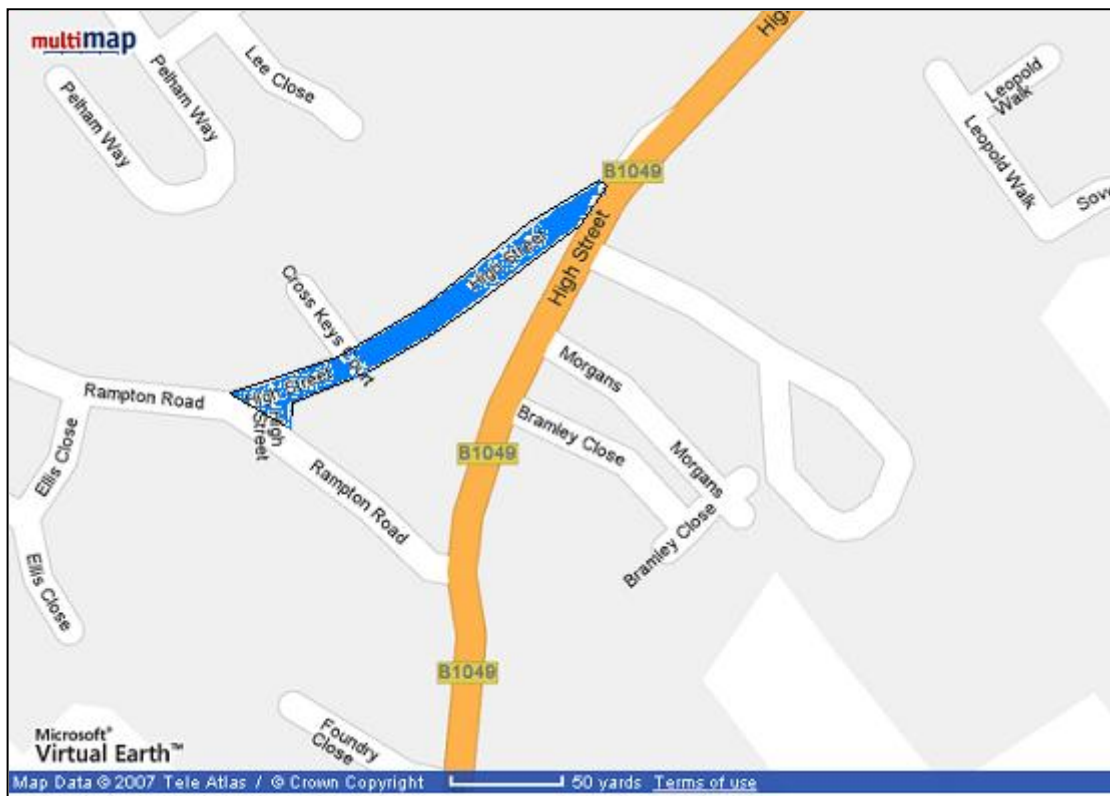
Traffic management of this planned road closure will be carried out by Messrs. Durman Stearn of Cottenham.

It is also intended to place traffic cones around the remaining two sides of the Cottenham Green triangle to discourage inconsiderate parking by members of the public.

Public Road Safety

Stewards will be present throughout the weekend to encourage members of the public to take care whilst using the zebra crossing connecting the Green to the Village College thereby maintaining public safety whilst facilitating unrestricted traffic flow along Cottenham High Street.

Map A: Proposed Road Closure



**ROAD TRAFFIC REGULATION ACT 1984
SECTION 16A AS AMENDED BY THE ROAD TRAFFIC REGULATION
(SPECIAL EVENTS) ACT 1994
CAMBRIDGESHIRE COUNTY COUNCIL
(VARIOUS LOCATIONS: CHARITABLE AND COMMUNITY EVENTS)
(TEMPORARY PROHIBITION OF VEHICULAR TRAFFIC, DRIVING, WAITING
AND ONE WAY)
ORDER EVENTS/2022/95**

Whereas Cambridgeshire County Council (“the Council”) being the traffic authority for various locations in the various Parishes and Towns described is satisfied that traffic/cyclists/pedestrians/equestrians on the roads described in schedule 1 should be restricted by reason of relevant events proposed to be held on or adjacent to the roads in schedule 1 of this order.

NOW THEREFORE the Council in exercise of its powers under Section 16A of the Road Traffic Regulation Act 1984 (as amended by The Road Traffic Regulation (Special Events) Act 1994 and of all other powers enabling it in that behalf makes the following Order:

1. This Order shall come into operation on the 24th June 2022 for 3 days and may be cited as **CAMBRIDGESHIRE COUNTY COUNCIL (VARIOUS LOCATIONS: CHARITABLE AND COMMUNITY EVENTS) (TEMPORARY PROHIBITION OF VEHICULAR TRAFFIC, WAITING AND ONE WAY) ORDER EVENTS/2022/95**
2. It is anticipated that this order will only apply at the locations, date and times specified in Schedule 1.
3. While the Order is in operation no person shall cause or permit any vehicular traffic to proceed in any direction over the roads described in Schedule 1 to this Order other than any vehicle connected to the relevant event.
4. Nothing in this Order shall prevent pedestrian access and egress from premises or land adjacent to the roads as mentioned in the Schedules attached.

Nothing in this Order shall apply so as to prevent the passage of any vehicle being used by any member of the Police Force, Fire and Rescue Service, Ambulance Service, a vehicle being used by Special Forces during the execution of their duties or to any person acting with the permission or upon the direction of a Police Officer in uniform or of a Civil Enforcement Officer.

Schedule 1: Road Closure

Event	Date and time the order is in effect	Road(s)	Location	Diversion
Fen Edge Festival	06:00 on Saturday 24 th June until 00:00 on Sunday 26 th June 2022	High Street	Rampton Road to High Street (B1049)	Rampton Road and High Street (B1049)

THE COMMON SEAL of CAMBRIDGESHIRE COUNTY COUNCIL was hereunto affixed this 18th May 2022 in the presence of:

D Carter-Hughes





TEMPORARY EVENT NOTICES

South Cambridgeshire District Council licence



TEMPORARY EVENT NOTICE TE257166

Name & address of person serving notice

Name: Tim Jones

Address: 12 Leopold Walk
Cottenham
Cambridge
Cambridgeshire
CB24 8XS

Name & address of premises where the event is to take place

The Green, High Street, Cottenham,

Event details

Start Date: 24 June 2022

End Date: 26 June 2022

Nature of Premises: Cottenham Village Green

Hours of Event: On Friday from 12:00 hours until 23:00 hours. On Saturday from 12:00 hours until 23:00 hours. On Sunday from 12:00 hours until 23:00 hours.

Further Details: Whole of premises

Nature of Event: The sale by retail of alcohol for consumption both on and off the premises, the provision of regulated entertainment and the provision of late-night refreshment.

Maximum Capacity: 450

Issued: 01 February 2022

Signature of Authorised Officer

Notes

1. The event to which this document refers to is subject to the provisions of the Licensing Act 2003
2. The possession of this document does not guarantee that the event is permitted. It's validity may be established by reference to the Council's Licensing Office.
3. This document and the rights to the Event to which it refers, are not transferable.
4. Any intention to withdraw this notice must be received by the Council's Licensing Office up to 24 hours before the Event is due to commence.

South Cambridgeshire District Council licence



TEMPORARY EVENT NOTICE TE257129

Name & address of person serving notice

Name: Mr Paul Knighton
Address: 5 Green Street Willingham
 Cambridgeshire
 CB24 5JA

Name & address of premises where the event is to take place

Cottenham Village College, High Street, Cottenham, Cambridge, CB24 8UA

Event details

Start Date: 24 June 2022
End Date: 26 June 2022
Nature of Premises: School
Hours of Event: On Friday from 12:00 hours until 23:00 hours. On Saturday from 12:00 hours until 23:00 hours. On Sunday from 12:00 hours until 23:00 hours.
Further Details: Whole of premises
Nature of Event: The sale by retail of alcohol for consumption both on and off the premises, the provision of regulated entertainment and the provision of late night refreshment.
Maximum Capacity: 450

Issued: 31 January 2022

Signature of Authorised Officer

Notes

1. The event to which this document refers to is subject to the provisions of the Licensing Act 2003
2. The possession of this document does not guarantee that the event is permitted. It's validity may be established by reference to the Council's Licensing Office.
3. This document and the rights to the Event to which it refers, are not transferable.
4. Any intention to withdraw this notice must be received by the Council's Licensing Office up to 24 hours before the Event is due to commence.

This licence is issued by: South Cambridgeshire District Council, Cambourne Business Park, Cambourne, Cambridgeshire, CB23 6EA
 Contact T: 03450 450 500 | F:01954 713149 | e:licensing@scambs.gov.uk | www.scambs.gov.uk