

Community, Leisure & Recreation Committee

Date:	25 July 2017
Title:	Town Fairs
Contact Officer:	Cassie Pinnells, Community Services Manager

Action Required

1. To approve the Safety Management Plan attached as Appendix 1.

Background

2. The Town Council is responsible for the organisation and management of the fair, taking place on 21, 22 and 23 September and the small charter fair on 13 and 14 October 2017. This includes monitoring the letting of sites by the Guild and dealing with the general safety and emergency arrangements that have to be adhered to during the presence of the fairs in the town.
3. The fairs have been managed successfully with only a couple of major incidents over a period of many years. The planning and preparation reflects the Council's role and responsibilities as 'organiser' of both events and to provide additional safeguards.
4. The officers work in close consultation with Thames Valley Police, the Oxfordshire Fire Service, medical contractor, SIA security personnel and the Showmen's Guild, to ensure that risks to fair visitors and staff are adequately controlled.

Proposal

5. The attached Safety Management Plan sets out the roles and responsibilities of the various aspects of the Fairs providing the details of action to be taken should an incident or accident occur.
6. Additional precautions have been incorporated to include emergency evacuation locations, extra barrier controls and a vulnerable person's process.

Risk Assessment

7. A Corporate Risk Assessment (Appendix 2) and an Event Management Risk Assessment (Appendix 3) are attached to this report.

Resource Appraisal

8. Resources are contained within allocated budgets.

Legal Powers: Local Government Act 1972 S145

Recommendation:***The Committee is asked:***

- i) To Approve the Safety Management Plan for the Town Fairs*