

BEAUFORT *Christmas* FAIR

Event Management Plan

1. Event Overview

Event Name: Beaufort Christmas Fair

Location: Long Newton, SN16 9SR

Event Date & Time: Tuesday 24th November, 2026

Organiser & Event Manager: Beaufort Christmas Fair

Contact: info@beaufortchristmasfair.co.uk

Purpose: To deliver a safe, festive community event featuring stalls, food vendors, entertainment and seasonal activities.

2. Roles & Responsibilities

- **Event Manager:** Overall responsibility for planning, safety, compliance and decision-making.
- **Safety Officer:** Oversees risk assessments, incident response, and compliance with the **Health & Safety at Work Act**.
- **Stewards:** Crowd monitoring, queue management, emergency support, lost child response.
- **Qualified Electrician:** Installs and inspects temporary electrical systems.
- **First Aid Provider:** On-site medical support and incident logging.
- **Stallholders/Contractors:** Must comply with **stallholder safety requirements** and provide insurance and risk assessments.

3. Site Layout & Infrastructure

The site plan includes:

- Entrances/exits
- Emergency evacuation routes
- Fire assembly points
- First aid station
- Electrical distribution points

- Stallholder locations
- Catering units
- Waste and recycling points
- Temporary lighting towers
- Generator locations (if used)

A detailed map will be attached as Appendix B.

4. Crowd Management

Crowd safety measures:

- **Entry Control:** Stewards positioned at entrances to monitor flow and prevent overcrowding.
- **Capacity Management:** Maximum capacity determined by space, fire safety guidance, and exit width.
- **Pedestrian Routes:** Clear one-way systems where needed; pinch points monitored continuously.
- **Queue Management:** Barriers or rope systems for high-demand stalls; stewards deployed at peak times.
- **Evening Crowds:** Additional lighting and steward presence during dusk and dark hours.
- **Incident Prevention:** Stewards trained to identify distress, disorder, or unsafe crowd density.

Guidance aligns with **crowd management best practice**.

5. Emergency Procedures

Emergency procedures apply to fire, electrical failure, structural collapse, medical emergencies, suspicious activity, or severe weather.

Immediate Actions

- Steward reports incident to Event Manager and Safety Officer.
- Event Manager assesses severity and initiates response.
- Emergency services contacted if required.

Communication

- Radio communication between staff.
- Public announcements via PA system or megaphone.
- WhatsApp group for internal coordination.

Evacuation

- Stewards guide visitors to nearest safe exit.
- Evacuation routes illuminated by emergency lighting.
- Visitors directed to designated assembly points.
- Event Manager liaises with emergency services on arrival.

Post-Incident

- Area cordoned off.
- Incident logged.
- Review conducted after event.

6. Evacuation Plan

- **Routes:** Minimum two clear, unobstructed routes from all public areas.
- **Signage:** Illuminated exit signs and directional arrows.
- **Assembly Points:** Located away from structures and vehicle routes.
- **Steward Roles:**
 - Front-line stewards lead visitors out.
 - Roving stewards check toilets, stalls, and quiet areas.
 - Safety Officer confirms full clearance.
- **Accessibility:** Evacuation routes suitable for wheelchair users.
- **Re-entry:** Only permitted once authorised by Event Manager.

7. Fire Safety

Compliant with the **Regulatory Reform (Fire Safety) Order 2005**.

Controls

- Fire extinguishers positioned at key points.
- Catering units separated by safe distances.
- No smoking in stall areas.
- Fuel stored securely and away from public access.
- Electrical equipment inspected for overheating.
- Emergency vehicle access maintained at all times.

Fire Response

- Stewards raise alarm and direct visitors away.
- Electrician isolates electrical supply if relevant.
- Fire service contacted immediately.

- Evacuation triggered if fire cannot be contained.

8. Electrical Safety

Aligned with the **Electricity at Work Regulations**.

Installation

- All temporary electrical systems installed by a qualified electrician.
- Weatherproof distribution boards locked or supervised.
- Cables routed overhead or via matting to prevent trips.

Equipment

- PAT-tested within 12 months.
- Outdoor-rated connectors and cables.
- No multi-plug adapters or daisy-chaining.

Generators (if used)

- Diesel only.
- Positioned in fenced, ventilated areas.
- Refuelled only when switched off and cooled.

Monitoring

- Hourly walk-throughs by electrician and stewards.
- Immediate shutdown if water ingress or overheating detected.

9. Weather Contingency

Winter risks include wind, rain, ice and snow.

Controls

- Daily monitoring of Met Office forecasts.
- Gritting of walkways if icy.
- Wind-speed thresholds for closing stalls or structures.
- Cancellation procedures if conditions become unsafe.

10. Safeguarding & Lost Child Procedure

Lost Child Process

- Child brought to designated safeguarding point.
- Steward stays with child at all times.
- Details logged (time, location, description).
- Announcement made only if approved by Event Manager.
- ID verification required before reunification.

Safeguarding

- Staff trained in basic safeguarding awareness.
- Any concerns reported to Safeguarding Officer immediately.

11. Food Safety & Hygiene

All food vendors must:

- Be registered with their local authority.
- Hold minimum 3-star hygiene rating.
- Provide allergen information.
- Use safe temperature controls.
- Provide hand-washing facilities.
- Follow waste-oil disposal rules.

Pre-event checks conducted by organisers.

12. Stallholder & Contractor Management

Stallholders must provide:

- Public liability insurance
- Risk assessment
- PAT certificates
- Food hygiene documents (if applicable)

They must comply with **Stallholder Safety Requirements**.

13. Traffic & Transport Management

If roads or parking areas are affected:

- Temporary signage installed.
- Marshalled parking areas.
- Accessible drop-off points provided.
- Emergency vehicle access maintained.

14. Terrorism & Security

Aligned with **Martyn's Law**.

Controls

- Staff trained to identify suspicious behaviour.
- Bag-search capability if required.
- No-vehicle zones near crowds.
- Clear reporting procedure for suspicious items.
- Emergency communication routes established.

15. Waste, Recycling & Environmental Management

- Regular waste collection.
- Recycling points provided.
- Litter patrols throughout event.
- Responsible disposal of food waste.
- Post-event clean-up plan.

16. Communications Plan

Internal

- Radios for key staff.
- WhatsApp group for organisers.
- Incident reporting protocol.

Public

- Signage.
- Social media updates.
- PA announcements.

17. Insurance & Compliance

Event will hold:

- Public liability insurance (£5–10m recommended).
- Stallholder insurance copies.
- PAT records.
- Electrical installation certificate.

18. Post-Event Review

- Incident review.
- Feedback from stallholders and visitors.
- Lessons learned are documented.
- Updates made for future events.