

3D2D Event Management Form

West End Fair 2024



This signed and completed form must be maintained and available for inspection by the Health & Safety Executive, Event Organiser and Council Officials at all times.

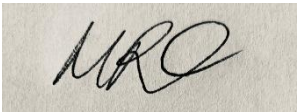
Company Name:	3D2D Events Limited
Address:	3D2D Events Limited, Unit 2, Newbattle Abbey Business Park, Dalkeith, EH22 3LJ
Contact Details: Name, Telephone & Email	Mike Rankin-Clemments 07825020543 info@3d2d.co.uk

Risk Assessments have been carried out and it has been determined the event can be safely undertaken, providing the Risk Assessments and Plans detailed below are followed. We have run this event for many years. Attendance is expected to fluctuate depending on day and time, but the site is large and can handle numbers. Dwell time will be around 30 mins.

The day to day running of the event will be managed entirely by 3D2D staff.

The Forms detailed below form the basis of our Event Management Plan.

Form	Assessed/ Written by	Needs reviewed prior?	Last updated	Notes
General Risk Assessment	MIKE RANKIN-CLEMMEN TS	Yes	15/04/2024	Contains the Fire Risk Assessment Should be reviewed immediately prior to the event.
Fire Risk Assessment (contained within the General RA)	MIKE RANKIN-CLEMMEN TS	Yes	15/04/2024	Should be reviewed immediately prior to the event, but no changes anticipated.
Wind Management Plan	FIELD & LAWN	No		Attached
Fire Evacuation Plan (Map)	MIKE RANKIN-CLEMMEN TS	Yes		Attached
Section 89 Certificate	COUNCIL	No		To be attached when granted by council
Market Operators License	COUNCIL	No		To be attached when granted by council
Temporary Electrical Installation Certificate	ROBIN KELK	No		Inspection just prior to event

Date Completed:	15/04/2024
Signature:	
Name & Designation of person completing form:	Michael Rankin-Clemments. Operations Director

