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.

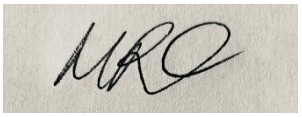
Company Name:	3D2D Events Limited
Address:	3D2D Events Limited, Unit 2, Newbattle Abbey Business Park, Dalkeith, EH22 3LJ
Contact Details: **Name, Telephone & Email**	Mike Rankin-Clemments 07825020543 info@3d2d.co.uk

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-Clemments**	**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-Clemments**	**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-Clemments**	**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