

EVENT Plan

Abinger Medieval Fair 2025

Title of Event:

Abinger Medieval Fair

Date of Event 2025

2pm to 5pm Saturday 14th June 2025

Location

Abinger Common RH5 6HZ

What3words – stay.tiles.forget

Event organiser:

Abinger Medieval Fair Committee

Telephone number: Chair Joanna Durham 01306 730101

Description of event

Family Village Fete

Children's Procession and Crowning of Rose Queen

Children's Maypole Dancing

Arena Event : Duck Herding

Punch and Judy Show

Children's Races

Stalls –White Elephant, Books, Plants etc

Toss The Sheaf

Lamb on a Spit & Hot Dogs, Ice Cream and Sweets

Bar selling Beer, Mead and Soft Drinks & Pimms

Aims & Objectives of Event Plan

The aim of the plan is to ensure, as far as reasonably practicable, the safety of volunteers and spectators in their enjoyment of the event, and promote a unified, co-ordinated response to any emergency arising.

To identify roles, duties and responsibilities for each person

To identify safety measures and their implementation

Aims & Objectives of Fair

To raise money for local church, village hall and local amenities.

Provide focus for village to engender community spirit

Organiser

Abinger Fair Committee (all volunteers)

Chair Person 2022 : Joanna Durham

Contact: Joannadurham@btinternet.com

Tel: 01306 730101

Management Structure

Chair Person (Health & Safety)

Committee Comprises:

Secretary

Treasurer (Insurance & Licensing)

Committee Members each with responsibility as follows :

Stall Holder Management and Communication
Side Shows and Food
Bookings & Permissions
Operations and Health and Safety
Food
Publicity & Printing
Church & School Representative

Insurance

£2m Public Indemnity Insurance
£2m Employers Liability Insurance
Indemnity Insurance for paid events attached
 Punch and Judy
 The Mini Pony Show
 PA

Copy of each attached

Schedule and Programme (Subject to last minute changes)

2.00 pm Procession of children from school to common
2.05 pm Crowning of the May Queen
2.20 pm Maypole Dancing
2.40 pm Duck herding by sheep dogs
3.10pm Punch & Judy, Green in Front of the Church
3.35pm Childrens Races
4.10pm Duck herding by sheep dogs
4.40pm Punch & Judy, Green in Front of the Church
4.45 pm Grand Raffle Prize Draw
5.00 pm Close

Music in the church

2.30 – 3.10pm Timeline Choir.

3.15 – 3.45pm Organ Duet Recital by David Hansell & Philip Drew

4.00 – 4.30pm Organ Duet Recital by David Hansell & Philip Drew,

Safety Advisory Group (SAG) Members

Joanna Durham
Ed Bigland
Suzie Walker
Kim Clark

Event Control & Communications

Pre-Event and set up – 2 Safety Advisory Group on site during set up
Event - All the committee members are on site for the whole day of the event
 Communications all directed through the compere who is able to make any
 announcements over the loud speaker system as required
Post Event – Safety Advisory Group members on site until all cleared
Week following the event SAG revisit the site to ensure no damage to the green

Attendance numbers

Attendance varies dramatically due to weather conditions
500 cars in 2024 therefore estimate up to 1000 people over the 3 hour period including children and local foot traffic

Risk Assesment

Attached

https://drive.google.com/file/d/1_XncwHqzTEvkqUZ5H94w69LFQLFmyjNa/view?usp=drive_link this is the pdf version 2025 May 12th

Medical cover

Reliance Ambulance Service provide 2 representatives to provide medical cover
Defibrillator on site – in front of Evelyn Hall
Ambulance Plan in place and circulated to all volunteers on site.

Insurance

Public Liability Insurance £5 million
Employees Liability Insurance £5 million
All paid events provide their own Liability insurance copied to the committee

Licences

MVDC Raffle Licence in place
MVDC Premises Licence for Abinger Common

Contacts for planning advice

Parish Council Permission granted for use of green
Event safety – Committee and Abinger Fair SAG representatives on site throughout event
Medical provision – Reliance Ambulance Service volunteers (see above)

Communication

Small event covered by a single compere and loudspeaker system. Any messages communicated through central compere.

Emergency Management Procedures

Clear access to the site identified and communicated to all committee, stallholders and First Aid Representatives.
Copy Attached.

The site plan

See attached

Police MVDC to notify and confirm they will not need to attend.

Traffic Control

In the week prior to the event, all neighbours on two lanes approaching the event are leafleted and asked to ensure no cars parked on approach road. Notice regarding parking is posted on local village social media pages.
On the evening before the event, the lanes are patrolled, owners are politely reminded that the approach roads need to be kept clear.
Cones placed on verges to ensure no further parking takes place
This ensure clear access to the event car parks

Two large car parks on the two access roads to the site, both are manned and well signed car parks and accommodate all visitor vehicles.
Short walk to the common from each car park.
Road is checked throughout the day to ensure no parking on access.
Signs erected on each lane accessing the location "SLOW village fair in progress"

Emergency Management Procedures

Emergency Access route has been identified and circulated to all stall holders, First Aiders and all committee members.

Disabled Access

Cars can be directed adjacent to the green. The common is grass, and is accessed by shallow slopes.

Food Management

Anyone handling food at the event has been directed to the government

Catering advice for charity and community groups providing food

<https://www.food.gov.uk/business-industry/caterers/food-hygiene/charity-community-groups>

<https://www.food.gov.uk/safety-hygiene/food-safety-for-community-cooking-and-food-banks>

Laminated signs to be displayed on all food stalls regarding allergens and intolerances.

Toilets

Provided by the village hall, local pub and mobile toilets. Stall holders use church facilities.

Clear Up

Skip available on site

Litter Bins on site

All stallholders provided with bin bags and remove their own rubbish

Check by committee following breakdown of all kit.

Further inspection one week later to check green for damage and make good.