

## Appendix C

Information supplied by Constitutional Club regarding Cancer aid

The event features local bands and musicians performing from 12noon – 7.30pm, it is free for the community to attend and will raise money for Stand to Cancer (part of Cancer Research). All those involved with the day - organisers, musicians and singers – are giving their time for free to support the community and enable more funds to be raised for charity.

We have in place:

- Full risk assessment
- Updated public liability insurance
- Temporary Event Notice
- Martyn's Law – updated knowledge via e-course
- Qualified First Aiders located on site
- Burgess Hill Bonfire Society – providing marshalling/security and running BBQ with updated food hygiene certificates
- Audio technician – ensure music levels are not raised
- PA/MC – fully briefed to introduce music/acts, update on charity monies raised etc
- Musicians/Singers performing:

|                 |                        |
|-----------------|------------------------|
| 12 -12.45pm     | Tobias                 |
| 12.45pm -1.45pm | Driscoll Bros          |
| 1.45pm – 2.30pm | Dave Tonna             |
| 2.30pm - 3.30pm | Six Pack Sabbath       |
| 3.30pm - 4.15pm | Follow the Pink Guitar |
| 4.15pm - 5.15pm | Band of Dads           |
| 5.15pm – 6.30pm | Pippa                  |
| 6.30pm - 7.30pm | Louder the Ten         |

- Fencing around site to block access to Cyprus Road Hall/stage area
- Temporary parking for neighbours (alternative option to access road)
- Updated neighbours – Cyprus Road, Mill Road, Crescent Road – of event with invite to discuss concerns. One neighbour praised the communication received and pointed out potential parking problem on Cyprus Road. We have since alerted traffic wardens and asked for continuous checks and our marshalls will also be monitoring.
- Event committee:
  - - Mike Stewart
      - 31 years' - pub trade – licensing/events/community/emergency services
      - 15 years – Community events
      - 13 years – Party in the Park – charity/community event at St Johns Parak
    - Jane Seward
      - 30 years - PR, Marketing, Crisis Management, Exhibitions/Events (500+ guests - The Savoy, Claridges, Dorchester, NEC Birmingham) and Media
    - Donna Robbins, Burgess Hill Bonfire Society
    - Steve Robbins, Burgess Hill Bonfire Society

Risk assessment provided (please note that that *who* is responsible column has been removed for GDPR as these are individuals in the organizing committee).

| What are the hazards        | Who might be harmed and how? | Risk   | What action is needed to control the risks? | PLI cover | When is the action needed by? | Date complete |
|-----------------------------|------------------------------|--------|---|-----------|-------------------------------|---------------|
| Trenches                    | Public and organisers        | Medium | Covered with a suitable material            | Con Club  | 12 July 2025                  |               |
| Trip hazard - Uneven ground | Public                       | Low    | Sign stating uneven ground                  | CC        | 12 July 2025                  |               |

|  |                                  |        |  |               |   |  |
|--|----------------------------------|--------|--|---------------|---|--|
| Guests/musicians tripping on power leads/equipment | Guests and public                | Medium | All power leads will be secured down   | Dragon Events | 12 July 2025                            |  |
| Stage/steps not secure                             | Musicians                        | Low    | Stage and steps will be secured.   | BHBS          | 12 July 2025                            |  |
| Speakers falling on to guests                      | Public                           | Low    | Speakers will be secured on ground   | DE            | 12 July 2025                            |  |
| Electrocution                                      | Musicians                        | Low    | All equipment is PAT tested  | DE            | 12 July 2025                            |  |
| Damage to hearing                                  | Public and Musicians             | Low    | Low volume sound system  | DE            | 12 July 2025                            |  |
| Inappropriate use of microphone/sound              | PA/MC + Musicians                | Medium | All performers and PA/MC will be fully briefed on family event for charity.<br><br>Audio technician to cut sound if needed.                                  | CC/DE         | In advance of event<br><br>12 July 2025 |  |
| Fire hazards from equipment overheating            | Public and Musicians             | Low    | All wiring checked and approved<br><br>Fire extinguisher on site   | DE<br><br>DE  | 12 July 2025                            |  |
| Injuries from carrying heavy equipment             | Musicians                        | Low    | Musicians own equipment they are used to handling  | Bands         | 12 July 2025                            |  |
| Slips, trips and falls due to wet ground           | Musicians, Organisers and Public | Low    | If raining hard event will be cancelled  |               | n/a                                     |  |
| Trips over low fencing surrounding space           | All                              | High   | Temporary high fencing to be sited on Cyprus Hall side. Low fencing/no access signs to be sited Cyprus Road side plus tombola/raffle/bbq will prevent access | CC            | 12 July 2025                            |  |
| Overcrowding at event                              | Public                           | Medium | Continuous crowd control with  | CC/BHBS       | 12 July 2025                            |  |

|  |                          |        |   |                                      |   |  |
|--|--------------------------|--------|---|--------------------------------------|---|--|
|  |                          |        | marshalls – 4 x fixed and 2 x roaming. All to have radios linked with organisers for constant updates.<br><br>Clear site map for event created and will be shared with full team. |                                      |   |  |
| Security threat/terrorism                              | All                      | Medium | Researched Martin's Law background and followed recommendations.<br><br>Completed E-Learning course.<br><br>Marshalls in place with radios.<br><br>Emergency services informed    | CC<br><br>CC<br><br>BHBS<br><br>BHBS | 6 June 2025<br><br>w/c 9 June 2025<br><br>12 July 2025<br><br>6 June 2025 |  |
| Increased 'merry' crowds in town/other pubs post event | Public/S hops/Other pubs | Medium | Inform all pubs at PubWatch Meeting.<br><br>Inform Emergency Services of event details  | n/a                                  | w/c 9 June 2025<br><br>w/c 9 June 2025                                    |  |
| Temporary Event Licence needed to hold event           | Con Club                 | Low    | Complete TEN asap as 5 days to process  | CC                                   | w/c 9 June 2025   |  |
| Access issues (back road)                              | Neighbours               | High   | Meet neighbours and offer alternative arrangement for parking to avoid cars coming/going behind area  | n/a                                  | w/c 9 June  |  |
| Full Car Park  | Public                   | Medium | Advise car park owners of events  | n/a                                  | w/c 9 June  |  |

|  |  |        |  |                  |              |  |
|--|--|--------|--|------------------|--------------|--|
| Food poisoning                                   | Public   | Low    | BHBS carry food hygiene certificates/public liability insurance. Food hygiene certificate to be displayed  | BHBS             | 12 July 2025 |  |
| BBQ – burns/risk of fire                         | Public   | Low    | BBQ to be sited away from crowd so no exposure to heat/burn.<br><br>Fire extinguishers on site   | BHBS<br><br>BHBS | 12 July 2025 |  |
| Heat stroke                                      | Public and Musicians   | Low    | Water available and organisers will monitor crowds<br><br>Shaded area available  | n/a<br><br>CC    | 12 July 2025 |  |
| Injuries   | All  | Medium | First Aid point on site with 1 x first aider attending   | CC               | 12 July 2025 |  |
| Glass bottles/glasses breaking – injuries/damage | All  | High   | No glasses or bottles to be served by Con Club for use outside.<br><br>Public bringing own will be monitored by Marshalls  | CC<br><br>BHBS   | 12 July 2025 |  |
| Noise, access issues, crowd disruptions          | Neighbours – Cyprus Road, Middle Way, part Mill Road, part Crescent road | High   | Letter to be issued to relevant neighbours with details of the event and invite to attend. Letter to include contact details for event organiser and opportunity to raise concerns directly.<br><br>Concerns raised will be logged officially, discussed | CC<br><br>CC     |              |  |

|   |                   |        |  |   |  |
|---|-------------------|--------|--|---|--|
|   |                   |        | by organisers and solution and response given.   |   |  |
| Underage drinking   | Children – public | Medium | <p>Con Club will not serve alcohol without ID checks (if needed)</p> <p>Raffle – alcohol prizes will only be handed to adult</p> <p>Tombola – Separate table for children/under 18s and alcohol will only be handed to adult</p> | <p>CC</p> <p>CC</p> <p>CC</p>                   |  |
| Rubbish   | Public/neighbours | High   | Marshalls will regularly clear rubbish throughout day  | <p>CC</p> <p>BHBS</p>                           |  |
| <p>Clear site at end of day</p> <ul style="list-style-type: none"> <li>- Rubbish</li> <li>- Fencing</li> <li>- Sand</li> <li>- Stage</li> </ul> | Public/neighbours | High   | <p>Full rubbish clearance</p> <p>Fencing dismantled and returned</p> <p>Pavements/surrounding area swept to avoid foodborne contamination</p> <p>Stage and sound equipment to be cleared</p>                                     | <p>CC</p> <p>CC</p> <p>CC</p> <p>BHBS/DE/CC</p> |  |