



# WELLINGTON TOWN COUNCIL

Serving Wellington & Rockwell Green

## EVENT MANAGEMENT PLAN

EVENT DETAILS	
<b>Name of Event</b>	Welly Welcome Weekend Street Fair
<b>Event Contact</b>	Annette Kirk, Deputy Clerk
<b>Event Location</b>	High Street, TA21 8RA & South Street
<b>Event Type</b>	Street Fair
<b>No of Volunteers</b>	Up to 30
<b>Date of Event</b>	25 <sup>th</sup> September 2021
<b>Required Set –up Time</b>	6.00am
<b>Required Pack up Time</b>	6.00pm

<b>Event Coordinator</b>	Annette Kirk
<b>Organisation</b>	Wellington Town Council
<b>Address</b>	28 Fore Street, Wellington TA21 8AQ
<b>Phone</b>	0749 6528389
<b>Email</b>	annette@wellingtontowncouncil.co.uk

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# 1. Event management

## 1.1. *Event overview*

The plan is for Welly Welcome Weekend Street Fair to consist of approximately 60 traders. It provides local traders the opportunity to sell their products directly to customers and gives people in the community the knowledge of how their food was grown and produced, It also enables local crafters and businesses, community groups and schools to sell their goods and raise money. The criteria for traders can be found on our website [www.wellingtontowncouncil.co.uk](http://www.wellingtontowncouncil.co.uk)

## 1.2. *Key event management contacts*

Name	Role	Contact
<i>Annette Kirk</i>	<i>Street Fair Coordinator</i>	<i>07496 528389</i>
<i>Annette Kirk &amp; Dave Farrow</i>	<i>Day Managers</i>	<i>AK 07496 528389 DF 07983 697740</i>
<i>Louise Brierley &amp; David Farrow, Town Clerk</i>	<i>Welfare Officers</i>	<i>DF 07983 697740</i>

## 1.3. *Staffing and Volunteers*

*See: Day Manager Roles & responsibilities*

Where a Day Manager is available, they may act as a Road Closure Marshall. In the event a Day Manager is unavailable a dedicated Marshall will be responsible for responding to questions from the public, removing barriers to the emergency service reporting issues to the Day Manager

## 1.4. *Street Fair schedule*

What	Start	Finish	Who	Notes
Road Closure- set up of Barriers	6.00am	7.30am	IDVERDE traffic management team – Chapter 8 Marshall	IDVERDE will provide 4 gatemen on the day – See attached Traffic Management Plan – To set up and supply diversion route, barriers and 4 gatemen
Stall Holders set up	6.00am	9.00am	Stall Holders	Day Manager and Marshalls to direct Stall Holders to their pitch. All vehicles off site by 9.00am.
Stall Holders pack down	4.15pm	5.30pm	Stall Holders	Day Manager and Marshalls to advise Stall Holders to pack up
Road Closure pack down	5.30pm	6.00pm	IDVERDE traffic management team – Chapter 8 Marshall	IDVERDE will remove road closure barriers and signage

## 2. Health and safety

### 2.1. *Risk assessments and management*

See: *Town Council Risk Assessment* available on Wellington Town Council Website - <https://www.wellingtontowncouncil.co.uk/>

*Traffic Management Plan* available on Wellington Town Council Website - <https://www.wellingtontowncouncil.co.uk/>

### 2.2. *Emergency procedures*

In the event of a fire in and around the Street Fair in High Street traders and public should evacuate through either end of High Street and through Lancer Court.

In the event of a fire in and around the Street Fair in South Street traders and public should evacuate through either end of South Street and the walk way between No.18 Pizza Palace & Burger Bar and MJC Financial Services South Street Car Park.

This information is communicated in the Information Sheet.

In the event of an emergency the Day Manager will instruct traders with any actions they need to take, such as but not exclusive to evacuating the site, clearing an area, or removing a barrier. The Day Manager will contact the Emergency Services depending on the severity of the incident.

### **2.3. First aid**

First Aid will be provided by Bristol Ambulance Emergency Medical Services. They will be positioned in High Street, shown on the attached Street and Stall Layout Plan.

### **2.4. Electricity**

In the event electricity supply is required evidence is required to show that equipment and cables have been tested annually and they must be protected by rubber matting on the day. **“SILENT” (LOW LEVEL NOISE) GENERATORS MAY BE USED.**

### **2.5. Fire safety**

Any trader cooking food must have appropriate control measures in place including a fire extinguisher or fire blanket.

### **2.6. Temporary demountable structures**

Canopies are set up by each stall holder. They should never be left unattended and stallholders are responsible for the canopy for the duration of the event.

Any safety concerns with canopies are reported to Day Manager. In the event of extreme weather (see 8.2) during the Street Fair, the Day Manager will contact all stall holders immediately, and the canopies will be packed down as soon as it is safe to do so.

## **3. Site considerations**

### **3.1. Site Plan**

See: *Wellington High Street and South Street Layout plan*

*Wellington Road Closure Signage plan*

### **3.2. *Vehicles on site***

Canopies will be set up to allow room for emergency access to the site, the Day Manager will remove the road barrier to allow for such access.

Traders vehicles may only be onsite during set up between 7am and 9am and set down from 4.14pm to 5.30pm.

### **3.3. *Traffic, transport and parking***

A road closure is to be applied for, for both High Street and South Street to enable pedestrians' safe access to the Street Fair and a Traffic Management Plan will be in place to divert traffic around the road closures. Free Parking will be available in the Town Centre car parks, North Street, South Street and Longforth Road.

## **4. Communications**

### **4.1. *Event communications – Businesses and Residents***

Event format has been shared with local businesses prior to initial road closure application. Residents will be aware through promotion of the event.

### **4.2. *Event day communications – Audience***

Details of the Street Fair are shared with its audience using email, social media, local press and with signage at the market.

### **4.3. *Event day communications – Internal***

All traders are sent an information sheet with the contact details of the Day Manager.

The Day Manager has the contact details of the Street Fair Coordinator and all stall holders.

## **5. Insurance**

Public Liability insurance is held with Zurich Municipal to the value of £15 million.

*See: Wellington Town Council insurance Policy 2021/22 on website*

## **6. Licences**

A road closure application is submitted in advance.

Trading Consent Permit is sought from the District Council.

## **7. Provision of food**

Traders are responsible for food hygiene and the safety of their produce.

Traders are vetted by Wellington Town Council for public liability insurance and are subject to food hygiene legislation, including being registered as food businesses with the local Environmental Health Department.

## **8. Environmental considerations**

### **8.1. *Waste management***

All traders are required to take their waste away with them. The Day Manager will check for waste at the end of the street fair and arrange clearance utilising marshals. Any waste not cleared by stallholders will be removed from site by the Idverde.

### **8.2. *Weather***

#### **Severe weather and event cancellation**

The street fair is mostly likely to be cancelled due to high winds but may also be cancelled in the event of other extreme weather. The street fair will be cancelled prior to the event if the risk of extreme weather is very high. The street fair will be cancelled on the day of the street fair if the weather conditions create a risk of harm to people.

When cancelled prior to the day of the street fair, the Street Fair Coordinator will liaise with the Day Manager to ensure all traders and contractors are notified, customers will be informed via email and through social media.

If cancelled on the day of the street fair, the Day Manager will notify the Street Fair Coordinator, all traders, and contractors. The Street Fair Coordinator will notify customers via social media.