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## **IMPORTANT INFORMATION ON BOOKING ENTERTAINMENT (INDOOR AND OURDOOR) - PLEASE READ BEFORE COMPLETING FORM**

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There are three parts to this form:-

### **1. Application for Entertainment**

This is where you give us your contact details etc and provide an outline of the space required in addition to details of your exhibit/entertainment/performance/ demonstration.

The LECCA (Long Eaton Community Carnival Association) hires the showground at West Park from Erewash Borough Council and is duty bound to adhere to conditions of Hire in its "Guidance Notes" which can be found on the council's web site - [www.erewash.gov.uk](http://www.erewash.gov.uk): "Culture & Leisure", "Events in Erewash", "Book your Event", "Application Form" and then "Guidance Notes".

### **2. Declarations about Certificates**

This is where you tell us about your insurance and health and safety details.

The LECCA accepts its duty of care for the health, safety and welfare of those contributing, participating, the public in general and children in particular, and in return requires those involved also accept their duty of care.

The main legislative requirements will be the Health and Safety at Work etc Act 1974 and child protection legislation which lay down general duties to ensure the health, safety and welfare of those at work or affected by that work or activity.

### **3. Risk Assessment**

The risk assessment simply helps you to consider all the things that might go wrong, and how to minimise the chance of them happening, and the injury to people (yourselves or the public) if they do. You need to consider risks when building up at the beginning of the event and breaking down afterwards as well as during the event itself.

The risk assessment is very important in cases

- where there is use of hazardous substances or significant structures or equipment;
- where activities, services or products can cause harm by physical failure/contact with equipment, materials, substances;
- where there are any hygiene implications; and
- where there is use of any equipment, vehicles or structures covered by statutory requirements

because all activities involve the public or possible contact with the public.

When you have filled out the form please address it to **LECCA Secretary, 148 Wilmot Street, Sawley, Long Eaton, Nottingham, NG10 3DQ**. Please ensure you affix correct postage stamps for size and weight of envelope.



## Details of Entertainment/Performance/Demonstration

Please give a brief description of your business/organisation's entertainment/performance/demonstration etc including time requirement, number of participants (including ages if under 18, for example 9 aged 10 years) and facilities required.

Generators (should be diesel - not petrol) may be used if booking outdoor space provided health and safety legislation, rules and regulations are observed (an appropriate fire extinguisher must be available and all electrical equipment being used should be portable appliance tested and certified before use).

Evidence of current inspection certificates for certain equipment may be requested in addition to licenses/competency certificates for users of specific equipment.

**Do you intend to erect a complex structure?** (Please tick one box.) Yes  No

Examples of complex structures include

- inflatable equipment or passenger-carrying amusement devices;
- structures that require cross-bracing;
- stand fittings over 4 metres in height;
- multi-deck stands including double-deckers;
- stairs and staircases;
- platforms and ramps over 600 mm to which public have access;
- staging;
- lighting towers and rigs;
- temporary grandstands;
- tiered seating;

If it is your intention to erect a complex structure as listed above or similar, please note that full structural calculations and method statements may be requested.

## **PART 2: DECLARATIONS ABOUT CERTIFICATES**

**Name of Business/Organisation:** \_\_\_\_\_

I confirm that the following insurance/policies/certificates are current and valid and attach relevant copies. *(Please tick as appropriate.)*

**Public Liability Insurance**      No     Yes     Insurance Company \_\_\_\_\_

Policy Number \_\_\_\_\_

**Employers Liability Insurance**    No     Yes     Insurance Company \_\_\_\_\_

Policy Number \_\_\_\_\_

**Charitable Status**                      No     Yes     Charity Registration Number \_\_\_\_\_

**Health and Safety Policy**              No     Yes

**Hygiene Certificate**                      No     Yes

### **Health and Safety at Work etc Act 1974**

It is a condition of entry into any exhibition organised by the LECCA that every exhibitor, participator, contractor, sub-contractor, supplier and their agents comply with the Health and Safety at Work etc Act 1974, and all other legislation, rules and regulations associated with the venue.

The exhibitors/participators accept that it is their legal and moral duty to ensure that their own and others health and safety is not endangered by their action or inaction throughout the build up, event day(s) and break down periods.

The exhibitors/participators must ensure that all those volunteering or employed by them are provided with suitable information, instruction and training to ensure the safety of themselves and others.

We agree to liaise with the LECCA on all matters regarding health and safety prior to and during the event where necessary to ensure the health and safety of all parties who may be affected by our action/inaction.

We recognise that the LECCA reserves the right to issue a suspended action notice for contravention of the health and safety rules of the LECCA and/or relevant statutory provisions and may, given the circumstances, prohibit an exhibit or activity where the agents of the LECCA consider that the health and safety or welfare of personnel or public is at risk.

### **Your Points of Contact/Safety Representatives for all Safety Matters will be:**

#### **Health and Safety**

#### **Child Protection**

Name \_\_\_\_\_ Name \_\_\_\_\_

Position \_\_\_\_\_ Position \_\_\_\_\_

Telephone Number \_\_\_\_\_ Telephone Number \_\_\_\_\_

Manager or most senior person (most senior person responsible for safety matters, for example managing director/owner)

Name (block capitals please) \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NB:-** The LECCA accepts no responsibility for late or lost applications and reserves the right to refuse any application.

## **PART 3: RISK ASSESSMENT**

**Name of Business/Organisation:** \_\_\_\_\_

Contact Numbers:- Landline \_\_\_\_\_ Mobile \_\_\_\_\_

Please tick relevant boxes: Build Up  Event Day(s)  Break Down

Risk Assessment Conducted by (block capitals please): \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Activities and Risks**

There are some examples for you on the last page

<b>Activity/Task</b> (what is being done during set-up/event day(s)/break down)	<b>Hazard</b> (what is the potential harm)	<b>Persons at Risk</b> (who might be exposed to the hazard)	<b>Current Controls/ Controls Required</b> (measures taken to control hazard)	<b>Risk Ranking</b> (likelihood of someone being injured)

Activity/Task	Hazard	Persons at Risk	Current Controls/ Controls Required	Risk Ranking
<b>Examples to help you fill out the Risk Assessment</b>				
Electricity for hot water boilers	Shock	General public, venue staff, exhibitors' staff, other visitors, disabled, children, new or expectant mothers, contractors, lone workers, new/inexperienced staff, young workers etc	Electrical equipment test (PAT)	LOW
Persons making contact with hot water boilers	Scalds		Boilers away from public reach	LOW
Diesel stored and used to fuel generators; LPG for cookers	Fire/explosion		Away from public and in locked cage <i>[good practice]</i> ; placed behind caravan <i>[not securing wouldn't be acceptable practice]</i>	LOW to HIGH
Personnel and public standing on platforms/performing on stage	Fall to below which could result in sprains/broken bones		Performers trained/experienced to work on stage	MEDIUM
Public allowed to abseil/climb up structures	Fall to below which could result in death/broken bones		Qualified persons/instructors; appropriate climbing equipment inspected	MEDIUM
Public coming into contact with animals, horses, show dogs, birds of prey	Bites/kicks/trans-ferable diseases		Collar and lead and/or muzzled; in cages/ fenced areas; tethered	LOW
Display boards etc on tables/ground	Fall over		Secure all items in position and provide constant supervision	LOW