

2014 No. 3253

LICENCES AND LICENSING, ENGLAND AND WALES

The Legislative Reform (Entertainment Licensing) Order 2014

Made - - - - *1st December 2014*

Coming into force - - *6th April 2015*

The Secretary of State for Culture, Media and Sport (“the Secretary of State”), in exercise of the powers conferred by section 1 of the Legislative and Regulatory Reform Act 2006^(a), makes the following Order.

The Secretary of State considers that the conditions in section 3(2) of that Act are satisfied.

The Secretary of State has consulted in accordance with section 13 of that Act, and has laid a draft Order and explanatory document before Parliament in accordance with section 14 of that Act.

Pursuant to section 15(1)(b) of that Act, the affirmative resolution procedure (within the meaning of section 17 of that Act) applies in relation to the making of this Order.

In accordance with section 17(2) of that Act, the draft has been approved by a resolution of each House of Parliament after the expiry of the 40-day period referred to in that provision.

Citation, commencement and interpretation

1.—(1) This Order may be cited as the Legislative Reform (Entertainment Licensing) Order 2014 and comes into force on 6th April 2015.

(2) In this Order, “the Act” means the Licensing Act 2003^(b).

Amendments to section 177A of the Licensing Act 2003

2.—(1) Section 177A of the Act (licence review for live music)^(c) is amended as follows.

(2) In the heading, after “live” insert “and recorded”.

(3) For subsection (1) substitute—

“(1) Subsection (2) applies where—

- (a) music takes place on premises which are authorised by a premises licence or club premises certificate to be used for the supply of alcohol for consumption on the premises,

^(a) 2006 c. 51; see section 32 for the definition of “Minister of the Crown”.

^(b) 2003 c. 17.

^(c) Section 177A was inserted by the Live Music Act 2012 (c. 2), section 1(2).

- (b) at the time of the music, the premises are open for the purposes of being used for the supply of alcohol for consumption on the premises,
 - (c) if the music is amplified, it takes place in the presence of an audience of no more than 500 persons, and
 - (d) the music takes place between 8am and 11pm on the same day (or, where an order under section 172 has effect in relation to music, during any times specified under that order).”.
- (4) In subsection (2) for “does not have effect in relation to the live music,”, substitute “, recorded music or both does not have effect in relation to the music”.
- (5) In subsection (4) omit “live” in each place it occurs.
- (6) After subsection (4) insert—
- “(4A) This section does not apply to music which, by virtue of a provision other than paragraph 12A or 12C of Schedule 1(a), is not regarded as the provision of regulated entertainment for the purposes of this Act.”.
- (7) In subsection (5), after the definition of “live music” insert—
- ““music” means live music or recorded music or both;
- “recorded music” means entertainment of a description falling within, or of a similar description to that falling within, paragraph 2(1)(f) of Schedule 1; and”.

Amendments to Part 2 of Schedule 1 to the Licensing Act 2003

3.—(1) Part 2 of Schedule 1 to the Act (provision of regulated entertainment: exemptions) is amended as follows.

- (2) In paragraph 7(b)—
 - (a) in the heading, after “Music” insert “and film”; and
 - (b) for “or the playing of recorded music” substitute “, the playing of recorded music or the exhibition of a film”.
- (3) After paragraph 12, insert—

“Entertainment provided by health care providers, local authorities and school proprietors

12ZA.—(1) The provision of any entertainment by or on behalf of a health care provider, local authority or school proprietor is not to be regarded as the provision of regulated entertainment for the purposes of this Act if the conditions in sub-paragraphs (2) to (5) are satisfied.

- (2) The first condition is that the entertainment takes place—
 - (a) if it is provided by or on behalf of a health care provider, on any premises forming part of a hospital—
 - (i) in which that provider has a relevant property interest, or
 - (ii) which are lawfully occupied by that provider,
 - (b) if it is provided by or on behalf of a local authority, on any premises in which that authority has a relevant property interest or which are lawfully occupied by that authority, and
 - (c) if it is provided by or on behalf of a school proprietor, on the premises of the school.
- (3) The second condition is that the premises are not domestic premises.

(a) Paragraphs 12A and 12C of Schedule 1 were added by the Live Music Act 2012 (c. 2), section 3(1), (3) and (5).
 (b) Paragraph 7 was substituted by the Live Music Act 2012 (c. 2), section 2(1) and (9).

(4) The third condition is that the entertainment takes place between 8am and 11pm on the same day (or, where an order under section 172 has effect in relation to that entertainment, during any times specified under that order).

(5) The fourth condition is that the entertainment is not relevant entertainment within the meaning of paragraph 2A(2) of Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982^(a) (meaning of “sexual entertainment venue”).

(6) For the purposes of this paragraph, a person has a relevant property interest in premises if that person—

- (a) is for the time being entitled to dispose of the fee simple in the premises, whether in possession or in reversion, or
- (b) holds or is entitled to the rents and profits of the premises under a lease which (when granted) was for a term of not less than 3 years.

(7) In sub-paragraph (3), “domestic premises” means premises occupied as a private dwelling, including any garden, yard, garage, outhouse or other appurtenance of such premises whether or not used in common by the occupants of more than one such dwelling.

Music at community premises etc.

12ZB.—(1) The provision of entertainment consisting of one or both of the following is not to be regarded as the provision of regulated entertainment for the purposes of this Act if the conditions in sub-paragraphs (2) to (6) are satisfied—

- (a) a performance of live music;
- (b) the playing of recorded music.

(2) The first condition is that the entertainment takes place at—

- (a) community premises^(b) that are not authorised, by a premises licence or club premises certificate, to be used for the supply of alcohol for consumption on the premises,
- (b) the premises of a hospital,
- (c) premises in which a local authority has a relevant property interest or which are lawfully occupied by a local authority, or
- (d) the premises of a school.

(3) The second condition is that the premises are not domestic premises (within the meaning of paragraph 12ZA(7)).

(4) The third condition is that the entertainment takes place in the presence of an audience of no more than 500 persons.

(5) The fourth condition is that the entertainment takes place between 8am and 11pm on the same day (or, where an order under section 172 has effect in relation to that entertainment, during any times specified under that order).

(6) The fifth condition is that a person concerned in the organisation or management of the entertainment has obtained the prior written consent of a relevant person for the entertainment to take place.

(7) In sub-paragraph (6), “relevant person” means—

- (a) where the entertainment takes place at community premises—
 - (i) the management committee^(c) of the premises, or

^(a) 1982 c. 30; paragraph 2A was added by the Policing and Crime Act 2009 (c. 26), section 27(1) and (3).

^(b) The definition of “community premises” was added to section 193 of the Act by the Legislative Reform (Supervision of Alcohol Sales in Church and Village Halls &c.) Order 2009 (S.I. 2009/1724), articles 2 and 6(1)(a).

^(c) The definition of “management committee” was added to section 193 of the Act by the Legislative Reform (Supervision of Alcohol Sales in Church and Village Halls &c.) Order 2009 (S.I. 2009/1724), articles 2 and 6(1)(b).

- (ii) if there is no management committee, a person who has control of the premises (as occupier or otherwise) in connection with the carrying on by that person of a trade, business or other undertaking (for profit or not) or (in the absence of such a person) a person with a relevant property interest in the premises;
 - (b) where the entertainment takes place at the premises of a hospital, a health care provider which has a relevant property interest in or lawfully occupies those premises;
 - (c) where the entertainment takes place at premises in which a local authority has a relevant property interest or which are lawfully occupied by a local authority, that authority;
 - (d) where the entertainment takes place at the premises of a school, the school proprietor.
- (8) Paragraph 12ZA(6) (meaning of “relevant property interest”) applies for the purposes of this paragraph as it applies for the purposes of paragraph 12ZA.”.
- (4) For paragraph 12A (live music in licensed venues)(a) substitute—

“Music in licensed venues

12A.—(1) The provision of entertainment consisting of one or both of the following is not to be regarded as the provision of regulated entertainment for the purposes of this Act if the conditions in sub-paragraph (2) are satisfied—

- (a) a performance of live music;
 - (b) the playing of recorded music.
- (2) The conditions referred to in sub-paragraph (1) are that—
- (a) the requirements of section 177A(1) are satisfied, and
 - (b) conditions are not included in the premises licence or club premises certificate referred to in section 177A(1)(a) by virtue of section 177A(3) or (4).(b)”
- (5) In paragraph 12B(b) (live music in workplaces)(c) for “200” substitute “500”.
- (6) After paragraph 12C (live unamplified music)(d) insert—

“Circuses

12D.—(1) The provision of any entertainment that consists of or forms part of a performance by a travelling circus is not to be regarded as the provision of regulated entertainment for the purposes of this Act if the conditions in sub-paragraphs (2) to (5) are satisfied.

(2) The first condition is that the entertainment is not of a description falling within paragraph 2(1)(b) (exhibition of a film) or paragraph 2(1)(d) (boxing or wrestling entertainment).

(3) The second condition is that the entertainment takes place between 8am and 11pm on the same day.

(4) The third condition is that—

- (a) the entertainment takes place wholly within a moveable structure, and
- (b) the audience present is accommodated wholly inside that moveable structure.

(a) Paragraph 12A was added by the Live Music Act 2012 (c. 2), section 3(3).
 (b) Section 177A was added by the Live Music Act 2012, section 1(2).
 (c) Paragraph 12B was added by the Live Music Act 2012, section 3(1) and (4).
 (d) Paragraph 12C was added by the Live Music Act 2012, section 3(1) and (5).

(5) The fourth condition is that the travelling circus has not been located on the same site for more than 28 consecutive days.

(6) In this paragraph, “travelling circus” means a circus which travels from site to site for the purpose of giving performances.

Boxing or wrestling entertainment: certain forms of wrestling

12E. The provision of entertainment consisting of a boxing or wrestling entertainment is not to be regarded as the provision of regulated entertainment for the purposes of this Act if—

- (a) it is a contest, exhibition or display of Greco-Roman wrestling, or of freestyle wrestling, between two participants (regardless of their sex),
- (b) it takes place in the presence of no more than 1000 spectators,
- (c) it takes place between 8am and 11pm on the same day,
- (d) it takes place wholly inside a building, and
- (e) the spectators present at that entertainment are accommodated wholly inside that building.”.

Amendments to Part 3 of Schedule 1 to the Licensing Act 2003

4. In Part 3 of Schedule 1 to the Act (provision of regulated entertainment: interpretation), after paragraph 18 insert—

“Health care providers and hospitals

19.—(1) “Health care provider” means a person providing any form of health care services for individuals.

(2) In sub-paragraph (1), “health care” means all forms of health care provided for individuals, whether relating to physical or mental health, and the reference to health care services is to be read accordingly.

(3) “Hospital”—

- (a) in England, has the same meaning as in section 275 of the National Health Service Act 2006(a), and
- (b) in Wales, has the same meaning as in section 206 of the National Health Service (Wales) Act 2006(b).

Local authorities

20. “Local authority” means—

- (a) a local authority within the meaning of section 270 of the Local Government Act 1972(c);
- (b) the Greater London Authority;
- (c) the Common Council of the City of London;
- (d) the Council of the Isles of Scilly;

(a) 2006 c. 41.

(b) 2006 c. 42.

(c) 1972 c. 70; the definition of “local authority” was amended by the Local Government Act 1985 (c. 51), Schedule 17 and the Local Government (Wales) Act 1994 (c. 19), section 1(4) and (5).

- (e) a National Park authority established by an order under section 63(1) of the Environment Act 1995^(a) for an area in England or Wales;
- (f) the Broads Authority; and
- (g) the Sub-Treasurer of the Inner Temple or the Under-Treasurer of the Middle Temple.

Schools, school proprietors and school premises

21.—(1) “School” means—

- (a) a maintained school as defined by section 20(7) of the School Standards and Framework Act 1998^(b);
- (b) an independent school as defined by section 463 of the Education Act 1996^(c) entered on a register of independent schools kept under section 158 of the Education Act 2002^(d);
- (c) an independent educational institution within section 92(1)(b) of the Education and Skills Act 2008^(e) entered on a register of independent educational institutions kept under section 95 of that Act;
- (d) a pupil referral unit as defined by section 19 of the Education Act 1996^(f);
- (e) an alternative provision Academy within the meaning of section 1C(3) of the Academies Act 2010^(g), other than an independent school as defined by section 463 of the Education Act 1996;
- (f) a school approved under section 342 of the Education Act 1996^(h) (non-maintained special schools);
- (g) a 16 to 19 Academy within the meaning of section 1B(3) of the Academies Act 2010⁽ⁱ⁾;
- (h) a sixth form college as defined by section 91(3A) of the Further and Higher Education Act 1992^(j); and
- (i) a maintained nursery school as defined by section 22(9) of the Schools Standards and Framework Act 1998^(k).

(2) “School proprietor” means—

- (a) in relation to a school (other than a pupil referral unit or a sixth form college), the person or body of persons responsible for the management of the school,
- (b) in relation to a pupil referral unit—

^(a) 1995 c. 25.

^(b) 1998 c. 31.

^(c) 1996 c. 56; section 463 was substituted by the Education Act 2002 (c. 32), section 172, and amended by the Local Education Authorities and Children’s Services Authorities (Integration of Functions) Order 2010 (S.I. 2010/1158), Schedule 2, paragraph 10(1) and (2).

^(d) 2002 c. 32.

^(e) 2008 c. 25.

^(f) Subsections (2A) and (2B) were added by the Education Act 1996 (Amendment of Section 19) (England) Regulations 2007 (S.I. 2007/1507), regulation 2; subsections (2), (2A) and (2B) were amended by the Local Education Authorities and Children’s Services Authorities (Integration of Functions) (Local and Subordinate Legislation) Order 2010 (S.I. 2010/1172), article 3.

^(g) 2010 c. 32; section 1C was added by the Education Act 2011 (c. 21), section 53(1) and (7).

^(h) Section 342 was substituted by the School Standards and Framework Act 1998 (c. 31), Schedule 30, paragraphs 57 and 82, and amended by the Education and Skills Act 2008 (c. 25), sections 142(2), (3) and (4) and 143, and Schedule 2.

⁽ⁱ⁾ Section 1B was added by the Education Act 2011 (c. 21), section 53(1) and (7).

^(j) 1992 c. 13; section 91(3A) was added by the Apprenticeships, Skills, Children and Learning Act 2009 (c. 22), Schedule 8, paragraph 13(1) and (3).

^(k) Section 22(9) was amended by S.I. 2010/1158, Schedule 2, paragraph 10(1) and (2).

- (i) the committee which is established to act as the management committee for that unit by virtue of paragraph 15 of Schedule 1 to the Education Act 1996(a), or
 - (ii) if there is no such committee, the local authority (as defined by section 579(1) of that Act(b)) which maintains that unit,
 - (c) in relation to a sixth form college, the sixth form college corporation as defined in section 90(1) of the Further and Higher Education Act 1992(c).
- (3) In relation to a school, “premises” includes any detached playing fields.”.

1st December 2014

Helen Grant
Parliamentary Under Secretary of State
Department for Culture, Media and Sport

EXPLANATORY NOTE

(This note is not part of the Order)

The Licensing Act 2003 (c. 17) (“the Act”) provides a unified framework for the regulation of a number of specified activities, including the provision of regulated entertainment.

This Order amends the Act in exercise of the power conferred by section 1 of the Legislative and Regulatory Reform Act 2006 (c. 51) so that, in certain circumstances, the provision of regulated entertainment may no longer need to be authorised under the Act.

This Order extends the exemption in paragraph 12A of Schedule 1 to the Act (which at present is limited to performances of live music) so that it also exempts the playing of recorded music where the specified conditions are satisfied: article 3(4). Equivalent amendments are made to section 177A of the Act, so that the suspension of any licence condition which relates to live music also applies to licence conditions which relate to recorded music or to both live and recorded music: article 2.

Article 2(3) of the Order amends one of the conditions specified in section 177A of the Act, raising the maximum number of persons in the audience from 200 to 500 for the purposes of both the exemption in paragraph 12A of Schedule 1 and the suspension of licence conditions in section 177A.

Article 2(6) adds a subsection (4A) to section 177A. Section 177A provides that licence conditions relating to music are suspended when certain conditions are satisfied, subject to their reinstatement or the addition of new conditions as a result of a review of the relevant premises licence or club premises certificate. Subsection (4A) makes clear that section 177A does not apply to music which is exempt by virtue of paragraph 12ZA or 12ZB of Schedule 1 to the Act.

Article 3(2) of the Order extends the existing exemption relating to incidental music in paragraph 7 of Schedule 1 to the Act so that it also covers incidental film.

(a) Paragraph 15 was added by the Education Act 1997 (c. 44), section 48, and amended by the School Standards and Framework Act 1998, paragraphs 57 and 184(c) of Schedule 30, and Schedule 31; the Local Authorities (Executive and Alternative Arrangements) (Modification of Enactments and Other Provisions) (Wales) Order 2002 (S.I. 2002/808), articles 2 and 31; S.I. 2010/1158, Schedule 2, paragraph 7(1) and (2); and the Education Act 2011 (c. 21), Schedule 13, paragraphs 1 and 9(19).

(b) The definition of “local authority” in section 579(1) of that Act was substituted by S.I. 2010/1158, article 3(1) and (2)(b).

(c) The definition of “sixth form college corporation” was added by the Apprenticeships, Skills, Children and Learning Act 2009, Schedule 8, paragraph 12(1) and (3).

The Order introduces the following exemptions by amending Part 2 of Schedule 1 to the Act:

- (a) Article 3(3) introduces paragraph 12ZA, which provides that no authorisation under the Act is required in respect of any entertainment put on by or on behalf of a health care provider, local authority or school proprietor, provided the specified conditions (relating to, for example, the premises on which the entertainment takes place) are met.
- (b) Article 3(3) also introduces paragraph 12ZB, which provides that no authorisation under the Act is required in respect of a performance of live music or playing of recorded music, provided the specified conditions (relating to, for example, the number of persons in the audience) are met.
- (c) Article 3(6) introduces paragraph 12D, which provides that no authorisation is required under the Act in respect of various entertainments put on by a travelling circus, provided the specified conditions are met.
- (d) Article 3(6) also introduces paragraph 12E, which provides that no authorisation is required under the Act for a contest, display or exhibition of Greco-Roman wrestling or freestyle wrestling, provided the specified conditions are met.

Article 4 of the Order adds a number of definitions to Part 3 of Schedule 1 to the Act so as to give clarity to these new exemptions.

A full impact assessment as to the effect that this Order will have on the costs of business, the voluntary sector and the public sector is available on the Government website at <https://www.gov.uk/government/consultations/legislative-reform-order-changes-to-entertainment-licensing>. This impact assessment is also published with the Explanatory Document alongside the instrument on www.legislation.gov.uk.

© Crown copyright 2014

Printed and published in the UK by The Stationery Office Limited under the authority and superintendence of Carol Tullo, Controller of Her Majesty's Stationery Office and Queen's Printer of Acts of Parliament.

£6.00

UK2014120923 12/2014 19585

<http://www.legislation.gov.uk/id/uksi/2014/3253>

ISBN 978-0-11-112518-2



9 780111 125182

CERTIFICATE *of* ACHIEVEMENT


THIS ACKNOWLEDGES THAT

Shaun Eastwood

HAS SUCCESSFULLY COMPLETED THE

Fire Warden Training

29 MARCH
2025


SIGNED, *Andy Taylor*, Safety Officer., Happy
Promotions Ltd



CERTIFICATE *of* ACHIEVEMENT


THIS ACKNOWLEDGES THAT

Pippa Lamb

HAS SUCCESSFULLY COMPLETED THE

Fire Warden Training

29 MARCH
2025


SIGNED, *Andy Taylor*, Safety Officer., Happy
Promotions Ltd



CERTIFICATE *of* ACHIEVEMENT

THIS ACKNOWLEDGES THAT

Kyle Hunt

HAS SUCCESSFULLY COMPLETED THE

Fire Warden Training

29 MARCH
2025

A Taylor

SIGNED, *Andy Taylor*, Safety Officer., Happy
Promotions Ltd

HAPPY'S
CIRCUS
Even the kids will love it!

CERTIFICATE *of* ACHIEVEMENT

THIS ACKNOWLEDGES THAT

Simon Prest

HAS SUCCESSFULLY COMPLETED THE

Fire Warden Training

29 MARCH
2025

Andy Taylor
SIGNED, Andy Taylor, Safety Officer., Happy
Promotions Ltd



CERTIFICATE *of* ACHIEVEMENT

THIS ACKNOWLEDGES THAT

Oleg Kilemenko

HAS SUCCESSFULLY COMPLETED THE

Fire Warden Training

29 MARCH
2025

A Taylor

SIGNED, Andy Taylor, Safety Officer., Happy
Promotions Ltd

HAPPY'S
CIRCUS
Even the kids will love it!

CERTIFICATE *of* ACHIEVEMENT

THIS ACKNOWLEDGES THAT

Chris Sharman

HAS SUCCESSFULLY COMPLETED THE


 Fire Warden Training 

29 MARCH
2025



SIGNED, *Andy Taylor*, Safety Officer., Happy
Promotions Ltd

HAPPY'S
CIRCUS
Even the kids will love it!

FOOD RISK ASSESSMENT		Food Preparation and sales area 2026	
Establishment: Happy Promotions Ltd Wessex House Upper Market Street Eastleigh Hampshire SO50 9YN		Assessment by: A Taylor 	Date: 06/04/2026
Next Review Date: 06/04/2027		Approved by:	Date:



Hazard / Risk	Who is at Risk?	Normal Control Measures (Brief description and/or reference to source of information).	Additional Control Measures (to take account of local/individual circumstances).	Risk Rating H/M/L
Hot surfaces liquids / Burns, scalds	Staff	<ul style="list-style-type: none"> Operation of any appliance is only to be carried out by suitably trained staff 		L
Sharp equipment / Cuts	Staff	<ul style="list-style-type: none"> Controlled storage and use of knives. 	Minimal use of sharp items. Trailer locked when not staffed	L
Slippery floors / Slips and trips	Staff	<ul style="list-style-type: none"> No obstacles in walkways and regular cleaning of floors Prompt maintenance of defects Spillages should be dealt with immediately. Paper towels to be used on small areas of water-based contamination. Ensure good housekeeping and that any spills / food debris are cleared up immediately. 		L
Use of heating equipment (cookers kettles, popcorn candyfloss machines) Electric shock Fire/Burns	Staff	<ul style="list-style-type: none"> Electrical equipment is subject to regular safety inspection and test (Portable Appliance Testing) Portable firefighting equipment Fire blanket kept in the area and staff should know how to use it. All heat generating equipment is to be sited away from flammable materials, doorways, passageways and fire escape routes. There should be no wall displays, pin boards etc in the close vicinity. 		L

<p>Food poisoning Poor standards of hygiene Incorrect storage of food)</p>	<p>Staff, customers</p>	<p>Personal hygiene</p> <ul style="list-style-type: none"> • Staff to be aware of good personal hygiene. Staff to wash hands before handling food and after visits to the toilet. • Ensure that warm water, soap and towels (disposable) are available. • Cuts etc. are covered with waterproof adhesive dressings. • Tie back long hair. • Aprons hygienically maintained <p>Storage</p> <ul style="list-style-type: none"> • Avoid the use of foods that require refrigeration if safe temperatures cannot be maintained • Only small quantities of food should be stored, and correct stock rotation should be ensured. • “Use by” and “best before” dates should be checked. • Food stored in suitable containers. (covered / protected from contamination) • Fridge temperatures to be taken if foods require refrigeration for storage (not applicable for cold drinks in containers served cold) 		<p>L</p>
<p>Food poisoning Poor standards of hygiene Incorrect storage of food)</p>	<p>Staff Customers</p>	<p>Food handling</p> <ul style="list-style-type: none"> • Raw foods kept apart from ready to eat foods at all times • Separate utensils used for raw and cooked foods/ready to eat. • Equipment, including cutlery, should be stored in secure, clean conditions and used only for food preparation. <p>Cleaning</p> <ul style="list-style-type: none"> • Work surfaces cleaned with a multi-purpose cleaner and then disinfected prior to any food preparation. • Equipment, including cutlery, should be stored in secure, clean conditions and used only for food preparation. • Adequate rubbish bins for waste food and they must be emptied daily. • Cleaning records to be kept 	<p>Additional cleaning of work surfaces to be carried out due to open nature of food trailer</p>	<p>L</p>

Customers with food allergies Inadvertent contact Staff not aware of customer allergies	Customers	<ul style="list-style-type: none"> • Staff should be aware of ingredients/food additives present in foodstuffs. • Appropriate warning and allergy training • Separate any items containing the 14 common allergens from other foods. 	Minimal sales of allergen containing foods. Allergen advice leaflets to be available	L
Mechanical Injury Moving parts in candyfloss machine	Staff	<ul style="list-style-type: none"> • Staff to be suitably trained in use of candyfloss machine • Hands to be kept free of moving parts while in operation 		L
Covid 19	Staff and Customers	<ul style="list-style-type: none"> • Currently no restrictions 	Rules and regulations may change To be monitored along with all other covid 19 regulations	L

Reviews	
REVIEWED BY:	COMMENTS:
REVIEWED BY:	COMMENTS:
REVIEWED BY:	COMMENTS:

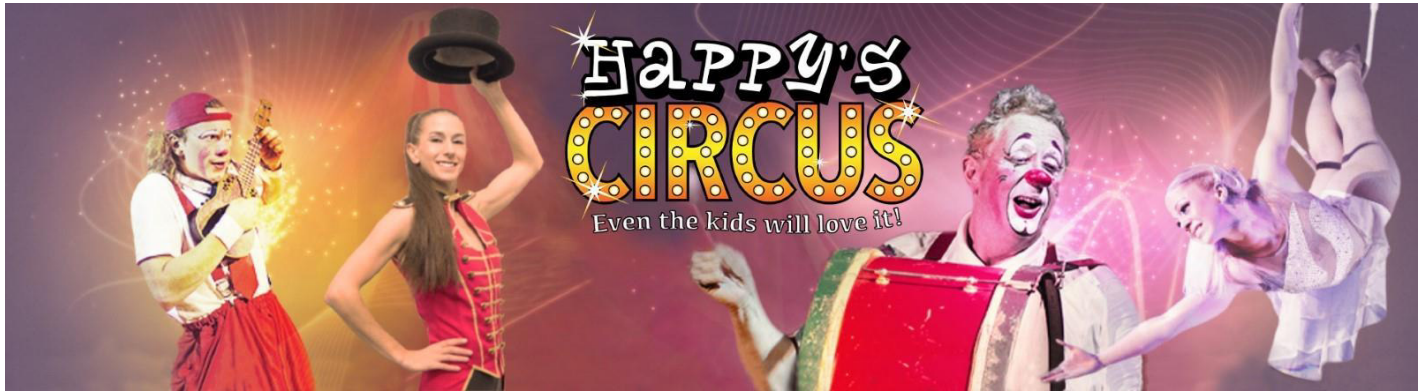


Southampton - 02380 338 286 Poole - 01202 977 067 Portsmouth - 02392 007 999 Caerphilly - 02920 884 443

REPORT OF THOROUGH EXAMINATION OF LIFTING EQUIPMENT

This report complies with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998

Date of Thorough Examination: 18/03/2025	Your Reference:	Report #: 409548	Colour Code: None	Job No: 01-67863														
Name and Address of employer for whom the thorough examination was made: Happy Promotions Ltd Wessex House SO50 9FD		Address of premises at which the examination was made: SWL Rope Lifting & Testing Unit 4 Monza House SO15 0LD																
Description and identification of the equipment: Description: Viper Chain Block x10mtr HOL Serial number: XB2144/498 Asset number: N/A		Safe Working Load(s): 2 Tonne	Date of manufacture if known:	Date of last thorough examination: N/A														
<div style="display: flex; align-items: center;"> <div style="flex: 1;"> <p>Is this the first examination after installation or assembly at a new site or location?</p> <p>If the answer to the above question is YES has the equipment been installed correctly?</p> </div> <table border="1" style="margin-left: 10px;"> <thead> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">✓</td> </tr> </tbody> </table> </div>		Yes	No		✓	<p>Was the examination carried out:</p> <table border="1" style="margin-left: 10px;"> <thead> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td></td> <td style="text-align: center;">✓</td> </tr> </tbody> </table>			Yes	No	✓			✓		✓		✓
Yes	No																	
	✓																	
Yes	No																	
✓																		
	✓																	
	✓																	
	✓																	
Identification of any part found to have a defect which is or could become a danger to persons and a description of the defect (If none state NONE): NONE																		
Is the above a defect which is of immediate danger to persons?			YES	NO														
Is the above a defect which is not yet but could become a danger to persons (if YES state the date by when)			N/A															
Particulars of any repair, renewal or alteration required to remedy the defect identified above: NONE																		
Identification of any parts not accessible for examination: NONE																		
Particulars of any tests carried out as part of the examination: (If none state NONE): NONE																		
Observations made during examination:																		
IS THIS EQUIPMENT SAFE TO OPERATE?			YES	NO														
Name / Signature of person making and authenticating this report with qualification: Luke Francis Company Appointed Examiner		Latest date by which next thorough examination must be carried out: 18/09/2025																



POLICY ON SUSTAINABLE EVENTS

Circus events are part of the historic traditions of the open spaces in which Happy's Circus operates and celebrate our intangible Cultural Heritage established over 250 years of Circus history.

We aim to stage our events with due regard to the aim of Sustainable Development; we seek to preserve scarce natural resources and protect the environment.

We believe that there are global issues around climate change and that differences in the way we operate can create change. We believe we have a responsibility to promote our commitments, educate ourselves and our teams. We believe we can all work together with event organisers to continually improve our sustainability, reduce our carbon footprint and minimise our environmental impact.

REDUCE OUR GREENHOUSE GASES

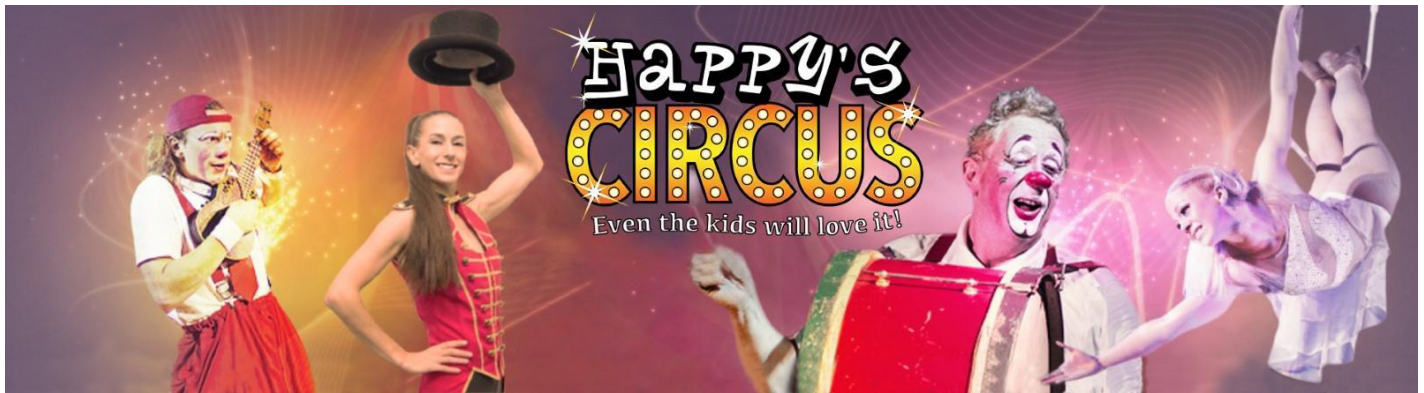
- We plan our tours to minimise the distances traveled between venues
- We only run our generators from 07.00 to midnight (06.00 start at weekends)
- We use local suppliers and encourage our touring teams to consider their own environmental impact; and where applicable use other methods of transport or combine transport i.e.: bus, train, walking and cycling
- We aim to use sites (when we have the opportunity), where we can connect to the national grid for our power as opposed to generators, as this is environmentally more sustainable

REDUCE FROM SOURCE

Happy Promotions Ltd, Eastleigh House, Upper Market Street, Eastleigh, Hampshire, SO50 9YN

VAT No. GB 785 3075 06

Company Registration Number: 04555734



Our ongoing initiatives are to:

- Reduce communication by letter with event organisers, artists, audiences and suppliers; email is our preferred method of communication to reduce paper waste
- Provide a minimum number of posters and encourage E- posters.
- Encourage event organisers to sell their tickets on-line to reduce paper waste
- To work with event organisers to ensure that sites have appropriate facilities including access to water, toilets and appropriate power supplies to negate the use of generators
- To use split recycling bins provided by event organisers because as a traveling circus, Happy's Circus cannot provide green recycling sites for rubbish so instead we work in partnership.
- Reduce the amount of halogen lighting; Happy's Circus only uses LED lights to reduce power used • Look at the products we use, the companies we use as suppliers and align our environmental policies to work with companies that strive towards sustainability
- Touring Teams are supplied with reusable plates, cups, domestic utensils and are encouraged to use re-useable water bottles

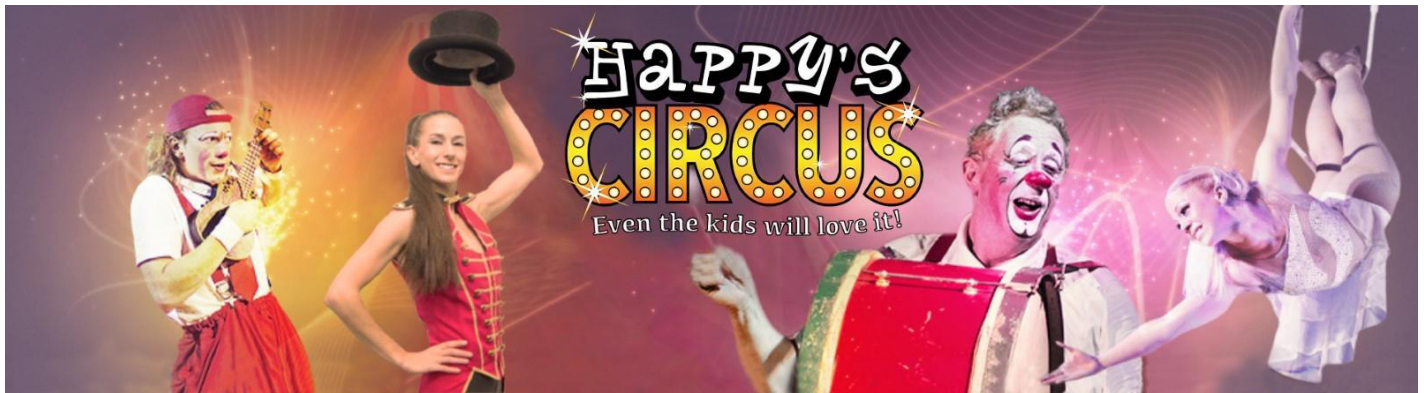
NB It is a recognised that there is a greatly reduced water usage by caravan dwellers. As well as being a business, the Circus is also a living-place. Each caravan as it tours may be considered a 'household'. In comparison with a fixed dwelling, a recent survey^{1*} has shown the far lighter environmental impact of a caravan-dwelling family as against the impact on resources of a similar family living in a house; caravans are compact and easily-heated and use far less water and electricity. It is noted that the circus way of life is ALREADY more environmentally friendly than fixed dwelling living.

REDUCE WATER CONSUMPTION

Happy Promotions Ltd, Eastleigh House, Upper Market Street, Eastleigh, Hampshire, SO50 9YN

VAT No. GB 785 3075 06

Company Registration Number: 04555734



1* Travellers' Times, Issue 30, Winter 2007: comparison between carbon footprint of a family of 5 in a 3-bedroom house, and a family of 5 in a caravan. Carbon footprint for house: 99.84 tonnes per week. Carbon footprint for caravan: 16.6 tonnes per week.

WASTE & RECYCLING POLICY

- Ensure that Happy's Circus uses recyclable candy floss, and popcorn bags and paper straws
- Ensure that Happy's Circus reduces the amount of new plastic or single use plastic being used onsite and tries to use plastic from recyclable sources rather than raw materials
- Aim to ensure biodegradable glitter and makeup will be used
- Recycle costumes no longer used/reuse them in other costumes to extend lifespan of materials
- Ensure that polystyrene is not used within the Happy's Circus business process
- Ensure that a NO SMOKING policy is adhered to inside the Big Top



Happy Promotions Ltd, Eastleigh House, Upper Market Street, Eastleigh, Hampshire, SO50 9YN

VAT No. GB 785 3075 06

Company Registration Number: 04555734

Fire Evacuation Plan

Emergency Evacuation Plan for:	Happy's Circus 2026
Premises address and contact number 07778 616463	Site varies due to mobile nature of business
Plan date	06/04/2026
Review date	To be reviewed annually

Sound of the alarm

The sound of the alarm will be:

A shouted warning

A continuously ringing bell (located on the door of the support vehicle)

Use of public address system

Raising the alarm

In the event of a fire beginning

If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by activation of fire alarm bell or commencing manual warning/PA system

Action staff should take on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:

- Shaun Eastwood or Pippa Lamb will take charge and lead in the fire evacuation
- Dial 999 and request attendance by the Fire Service. Staff member gives their name, Circus site address, contact number and details of fire
- Staff will commence evacuation of the Big Top – ensuring this is done in a calm and orderly manner
- Separate 'Personal emergency evacuation plans (PEEPs)' are in place for staff and known visitors with additional needs as well as 'General emergency evacuation plans (GEEPs)' for members of public who may visit the big top Both these will be implemented as appropriate (i.e. depending on whether any person subject to a plan is present on site). Any wheelchair bound visitors will be in a dedicated area in the audience.
- Staff to check the Big Top to ensure all areas are clear if safe to do so and ensure all doors are closed on the way out
- If safe to do, electrical generator should be switched off before leaving the site.
- Staff will be detailed to ensure nobody re-enters the big top, nearby vehicles/caravans or site (as appropriate) until confirmed safe to do so by the Fire Service
- Meet at assembly point and check all contractors, staff members, visitors and audience are accounted for
- Russ Randall to liaise with Fire Service upon their arrival

Escape routes

The escape routes from the building are: as per attached diagram

1. Main entrance/exit
2. Additional exits (signed) as per diagram

Fire assembly point

The assembly point is: Site specific, always arranged with site owners during initial site survey before set up

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire

Location of key safety hazards or other fire related equipment

- Generator controls: Generator units one and two
- Location of mechanical fire alarm: support vehicle door.

Number of staff needed to carry out evacuation plan

All available staff on site will be used to ensure the evacuation plan is correctly carried out.

When visiting schools, school staff will be involved to ensure all children are accounted for

Equipment needed to affect the emergency plan

Fire alarm is in the support vehicle behind/beside the big top (depending on site survey and layout), the PA system is controlled by a remote microphone or headset/microphone unit.

Fire extinguishers are located by fire escapes, sound/lighting desk and catering unit

Fire escape doors are clearly marked and will be operated by circus staff to ensure calm evacuation.

Routes away from the Big Top may be marked by red and white plastic chain to guide audience safely away if required

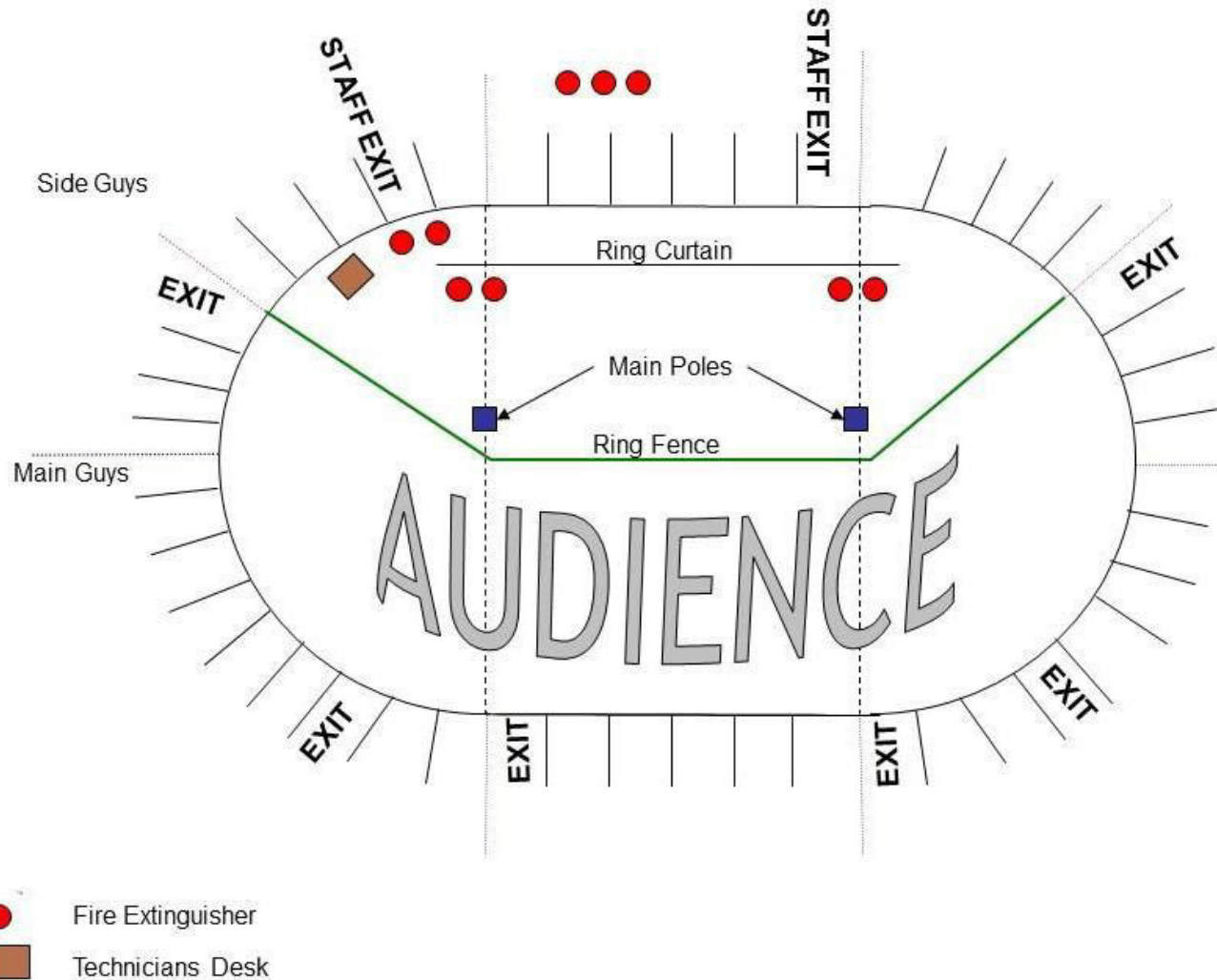
External safety fence will be lowered by circus staff

Variations to plan

The plan is always subject to site specific changes, however there will always be a minimum of 4 clearly marked separate fire escapes. The fire assembly point(s) will always be considered when carrying out the site survey before circus set up and may vary depending on local situations.

Responsibilities	
For ensuring plan is up to date	Shaun Eastwood, Pippa Lamb /A Taylor
For ensuring adequate staff are on duty to carry out the evacuation plan	Shaun Eastwood Pippa Lamb
For training staff on the evacuation plan and in their roles and responsibilities	Shaun Eastwood Pippa Lamb

Alternative arrangements will be made to cover staff absences/ leave etc to ensure there are always enough trained staff available on site



Happy's Circus - Tent Plan



Happy's Circus Safeguarding Policy

Safeguarding Policy for Happy Promotions Ltd t/a Happy's Circus

Happy's Circus abides by the duty of care to safeguard and promote the welfare of children and young people and is committed to a safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

- Happy's Circus recognises that the welfare of children is paramount to work undertaken and in all decision-making.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs, or other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

Purpose:

Happy's Circus will:

- Protect children and young people from harm who receive services provided by Happy's Circus. This includes the children of adults who use our services.
- Provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Happy's Circus, including senior managers, Shareholders, paid staff, office staff, artists, and tent men. Failure to comply with the policy



and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Definitions:

The Children Act 1989 definition of a child is: anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces, or are in hospital.

Adult at Risk:

- An adult who has needs for care and support (whether or not the authority is meeting any of those needs),
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Child and Adult Abuse: Children and adults may be vulnerable to neglect and abuse or exploitation from within their families and from individuals they come across in their daily lives. There are 4 main categories of abuse, which are: sexual, physical, emotional abuse, and neglect. It is important to be aware of more specific types of abuse that fall within these categories, they are:

- Bullying and cyberbullying
- Child sexual exploitation
- Child Criminal exploitation
- Child trafficking
- Domestic abuse
- Female genital mutilation
- Grooming
- Historical abuse
- Online abuse

Safeguarding children: Safeguarding children is defined in [Working Together to Safeguard Children 2018](#) as:

- protecting children from maltreatment.
- preventing impairment of children's health or development.
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- taking action to enable all children to have the best outcomes

Legal Framework:

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from nspcc.org.uk/learning.

Happy's Circus has in place arrangements that reflect the importance of safeguarding and promoting the welfare of children and young people as well as vulnerable adults.

The Prevent Duty

Some organisations in England, Scotland and Wales have a duty, as a specified authority under section 26 of the Counterterrorism and Security Act 2015, to identify vulnerable children and young people and prevent them from being drawn into terrorism. This is known as the Prevent duty. These organisations include:

- Schools
- Registered childcare providers

- Local authorities
- Police
- Prisons and probation services
- NHS trusts and foundations.
- Other organisations may also have Prevent duties if they perform delegated local authority functions.

Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme.

Radicalisation is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself a form of harm.

Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

Training and Awareness:

Happy's Circus will ensure an appropriate level of safeguarding training is available to its trustees, employees, volunteers, and any relevant persons linked to the organisation who management recognises a training requirement (e.g. contractors).

For all employees who are working or volunteering with children, this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding children.
- Recognise a child potentially in need of safeguarding and take action.
- Understand how to report a safeguarding alert.
- Understand dignity and respect when working with children.
- Have knowledge of the Safeguarding Children Policy.

Confidentiality and Information Sharing:

Happy's Circus, expects all employees, and Management to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information will be shared with the Local Authority if a child is deemed to be at risk of harm or **police will be contacted if the child is in immediate danger, or a crime has been committed.**

Recording and Record Keeping:

A written record must be kept about any concern regarding an adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with the General Data Protection Regulations (GDPR). Safeguarding Report.

Safe Recruitment & Selection:

Happy's Circus is committed to safe employment and safe recruitment practices, that reduce the risk of harm to children from people unsuitable to work with them or have contact with them.

Social Media:

All employees and volunteers will be aware of the Happy's Circus Social Media Policy and Procedures in the Happy's Circus Social Media and Mobile Technology Policy and the code of conduct for behaviour towards the children we support.

Use of Mobile Phones and other Digital Technology:

All employees, and Managers will be aware of Happy's Circus Policy and Procedures regarding the use of mobile phones and any digital technology and understand that it is unlawful to photograph children and young people without the explicit consent of the person with parental responsibilities.

Whistleblowing:

It is important that anyone working at Happy's Circus has the confidence to speak or act appropriately. Whistleblowing occurs when a person raises a concern about dangerous or illegal activity or any wrongdoing within their organisation. This includes concerns about another employee or Manager. There is also a requirement by Happy's Circus to protect whistleblowers. (Happy's Circus Whistleblowing policy).

Important Contacts:

Senior Lead for Safeguarding

Name: Pippa Lamb

Email address: spl.happycircus@gmail.com

Deputy Senior Lead for Safeguarding

Name: Shaun Eastwood

Email address: spl.happycircus@gmail.com

Police

Emergency – 999; Non-emergency – 101

NSPCC Helpline - 0808 800 5000



**FIRE
TECHNOLOGY
SERVICES**

Confidential Report

Our Ref: 30/06567/4



FIRE TECHNOLOGY SERVICES

Unit 4B Stag Industrial Estate
Atlantic Street, Broadheath
Altrincham, Cheshire
WA14 5DW, England

Tel: +44 (0)161 929 8056
Fax: +44 (0)161 929 8070
Web: www.bttg.co.uk
Email: info@bttg.co.uk

5 February 2013

Page 1 of 2

Our Ref: 30/06567/4

Client: Serge Ferrari S.A.
Zone Industrielle – B.P. 54
38352 La Tour du Pin Cedex
France

Job Title: Flammability testing of one coated fabric

Clients Order Ref: R&D2013_11

Date of Receipt: 16/01/2013

Description of Sample: PES yarns coated with PVC flame retardant on both sides
and varnished (weight per unit area – 830g/m², 24% polyester / 76% PVC
flame retardant, referenced:
702 OPAQUE (blackout)

Work Requested: Testing to BS 7837: 1996





FIRE TECHNOLOGY SERVICES

Unit 4B Stag Industrial Estate
Atlantic Street, Broadheath
Altrincham, Cheshire
WA14 5DW, England

Tel: +44 (0)161 929 8056
Fax: +44 (0)161 929 8070
Web: www.bttg.co.uk
Email: info@bttg.co.uk

5 February 2013

Page 2 of 2

Our Ref: 30/06567/4
Serge Ferrari S.A.

Sample: PES yarns coated with PVC flame retardant on both sides
and varnished (weight per unit area – 830g/m², 24% polyester / 76% PVC
flame retardant, referenced:
702 OPAQUE (blackout)

Performance Standard: BS 7837: 1996

Test Method: BS 5438: 1989 Test 2B (Bottom edge ignition) with filter paper
Flame application time = 10s
Trimmed edge
"Smooth" face towards burner

Cleansing Pretreatment: Watersoaked according to BS 5651: 1989 Clause 3

Summary of Results:

"These results were obtained using the specified test conditions and do not necessarily represent the behaviour of the test material under other conditions of test or use."

Specimen	1↑	2↓	3↑	4→	5←	6→
Duration of flaming, s	0	0	0	0	0	0
Duration of afterglow, s	0	0	0	0	0	0
Flaming debris	No	No	No	No	No	No
Flame to edge	No	No	No	No	No	No
Glow to edge	No	No	No	No	No	No
Max damaged length, mm	30	19	18	34	29	32
Ignition of filter paper	No	No	No	No	No	No

Assessment:

BS 7837: 1996 Requirements

The sample shall be deemed to perform satisfactorily (pass), if, for at least five of the six test specimens: (a) the duration of flaming does not exceed 5s after removal of the igniting flame; and (b) the lowest boundary of any flame does not reach the upper or either vertical edge; and (c) the filter paper does not smoulder or flame.

This coated fabric complies with the requirements of BS 7837: 1996.

An estimation of uncertainty of measurement has not been taken into account when making a judgement to any pass/fail criteria.

Reported by:.....  P M Collinson, Laboratory Technician

Countersigned by:.....  M T Healey, Principal Technician





Leisure Equipment Hirers

Insurance Certificate

Policy Number: DOA/LEH21/2596438

The Insurer: Accelerant Insurance UK Ltd

UMR: AUK2500041

The Insured: Happy Promotions Ltd t/a Happy's Circus

The Address of the Insured: Eastleigh House
Upper Market Street
Eastleigh
SO50 9YN
SO50 9YN

Business: Circus

Period: **27 Apr 2026 to 26 Apr 2027** both days inclusive

Limit of Indemnity: Public Liability - £10,000,000.00
Products Liability - £10,000,000.00
Employers Liability - £10,000,000

Equipment

Quantity	Equipment Type
1	Circus Equipment
2	Generator
1	PA System
1	Sound & Lighting Equipment
1	Specified Equipment (by endorsement)

Health and safety policy

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Happy's Circus – 2026

Shaun Eastwood and Pippa Lamb

Shaun Eastwood and Pippa Lamb

Statement of general policy	Responsibility of	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Shaun Eastwood Pippa Lamb	2 x Members of staff trained in first aid
To provide adequate training to ensure employees are competent to do their work	A Taylor – Safety Officer	Internally run courses, subcontractor/self-employed to make their own arrangements
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Shaun Eastwood Pippa Lamb	SHEF info to be posted in staff/contractor area. Checks and briefs at every event as necessary
To implement emergency procedures - evacuation in case of fire or other significant incident.	Shaun Eastwood Pippa Lamb	Fire training for all touring staff completed, fire evacuation to be practiced twice yearly All staff to be briefed as part of induction process, repeated annually for existing staff

To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Shaun Eastwood Pippa Lamb	
---	------------------------------	--

Health and safety law poster is displayed:	H&S Board along with manual fire alarm behind big top
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	Vehicle behind big top

Signed: (Employer)		Date:	06/06/2026
Subject to review, monitoring and revision by:	A Taylor	Every:	12 months or sooner if work activity changes

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Note 2: www.hse.gov.uk/riddor

Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

Organisation name: Happy's Circus

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Noise/amplified music and announcements	Staff, performers, visitors and passers by	Sound checks carried out before audience arrive, decibel levels monitored throughout performance, hearing protection made available for staff. No music after 21:00 for standard events. Festivals may require additional risk assessments.	Ongoing monitoring			
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages, lose flooring, cables, guy lines etc.	Constant general good housekeeping. All areas are well lit. Staff keep work areas clear, rubbish cleared after performances, non-slip flooring used. All cables to be either covered, or raised above walkways, tent doors.	Constant vigilance required	All staff to supervise and monitor	Ongoing at each event	
Electrical shock	Staff, performers and visitors	All electrical items tested by qualified Portable Appliance Tester before being used. Damaged/faulty items to be quarantined before repair and return to service or disposal as appropriate	Records of checks, repairs and replacements to be kept.	All Staff		
Burns/fire	Staff, performers and visitors	Vehicle use to be kept to a minimum on site. No hot works to be carried out when visitors are on site. Fire extinguishers replaced minimum annually or when damaged or discharged. Generators to be used only when necessary and sited away from any structures. No refueling when generators are running. Specific fire related items have been banned – firearms, helium balloons, drones and fireworks. All staff trained in basic Fire Safety	Constant vigilance required	All Staff		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Fall/falling objects	Tent team	Trained tent team to erect and dismantle tent Correct equipment to be used. Suitable PPE issued and worn as required. Working at height to be carried out only when necessary and with anti-fall gear when required as per separate risk assessment. Only tent erection team to be in/on tent during erection/dismantling. Ladders to be inspected before every use.	Strict supervision to be continued	All Staff		
Safeguarding	Children and vulnerable adults	2 x members of staff DBS checked. No staff to be left unsupervised with children of vulnerable adults. Staff to wear ID lanyards when not performing. Safeguarding part of induction process	Safeguarding policy to be produced	Pippa	01/04/24	
Arson	Staff and visitors	Waste management to prevent risk of arson/accidental fire carried out before and after every performance. Restricted access to site, including securing the site at night/rest days. Fire training and arson prevention part of induction process All staff trained in basic Fire Safety	Ongoing monitoring	All Staff		
Terrorism Suspicious bags or packages Aggressive or armed intruder Anonymous threats	Staff and visitors	1x SIA qualified member of staff. Unattended bags or packages are to be considered dangerous, immediate action is to clear the area and ring 999 Evacuate area and ring 999 Evacuate and ring 999 Emergency actions part of induction process	Ongoing monitoring	All Staff		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Lifting injuries	Tent team, performers	All items to be lifted with correct technique, equipment or shared lifting as appropriate. Manual handling part of induction process and for all staff annually				
Vehicle incidents	Staff	Vehicles guided onto site for set up using marshals with high visibility jackets, vehicles to use hazard warning lights and sidelights as minimum. Minimal vehicle movement thereafter. No vehicle movement during performances or when visitors on site	Vigilance during vehicle movements	All staff		
Tent collapse	Staff, performers and visitors	Tent erection team suitably trained and supervised. No tent erection/dismantling to be carried out with visitors on site. Tent components checked in accordance with the manufacturer's instructions. Tent to be checked before each performance and before, during and after any adverse weather. Anemometer now used to check wind speed and direction in the event of any poor weather. Tent team training part of pre-season training.	Constant vigilance for any damage, vandalism or errors in tent erection. Monitor anemometer during bad weather.	All Staff		
Allergic reactions	Customers	Pre-packaged sweets sold all conforming to current food regulations Popcorn and Candyfloss prepared on site without any of the 14 common allergens Allergy warning signs. Candyfloss trailer staff suitably trained	Display allergen advice leaflets			
Evacuation of persons with disabilities	Less abled visitors	Staff at big top entrances check that any visitor with obvious disabilities (use of walking aids, wheelchairs etc) are seated in positions to allow easier evacuation. Assistance to be offered to help these individuals in and out of the big top normally and especially in the event of an evacuation. For corporate/school hiring this information is requested as part of the booking procedure however it is to still be carried out at every performance.	H&S representative to be made aware of any less abled visitors before performances start. Practice in assisting persons of limited mobility	All Staff		
Covid-19	Staff and visitors	Covid 19 is covered in a separate, specific risk assessment and is subject to amendment if the situation changes in the UK.	No current restrictions due to Covid 19			

Employers with five or more employees must have a written health and safety policy and risk assessment.

It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>



SEVERE WEATHER

In the event of warnings of high winds being given then the following will be considered:

- Risk to staff
- Risk to public
- Risk to equipment

After due consideration the options available may include:

- Cancellation of booking for single day events
- Rigging for severe weather
- Cancellation of individual shows for longer stays
- Partial or complete breakdown

RIGGING FOR SEVERE WEATHER

The main objective of this rigging is to prevent high winds from getting under the canvas & lifting it

All side walling must be securely laced & the bottom edge pinned as securely as possible to the ground. The catenary wire is tied to the side poles using 10 mm polypropylene ropes.

The guys should be double pegged & driven in fully.

The Big Top can also be double guyed.

GENERAL CONSIDERATIONS FOR WEATHER CONDITIONS

Wet Weather

Wet weather gear is available to all members of the Touring Team.

Extra care is required in all aspects of operations due to increased possibility of slipping.

Hot, Sunny Weather

Adequate water-breaks will be implemented by the Tent master to prevent dehydration.

All members of the Touring Team are encouraged to:

- Wear a Tee shirt
- Wear a hat
- Wear a high factor sun block

High Winds

The Big Top is capable of withstanding wind speeds in excess of 30mph, however Health & Safety regulations state that venues of this type should be closed to the public when 45mph plus wind speeds are predicted as a safety precaution.

All flat objects, boards etc should be carried horizontally to reduce the profile facing directly into the wind.





This Risk Assessment is indicated by the acts which Happy's Circus considers might possibly have a slight element of risk to the general public.

All acts are performed within a 27' ring with the nearest people being seated on low tier benches behind a 2' high ring fence.

There are several all-purpose fire extinguishers prominently displayed in various positions inside & outside the Big Top.

2 members of staff are qualified in first aid & a Wallace Cameron first aid dispenser is located at the sound desk

Electrical equipment is equipped with RCD & are PAT tested to conform to The Electricity at Work Regulations Act 1986.

Verbal announcements are always given at the start of each performance warning the general public:

- Not to enter the ring
- Not to smoke in the Big Top
- Not to stand on the seating
- Of loud music, flashing lights, loud bangs, smoke effects & water
- Fire evacuation procedure, location of fire exits around the Big Top & the external fire assembly point

NO SMOKING SIGNS & other written warnings are prominently displayed.

ACTS WE CONSIDER TO BE OF MINIMAL RISK TO THE GENERAL PUBLIC

Sound & Lighting

Diesel Generators are fenced off from the general public.

Sound & lighting equipment is equipped with RCD & cables are either fenced off or out of reach to the general public. Tent pegs are covered & tent cables are secured.

Audience Participation

Members of the audience may be asked into the ring during the show on the understanding that they do so at their own risk. A member of Happy's Circus will speak to the parents/guardians of any minor who is asked to participate in any act which involves the use of our equipment. The parent/guardian will be informed of the nature of the act & what will happen. At any point the act can be stopped by the parent/guardian/minor.



Members of the Association of Circus Proprietors of Great Britain



ACTS WE CONSIDER MIGHT HAVE A SLIGHT ELEMENT OF RISK TO THE GENERAL PUBLIC Aerial Acts

Most Aerial Acts are performed within the ring fence & are so considered to be of no risk to the general public. Artists whose performances swing over the heads of the general public, if considered of slight risk to the audience are secured by a safety lunge.

Naked Flames (Where Applicable)

Fire brands, staff, fire clubs, fire poi, fire fans, fire diablo & fire unicycle are used under strict conditions & well away from the general public who are protected by distance, a solid safety fence & monitored by ring staff.

N.B Happy's Circus takes no responsibility for the overall condition of the ground site/venue provided for the performance or any other extra facilities provided by the organisers of the event. These must be considered the sole responsibility of the event organisers.



Members of the Association of Circus Proprietors of Great Britain



SITE ACCESS PROCEDURES

Access to the site will be assessed by Happy's Circus Advance Team

They will check:

1. The site entrance: width clearance of 3.1 metres & height clearance of 3.7 metres
2. The condition of the field: minimum area of 50 x 50 metres flat of short, grassed area
3. The access onto the field and other details involved in moving the circus vehicles into position on the event site

The arrival of the Circus convoy is a very memorable experience for the children. However, it is important that vehicle access to the school is immediate, and that traffic does not become congested while access is organised. Children, therefore, under adequate supervision, must be moved a safe distance away from the circus vehicles so that they can indeed welcome the arrival of the Circus Convoy! When the Circus arrives, there will be no time to organise the return of the children to their classrooms.

Vehicles are owned by or are part of Happy's Circus and will only enter onto the site after being instructed to do so by Senior Management

Non-drivers will alight from the vehicles & if they do not have other duties, will actively ensure the safety of all onlookers

Drivers for Happy's Circus will be directed into position by Senior Management



Members of the Association of Circus Proprietors of Great Britain



Members of the Association of Circus Proprietors of Great Britain

TOURING PROCEDURES

Work Instruction 001

Issue 15

Abstract This document contains the methods for good working practices with a view to ensure a safe working environment for all concerned

Document Reference Work Instruction 001

Issue Issue 15

Date of Issue 22nd December 2025

Reason for Issue Annual Update

Author Emma Temple-Wilson

Reviewer Russ Randall

Issue 14



0 DOCUMENT CONTROL

Authorities

Name	Role and Review Responsibilities	Signed and Dated	
<i>Author(s)</i>			
Angie Estlea	Create and Update.	1/01/2012	
		1/01/2013	
	Updated after incident at Burley	1/01/2014	
		01/01/2015	
		01/01/2016	
		01/01/2017	
		01/01/2018	
Pat Randall		01/01/2019	
		01/12/2019	
		19/11/2020	
		19/11/2021	
		19/11/2022	
Emma Temple-Wilson		13/11/2023	
		22/11/2024	
		22/12/2025	
<i>Approver(s)</i>		<i>Russ Randall</i>	
	Confirm technical accuracy of procedure		
	Confirm compliance with current standards		
	Approve document format		
<i>Authoriser(s)</i>			
	Approve use of document as Work Instruction		



ii Distribution List

Name	Organisation
All interested parties	Happy Promotions Ltd
	Approved external companies



0	DOCUMENT CONTROL	2
	Authorities	2
ii	Distribution List	3
iii	Contents	4
iv	Change History	6
v	Changes Forecast	6
vi	Related Documents	6
1	INTRODUCTION	7
2	GENERAL DUTIES OF EMPLOYEES AT WORK	8
3	TRANSPORTATION.....	9
3.1	Daily Inspections	9
3.2	Weekly Checks by the Transport Technician	9
3.3	Drivers Briefing	9
3.4	Driving in Convoy.....	10
4	SITE ACCESS	11
5	HEAVY AND AWKWARD LOADS	12
5.1	Team Lifts	12
5.2	Before Commencing a Team Lift.....	12
5.3	Hands On	12
5.4	Ready.....	12
5.5	Crowding, Clearways and Right of Way	13
5.6	Crossing Team Lifts	13
6	BIG TOP BUILD UP.....	14
6.1	Protective Clothing.....	14
6.2	Planning of Site Layout	14
6.3	Pegging Out.....	14
6.4	Set Up and Pull Down	14
6.5	Task Specific Risk Assessment	15
6.6	Structural Stability of the Big Top	16
6.6.1	Potential Risks.....	16
6.6.2	Monitoring Procedures	16
7	SEVERE WEATHER.....	17
7.1	Rigging for Severe Weather	17
7.2	General Consideration for Weather Conditions	17
7.2.1	Wet Weather	17
7.2.2	Hot, Sunny Weather.....	17
7.2.3	High Winds.....	18
7.3	Risk Assessment	18



8	BIG TOP LAYOUT	21
---	----------------------	----



iv Change History

Issue 0.1 is initial draft.

After changes have been implemented, document goes to 1.0 and thereafter one point after amendments before issued status and is distributed.

v Changes Forecast

Incorporation of review comments

Scheduled regular review to ensure compliance with updated standard and procedures

vi Related Documents

None



1 INTRODUCTION

The purpose of this document is to promote good working practices with a view to ensure a safe working environment for all concerned.

Health & Safety legislation is intended to promote sensible risk management.

In August 2006, the Health & Safety Executive launched a new principle to promote sensible attitudes to safety.

Sensible risk management IS about

- Ensuring that workers and the public are properly protected
- Providing overall benefit to society by balancing benefits and risks, with a focus on reducing real risks – both those which arise more often and those with serious consequences
- Enabling innovation and learning, not suffering them
- Ensuring that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action
- Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility

Sensible risk management IS NOT about

- Creating a totally risk-free society
- Generating useless paperwork mountains
- Scaring people by exaggerating or publicising trivial risks
- Stopping important recreational and learning activities for individual where the risks are managed
- Reducing protection of people from risks that cause real harm and suffering



2

GENERAL DUTIES OF EMPLOYEES AT WORK

It shall be the duty of every Happy Promotions Ltd employee while at work to

- Take reasonable care for the Health & Safety of himself and of other persons who may be affected by his acts or omissions at work
- As regards to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with
- It shall be the duty of Happy Promotions Ltd to conduct their undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in our employment who may be affected thereby are not thereby exposed to risks to their health or safety
- It shall be the duty of every self-employed person to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that he and other persons (not being his employees) who may be affected thereby are not thereby exposed to risks to their health or safety
- In such cases as may be prescribed it shall be the duty of Happy Promotions Ltd and every self – employed person in the prescribed circumstance and in the prescribed manner, to give to persons (not being his employees) the prescribed information, who may be affected by the way in which such persons conduct their undertakings as might affect their health or safety

Happy Promotions Ltd and all members of staff have a responsibility to minimise the risk of harm to themselves, fellow colleges and to the public at large.



3 TRANSPORTATION

An advance party will leave approximately 30-minutes before the Happy's Circus convoy to ensure the proposed route is clear and suitable for the Happy's Circus convoy, making sure the proposed site is suitable for purpose. Any problems will be communicated to the Happy's Circus convoy leader by mobile phone.

3.1 Daily Inspections

Drivers will inspect their vehicle and trailer daily. The inspection should take into consideration the following.

- Tyres are not damaged, not under inflated, or bald
- Trailer hitched correctly, handbrake is off and brake wire is connected
- Electrical and light systems are in working order
- They know where all vehicle controls are and how to use them
- Mirrors and seat are adjusted correctly
- Fuel level is checked to insure the driver has enough to travel
- Wipers and washer function
- Mobile phone and hands-free kit for emergencies
- Correct and up to date driving documentation
- Sunglasses to reduce glare
- Money in case of emergencies

3.2 Weekly Checks by the Transport Technician

The Happy's Circus Transport Technician will check all vehicles weekly for

- Tyre pressure and condition
- Fuel and fluid levels
- Incurred damage
- Light function on vehicles and trailers

Damage or suspected faults must be reported immediately to the Happy's Circus Management.

3.3 Drivers Briefing

- All drivers and navigators will attend the briefing 15 minutes prior to departure
- Pens and paper are required for the briefing, a satnav is situated in each vehicle
- Relevant printouts (detailed Maps etc) will be issued by Happy's Circus Management



-
- The route to be taken by the convoy will be outlined by the Happy's Circus Management
 - Notes will be taken and the route should then be entered into the satnav

3.4 **Driving in Convoy**

- Drivers will leave the site in the order decided by the convoy leader
- Each driver should keep the Happy's Circus vehicle in front in sight as well as checking regularly on the vehicle behind (this should not be at the detriment to safe road use)
- A minimum of a two second gap should be maintained at all times on open roads
- Navigators are to follow the maps and directions and inform the driver in plenty of time of the next action to be taken
- The convoy leader will attempt to keep the vehicle together at all times
- Should a vehicle get lost or break down, the driver must contact the convoy leader using his personal mobile radio or mobile phone
- All drivers are expected to be fully conversant and follow the Highway Code
- On arrival at the destination, drivers are to wait and only to bring their vehicles onto the site after being instructed to do so by Happy's Circus Management



4

SITE ACCESS

This will only happen after Happy's Circus Management has consulted with the Advanced Leader, the condition of the site has been assessed and in the case of school premises all children have returned to their classrooms or are well away from potential harm and under adequate supervision.

All non-drivers will have alighted from the vehicles and if not having other duties, should be actively ensuring the safety of all concerned

Drivers will be directed into position by the Happy's Circus Management.



5 HEAVY AND AWKWARD LOADS

Lifting a heavy or awkward load manually is always going to be part of the process of Happy's Circus working life, as lifting equipment is impractical to use

All members of the Touring Team should adopt the manual handling techniques. For solo lifts of objects weighing not more than 25Kg.

Each member of the Touring Team must be aware of their own limitation and obtain help if the load, despite being below 25kg limit is too heavy for them.

All loads over 25kg must be handled by a team lift

5.1 Team Lifts

A team lift is considered to be any operation that involves two or more members of the Touring Team that involves the movement of load, whether it leaves the ground or not (i.e rolling canvas). Communication is the key to a safe team lift. Each operation is controlled by a team leader who will call out clearly

- Hands on (crew take a grip)
- Ready (any one not ready to call out "no")
- One, Two, Three (the lift to occur on the "th" of Three)

NB the count may be only two numbers with the third imagined

5.2 Before Commencing a Team Lift

Before commencing a team lift, the team leader should ensure that the team knows the route and destination and that it is clear, as reasonably practicable, of all obstacles. Consideration must be given to the load weight and physical ability of the individuals.

5.3 Hands On

On the command "Hands on" each team member should obtain a good grip on the load. They should ensure their feet are placed to prevent slipping and adopt a safe posture for the lift.

5.4 Ready

On "ready" call out "no" if the above has not taken place. The count can be considered as three beats of equal duration (imagine a metronome) with a smooth lift occurring on the third beat.

It is important not to jerk at the lead or try to lift more than your share.

If during the operation team member experiences difficulties, they should call out "down" and the lead is to be smoothly returned to rest. Failure to do this can result in a sudden increase in the load being carried and subsequent injury.

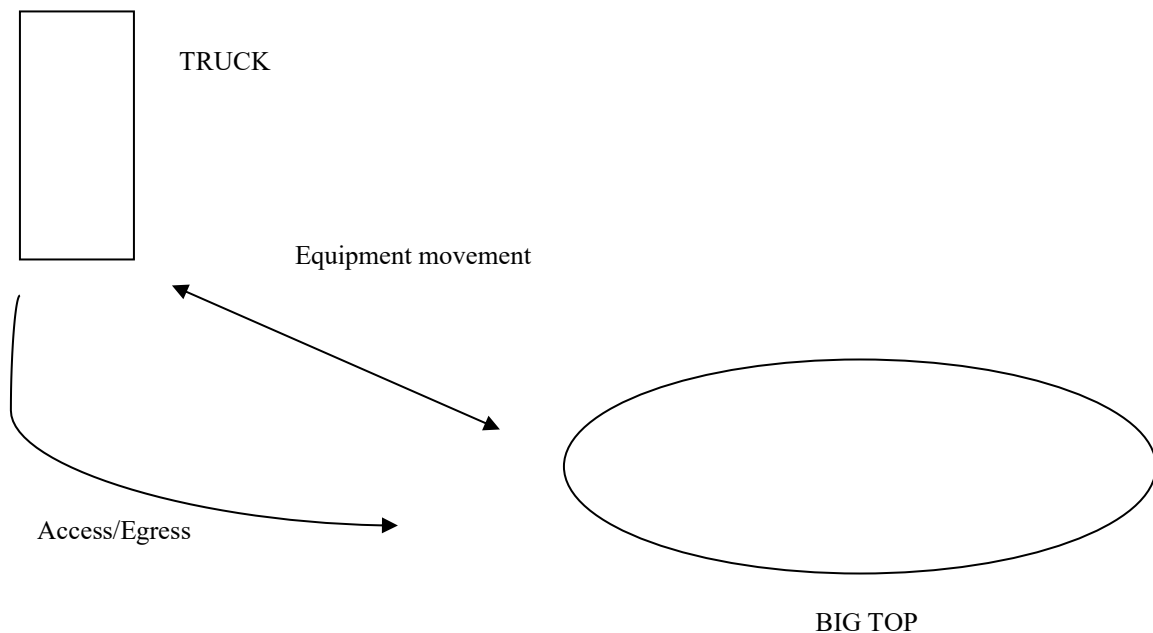


5.5 Crowding, Clearways and Right of Way

Crowding around the back of trucks or trailers that are being loaded or unloaded should be avoided. Crowding increases the likelihood of an accident.

Members of the Touring Team should approach the Big Top with care avoiding other staff members, especially those who are caring equipment (e.g. seating boards) during build up and pull down.

When loading, consideration should be given to the timing of a manoeuvre to prevent unnecessary waiting or collisions whilst carrying a heavy load.



The area of direction of carry. Access and egress are to be kept clear of all equipment. Equipment should only be laid off in the designated areas.

5.6 Crossing Team Lifts

Always remember the load has right of way. Crossing in front of a load being carried can cause injury to those carrying it.



6 BIG TOP BUILD UP

6.1 Protective Clothing

During build up and pull down all members of the Touring Team working on the Big Top are to wear safety footwear and high visibility jackets at all times

Hard hats should be worn when erecting and dismantling the Big Top

Gloves are provided for handling and hammering operation

Safety harnesses are to be worn by anyone working at a height of more than 2.5 metres

Ear protection should be worn for driving in large pegs

Waterproofs are to be worn in bad weather to prevent illness

6.2 Planning of Site Layout

Consideration where the front of the Big Top should be, to allow public access and visibility of the Big Top

Working out where the king poles will be positioned and base plates to be put in place

Marking the perimeter of the Big Top – guy ropes and spray paint are used to measure the distance

Marking out where Big Top pegs and guy rope pegs will go

Cones are to be put out to show drivers the location of the guy rope pegs markers to help avoid them

Once the positioning of the Big Top is clear and the Big Top trailer is in place, the positioning of all other vehicles and trailers follows as directed by Happy's Circus management

Generally, Happy's Circus will have similar lay out at every site visited unless there are constraints to prevent this e.g. long, narrow site

6.3 Pegging Out

Pegs are driven in using the sledgehammers at an angle of 30 – 45 deg. At the paint marked positions

The peg should point in the direction of the nearest king pole base plate

A peg bin (one per side) is moved around to the next free mark enabling one peg at a time to be taken to reduce bending from the ground

Accuracy is more important than bravado. Smaller less powerful taps are safer than overhand swings that miss and break the shaft of the hammer

6.4 Set Up and Pull Down

Build up and pull down of the Happy's Circus site is largely influenced by the size of the site, tasks are generally carried out in approximately the following order



Happy's Circus Management will check with the Event Organiser regarding the underground mains supplies etc. and the suitability of the site before the crew unload the Big Top from the vehicle

The crew divides into two groups

"A" Hammering pegs into the perimeter

"B" Assembling steelwork/cabbling and attaching ratchets to pegs

The Touring Team have specific jobs specific but are also multi-disciplined

Next, the two main king poles are lifted by hand onto two "A" frames where all bolts are checked and tightened to the required tightness. The guy ropes are then laid out and attached to main guy pegs, bail squares for the centre crossbar are put into place and the tirfor cable is attached to the leading king pole and run along the length of the pole, along the floor to the tirfor winch which is attached to tent truck. Once all safety checks have been carried out the king poles are lifted into position by the tent truck, checked for alignment making sure the guy ropes are secure on all sides. Once all guy ropes are safely secured the tirfor cable is then anchored securely in position. The centre crossbar is bolted together and placed into position with safety cables attached at all the joints in the metal work. The main tarp is laid out over the crossbar, all panels are bolted together at the top and then "ditch laced" together and secured at the end by a safety catenary wire, this runs the length of the canvas roof. Whilst this is happening the ratchet straps are put into place and loosely tightened around the circumference of the Big Top. The crossbar/Big Top is then lifted between the main king poles to a height of 24' using two 1 or 2 tonne chain blocks. The side poles are put into place whilst the tarp is tensioned out, first by the lacing joints with two or more people working together so the tension is equally distributed around the big top. The other poles and straps are then put into place and tightened to the required tension ensuring there is no dipping in the Big Top roofing. The crossbar is safety chained to the main poles. All pegs are wrapped for safety. Finally, all side walls are added and "Dutch laced" together. All safety and fire exit signs are put out and all tools/sundries are then returned to the vehicle whilst the crew await inspection by the Happy's Circus Management.

Pull down is simply a reversal of build-up.

Once the site is clear of members of the public, vehicles and trailers will be positioned by doorways, if not already in position the stage and seating will then be loaded straight into the trailers.

The peg position marked with an X is not filled until the Big Top trailer had been removed.

6.5 Task Specific Risk Assessment

The main risk areas in the Big Top erection are weight, height and space.

It is the Happy's Circus Management responsibility to make sure all crew are properly equipped, familiar with their own specific tasks and aware of manual handling safe practice.

Weight: Heavy weightlifting is done by winch/chain block. Care should be taken especially when unloading and loading the vehicle. Manual handling systems should always be used.

Height: Harnesses must be worn when working at a height of more than 2.5 metres. Helmets are to be worn on all overhead workings.

Space: The marquee erection space is a "no go" area for non-crew members. All crew should be aware of the space around then when moving poles or hammering pegs.



6.6 Structural Stability of the Big Top

6.6.1 Potential Risks

Practical/ total structural collapse

6.6.2 Monitoring Procedures

Daily checks will be carried out. Increased frequency of these checks may be requested by the Happy's Circus Management during high winds or other extreme weather conditions that may affect the Big Top

- Visual/manual inspection of all main guys and side guys
- Visual/manual inspection of all pegs for movement in the last 24 hours
- Casual/spanner checks on main poles/nuts and bolts, safety chains and lifting equipment.
- Daily weather checks



7 SEVERE WEATHER

In the event of high winds being forecasted the following will be considered

- Risk to staff
- Risk to public
- Risk to equipment

After due consideration the options available may include

- Cancellation of booking for single day events
- Rigging for severe weather
- Cancellation of individual shows for longer stays
- Partial or complete breakdown

7.1 Rigging for Severe Weather

The main objective of this rigging is to prevent high winds from getting under the canvas and lifting it.

All side walling must be securely laced, and the bottom edge pinned as securely as possible to the ground.

The catenary wire is tied to the side poles using 10mm polypropylene ropes.

The guys should be double pegged and driven in fully.

The Big Top can also be double guyed.

7.2 General Consideration for Weather Conditions

7.2.1 Wet Weather

Wet weather gear is available to all members of the Touring Team.

Extra care is required in all aspects of operation due to increased possibility of slipping.

7.2.2 Hot, Sunny Weather

Adequate water breaks will be implemented by the Happy's Circus Management to prevent dehydration.

All members of the Touring Team are encouraged to

- Wear a tee shirt
- Wear a hat



- Wear a high factor sun block

7.2.3 High Winds

The Big Top is capable of withstanding wind speeds in excess of 60mph, however Health & Safety regulations state that venues of this type should be closed to the public when 45mph plus wind speeds are predicted as a safety precaution.

All flat objects, boards etc should be carried horizontally to reduce the profile facing directly into the wind.

7.3 Risk Assessment

RISK ASSESSMENT

HAZARD	WHO and HOW	PRECAUTION IN PLACE	FURTHER ACTION	BY WHOM	WHEN	DONE
Driving Vehicles	All public	Licenced drivers. Navigators giving directions, adherence to highway code. Access to site after area is cleared of public. Calling vehicles individually on to site. Supervised manoeuvring. Repair vehicle inspection and maintenance		Happy's Circus Management		
Falls from height	Technical staff, riggers, chains attached. Work at height during rigging of lighting. Rigging ring curtains. Moving aerial rigs	Aerial equipment rigged before crossbar is hoisted out. Minimal time at height (normally 5 mins) Full body harness and drift line	Multicore wiring for booms to reduce time at height and ease rigging. Boarding to go under step ladder on uneven floors	Happy's Circus Management		
Upper Limb disorders	All staff. Manual handling during loading/unloading. Pegging out. Setting seating.	Team lifts, fitting person to the task. Encouraging crew members to hammer at a comfortable pace for them. Discouraging non-essential bending. Seating to be moved with provided equipment.	Training and MAC. Compulsory safety footwear	Happy's Circus Management		



Electrocution	All staff, public. Temporary electrical system supplying all equipment within big top	Regular inspection of cables and equipment. Visual inspection during build up/break down. Multiple RCD protection. Earth spikes on generators	Multicore wiring to replace looms	Happy's Circus Management		
Electrical fire	All staff, public. Temporary electrical system supplying all equipment within big top	Regular inspection of cables and equipment. Visual inspection during build up/break down. Multiple RCD protection. Earth spikes on generators	Multicore wiring to replace looms	Happy's Circus Management		
HAZARD	WHO and HOW	PRECAUTION IN PLACE	FURTHER ACTION	BY WHOM	WHEN	DONE
Non-ionising radiation exposure	All staff. Prolonged exposure to sun during working day	Cover body wear a hat and use high factor sun block				
Musculo-skeletal Disorder	All crew. Heavy loads. Toes	Team lifts, fitting person to the task. Safety footwear	Training and MAC. Compulsory safety footwear	Happy's Circus Management		
Crowding round vans/ trailers when loading/ unloading	All. Trips MSD	Instructions and supervision	Induction training	Happy's Circus Management		
Trip hazards at back of vans/	All Trips	Clearways, designated layoff sites	Induction training	Happy's Circus Management		

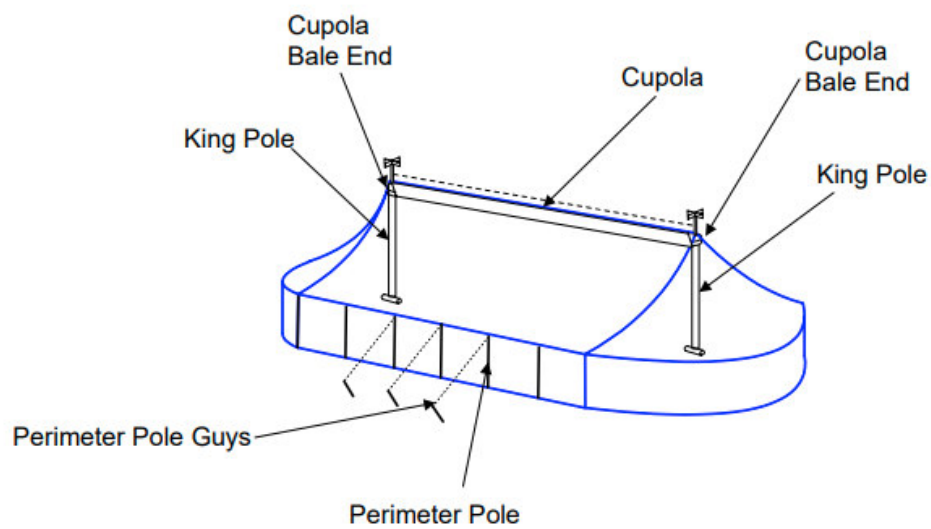


trailers						
Trailing chins on boom	Technician, all. Trip and MSD	Chain to remain coiled around boom until ready to be put in place	Continued supervision and training	Happy's Circus Management		



8 BIG TOP LAYOUT

8.1 Basic design of the Big Top Structure





8.1.1 Inside layout of the Big Top

