



London Borough of Hounslow

Application for a premises licence to be granted under the Licensing Act 2003

Please read the following instructions first

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We London Spark (Reg Charity 1165809) *(Insert name(s) of applicant)*

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and Uwe are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1— Premises details

Postal address of premises or, if none, ordnance survey map reference or description			
We're applying for this licence, as we wish to hold events within the grounds of the Grasshopper RFC, Syon Ln, Osterley, Isleworth TW7 5PN.			
Post town	Isleworth	Postcode	TW7 5PN

Telephone number at premises (if any)	[REDACTED]
Non-domestic rateable value of premises	£

Part 2 - Applicant details

Please state whether you are applying for a premises licence as Please tick as appropriate

a)	an individual or individuals *		please complete section (A)
b)	a person other than an individual *		
	i	as a limited company/limited liability partnership	please complete section (B)

	ii	as a partnership (other than limited liability)		please complete section (B)
	iii	as an unincorporated association or		please complete section (B)
	iv	other (for example a statutory corporation)		please complete section (B)
c)		a recognised club		please complete section (B)
d)		a charity	x	please complete section (B)
e)		the proprietor of an educational establishment		please complete section (B)
f)		a health service body		please complete section (B)
g)		a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales		please complete section (B)
ga)		a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England		please complete section (B)
h)		the chief officer of police of a police force in England and Wales		please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a
- statutory function or
- a function discharged by virtue of Her Majesty's prerogative

(A) individual applicants (fill in as applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					

E-mail address (optional)	
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service (please see note 15 for information)	

Second individual applicant (if applicable)

Mr	Mrs	Miss Ms	Other Title (for example, Rev)	
Surname		First names		
Date of birth or over		I am 18 years old		Please tick yes
Nationality				
Current residential address if different from premises address				
Post town		Postcode		
Daytime contact telephone number				
E-mail address (optional)				
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service: (please see note 15 for information)				

(B) Other applicants

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name	London Spark
------	--------------

Address	480 London Rd, Isleworth TW7 4RL
Registered number (where applicable)	Charity number: 1165809
Description of applicant (for example, partnership, company, unincorporated association etc.)	London Spark is an organisation supporting the Polish community. It runs a Citizens Advice Centre where advice is provided online and over the phone. It organises a Summer Health Academy to promote health and wellbeing. London Spark also runs webinars under the Parental Academy.
Telephone number (if any)	
E-mail address (optional)	████████████████████

Part 3 Operating Schedule

When do you want the premises licence to start? DD MM YYYY

0 7 0 6 2 0 2 6

If you wish the licence to be valid only for a limited period, when do you want it to end? DD MM YYYY

0 6 0 6 2 0 2 7

Please give a general description of the premises (please read guidance note 1)

Following a very successful event we held last year within the grounds of Grasshoppers RFS, we would like to apply for the 12 months license please.

During this period we aim to organize up to 3 events (depending on the success of the first one), first one on Sun 7th June 2026:

Polish Food Festival is a family friendly picnic-style outdoor event organized by London Spark and is aimed to promote Polish food and culture to members of the local community and the London-based Polish diaspora.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend. 4000 - 4500

What licensable activities do you intend to carry on from the premises?
 (please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)	Please tick all that apply
--	----------------------------

a)	plays (if ticking yes, fill in box A)	
b)	films (if ticking yes, fill in box B)	
c)	indoor sporting events (if ticking yes, fill in box C)	
d)	boxing or wrestling entertainment (if ticking yes, fill in box D)	
e)	live music (if ticking yes, fill in box E)	X
f)	recorded music (if ticking yes, fill in box F)	
g)	performances of dance (if ticking yes, fill in box G)	
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	X

Provision of late night refreshment (if ticking yes, fill in box I)	
Supply of alcohol (if ticking yes, fill in box J)	X

In all cases complete boxes K, L and M

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both — please tick (please read guidance note 3)	
			Indoors	
			Outdoors	X
Day	Start	Fin	Both	
Mon			Please give further details here (please read guidance note 4) Event will be live from 12noon till 8pm. (sound rehearsals from 10am). We will have live performers on stage during the day. Sound technicians and noise monitoring in place.	
Tue				
Wed			State any seasonal variations for the performance of live music (please read guidance note 5)	
Thur				
Fri			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 6)	
Sat				
Sun	10am	8pm		

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both — please tick (please read guidance note 3)		
Mon				Indoors	
				Outdoors	X
				Both	
Tue			Please give further details here (please read guidance note 4) <i>Exact scope of activities will be provided within our Event Management Plan, but we're planning for (as per our standard tries and tested format):</i>		
Wed			<ul style="list-style-type: none"> - Live music performance on stage - Children attractions (Bouncy Castles, Face painting and games) - Food vendors - Traders (arts and crafts) 		
Thur			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (a) (please read guidance note 5)		
Fri					
Sat			Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sun	10am	8pm			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the SUPPLY of alcohol be for consumption — please tick (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	
Day	Start	inish h F		Both	
Mon			State any seasonal variations for the supply of alcohol (please read guidance note 5) There will be a bar supplied by a vetted reputable supplier. Event live from 12:00-20:00. Alcohol sales from 11:30 (gates open) until 7pm (one hour before the end of the event to minimize any potential for antisocial behavior of those leaving the vent).		
Tue					
Wed					
Thur			Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)		
Fri					
Sat					
Sun	11:30 am	7pm			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name <u>Mirosław Dariusz Fedoruk</u>
Date of birth [REDACTED]
Address [REDACTED]
Postcode [REDACTED]
Personal licence number (if known) [REDACTED]
Issuing licensing authority (if known) [REDACTED]

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

- Food Vendors
- Stage performances (music acts)
- Games and activities for children
- Bouncy Castles, Face Painting
- Traders (arts, crafts and traditional products)

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon			<p>TIMINGS (AGENDA MIGHT BE SUBJECT TO CHANGE) AND ACCESS TO THE SITE</p> <ul style="list-style-type: none"> • 08:00 — 09:00 stage setup and • 09:00 — 11:30 exhibitors / vendors arrive on site (vehicle movement) set-up and preparations (First Aid available on site) [11:30 – gates open] • 12:00 inauguration, event opens • 12:00 — 20:00 EVENT LIVE • 20:00 official end of the show (contractors vehicle movement can start no earlier than 20:30 if safe to do so) • 20:00 — 21:00 breakdown and clean (First Aid available on site)
Tue			
Wed			
Thur			
Fri			
Sat			
Sun	11:30 am	8pm	
			<p>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)</p>

M

Describe the steps you intend to take to promote the four licensing objectives:

a) General — all four licensing objectives (b, c, d and e) (please read guidance note 10)

Our aim for the day is to provide all visitors including children and parents with activities, competitions, entertainment and food and refreshments. Our aim is to ensure, as far as reasonably practicable, safety of attendance to all our visitors, volunteers and contractors, and quick response to any emergency which may arise on the day. We have appointed persons responsible for coordinating health and safety on site. We provide communication aids for event personnel. We will carry out the risk assessment for the event and implement reasonable control measures. Public Liability Insurance and risk management documents will be requested from all contractors / exhibitors during the vetting process. The main organiser have their own public liability insurance.

b) The prevention of crime and disorder

We will have appointed SIA licenced security contractor, who will prepare an event-specific Security Plan for the Event.

Ticketed Event, bag searches upon entry.
Security patrols and H&S officers during the setup, live and breakdown stage of the event.

The event takes place on the private grounds. Entry for ticket holders only. The majority of visitors will come as families or individuals.
The schedule of activities is aimed to ensure good organisation and movement of people around the event site.

c) Public safety

We will carry out a risk assessment which identifies all foreseeable hazards, those who may be affected and control measures used to reduce the risk to acceptable levels. The risk assessment will be communicated to all suppliers, contractors, vendors prior to the event. The event organiser will take all necessary actions to ensure — so far as it's reasonably practicable — the safety, security and wellbeing of all event staff, visitors, members of the public, contractors and exhibitors (traders). The organiser will provide safety briefings to all volunteers involved in the event. The organiser cannot be held responsible for any unforeseeable circumstances and the acts of nature. Ambulance and Paramedics Team on site. Environmental Health Checks on food vendors.

d) The prevention of public nuisance

Amplified music must not exceed 65Db 1m from nearest dwelling. There will be a person responsible for the sound engineering on site. The levels of noise created by any musical activities will be measured by mobile application Db meter. Noise associated with profile of visitors (families with children) is not expected to create a nuisance, due to location of the event and the size of the grounds.

We will have an appointed person with who will handle any complaints via publicly advertised mobile number.

Our H&S Officers Team will monitor noise level and liaise with sound engineers.

e) The protection of children from harm

The event organiser guarantees a clearly marked point for information on lost children (Information Point). Lost children will be left in the care of minimum two adults. Information Point serves as the collection point. Copy of this policy will be provided to all volunteers and First Aid providers. All children /vulnerable adults / individuals appeared to be visibly lost (for example children separated from their families) should be directed to the Information Point. Parents and guardians reporting lost children should be directed to the Information Point for collection. Information on lost children will be communicated via the sound system. Current information will be communicated via walkie-talkie. Lost children procedure will be communicated to all volunteers during the briefing. All lost persons / children's incidents must be logged and filed.

Checklist:

Please tick to indicate agreement

	• I have made or enclosed payment of the fee.	
	• I have enclosed the plan of the premises.	
	• I have sent copies of this application and the plan to responsible authorities and others where applicable.	
	• I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.	
	• I understand that I must now advertise my application.	
	• I understand that if I do not comply with the above requirements my application will be rejected. • [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).	

It is an offence, under Section 158 of the Licensing Act 2003, to make a false statement in or in connection with this application. Those who make a false statement may be liable on summary conviction to a fine of any amount.

It is an offence under Section 24b of the Immigration Act 1971 for a person to work when they know, or have reasonable cause to believe, that they are disqualified from doing so by reason of their immigration status. Those who employ an adult without leave or who is subject to conditions as to employment will be liable to a civil penalty under section 15 of the Immigration, Asylum and Nationality Act 2006 and pursuant to Section 21 of the same act, will be committing an offence where they do so in the knowledge, or with reasonable cause to believe, that the employee is disqualified.

Part 4 — Signatures (please read guidance note 11)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Declaration	<ul style="list-style-type: none"> [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in
--------------------	---



POLISH FOOD FESTIVAL EVENT MANAGEMENT PLAN

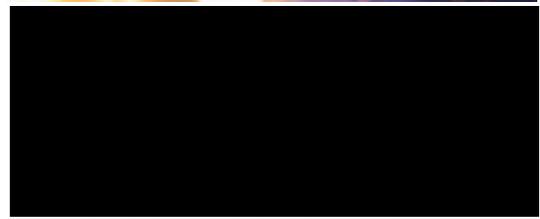
Event date: Sunday 7th June 2026

Event Location: Grasshoppers RFC, Syon Ln, Osterley, Isleworth TW7 5PN

Version: Version 1

Table of content:

1. Introduction, event date and location
2. Aims and objectives
3. Organisers
4. Event schedule
5. Management structure
6. Insurance
7. Emergency preparedness
8. Health & Safety
- 8a. Infection prevention
9. Communication
10. First Aid Management
11. Site Plan and layout
12. Provisions for welfare
13. Contractors' responsibilities
14. Traffic management
15. Crowd control
16. Prevention of noise nuisance
17. Lost children procedure
18. Site clearance and waste management



This plan will be accompanied by the Event Risk Assessment, which will be produced as a separate document.

Contact list will be circulated separately

1. Introduction, title of the event, date, location

Following a very successful event we held last year within the grounds of Grasshoppers RFS, we would like to organise the Polish Food Festival this year.

It will be a family friendly picnic-style outdoor event organized by London Spark and is aimed to promote Polish food and culture to members of the local community and the London-based Polish diaspora.

2. Aims and objectives

Our aim for the day is to provide all visitors including children and parents with activities, competitions, entertainment and food and refreshments. Our aim is to ensure, as far as reasonably practicable, safety of attendance to all our visitors, volunteers and contractors, and quick response to any emergency which may arise on the day.

3. Organisers

The event is be organised by:

London Spark
Reg Charity No 1165809
10 Odeon Parade, 480 London Road
Isleworth, United Kingdom
TW7 4RL

and will be supported by Media In & Out Ltd (Radio PRL).

4. Event Schedule

TIMINGS (AGENDA MIGHT BE SUBJECT TO CHANGE) AND ACCESS TO THE SITE

- 08:00 – 09:00 stage setup and initial site checks
- 09:00 – 11:30 gates open for exhibitors / vendors arrive on site (vehicle movement)
set-up and preparations (First Aid available on site)
- 11:30 gates open
- **12:00 – 20:00** **EVENT LIVE (performances, competitions, attractions)**
- 20: 00 official end of the show (contractors vehicle movement can start no earlier than 20:30 if safe to do so)
- 20:00 – 21:00 breakdown and clean (First Aid available on site)

We have appointed persons responsible for coordinating health and safety on site. We provide communication aids for event personnel. We will carry out the risk assessment for the event and implement reasonable control measures

5. Management structure for the event / Chain of Command

Event organisers and managers (overall responsibility for the event):

- Włodzimierz Wojciech Witkowski – Responsible Person / Event Manager
- Katarzyna Andryszczak – Assistant Event Manager

Safety consultants:

- Practipol Ltd; Maciej Klinowski CMIOSH

Traffic marshals:

- Security contractor + Volunteers

Crowd Management Marshals:

- Security contractor + Volunteers

Clean and waste management:

- Volunteers during the day + B&K Waste Management at the end of the event

Venue Host:

- Tracy Atkinson-Reilly, Operations and Facilities Manager, Grasshoppers RFC

6. Insurance

Public Liability will be requested from all contractors / exhibitors during the vetting process.

The main organiser have their own public liability insurance.

7. Emergency Preparedness

Risk assessment for the event will be carried out by the Main Organiser in consultation with Mr Maciej Klinowski CMIOSH [REDACTED].

Due diligence documentation related to statutory requirements will be requested from contractors and vendors and checked prior to the event.

Access route for emergency services will be kept clear at all times by nominated traffic wardens.

All volunteers will be subject to on-site safety briefing delivered on the day of the event by the event organiser. Any volunteers under-18 must provide signed parental/guardian content (parents/guardians will be provided with the copy of young person's risk assessment).

8. Health and Safety

We will carry out a risk assessment which identifies all foreseeable hazards, those who may be affected and control measures used to reduce the risk to acceptable levels.

The risk assessment will be communicated to all suppliers, contractors, vendors prior to the event. The event organiser will take all necessary actions to ensure – so far as it's reasonably practicable – the safety, security and wellbeing of all event staff, visitors, members of the public, contractors and exhibitors (traders).

The organiser will provide safety briefings to all volunteers involved in the event.

All vendors / contractors / and service providers will be verified during a formal vetting process undertaken by Practipol Ltd.

The organiser cannot be held responsible for any unforeseeable circumstances and the acts of nature.

Responsibilities:

All contractors / exhibitors / vendors are expected to comply with all relevant Health & Safety legislation, guidance notes and industry best practice.

All contractors / exhibitors / vendors must take reasonable care for themselves and for any other persons who may be affected by their acts or omissions at work.

All contractors / exhibitors / vendors must comply with the event rules and are expected to communicate and co-operate with the event organiser.

All contractors / exhibitors / vendors are expected to provide safety documentation relevant to their activities. All documentation will be requested by the organiser prior to the event.

HEALTH & SAFETY STANDARDS

It is the responsibility of contractor / vendor / trader / exhibitor to ensure they are compliant with all Health & Safety, Food Safety and trading standards legislation.

If needed, the organiser will co-operate with the Local Authority to ensure that the highest possible safety levels are achieved at all times.

All contractors / vendors / traders / exhibitors will be informed that Environmental Health Officers from the local council might visit the event site at any reasonable times.

All contractors / vendors / traders / exhibitors must ensure compliance and knowledge of all relevant legislation, including but not exclusively:

→ Health & Safety at Work Act 1974

→ Management of Health and Safety at Work Regulations 1999

→ Food Safety Act 1990 (applicable to food providers)

→ The Food Hygiene (England) regulations 2013 (applicable to food providers)

→ Regulations (EC) 852/2004

All contractors / vendors / traders / exhibitors are reminded that non-compliance with any of these regulations may result in enforcement action leading to a fine or prosecution.

8a. Infection prevention

We aim to work in line with best practices proposed in the Informa ALLSECURE Guidelines for the Event Industry.

Our event is ticketed (advance online sale), so monitoring max capacity does not create any problems.

All suppliers, contractors and vendors must declare reasonable measures for infection prevention within their businesses.

9. Communication

We will provide people responsible for the event with two-way radios and contact telephone numbers. One radio channel will be reserved for First Aiders.

There will be clearly marked Information Point on site.

The information about the event will be communicated in advance via various media channels.

10. First Aid Management

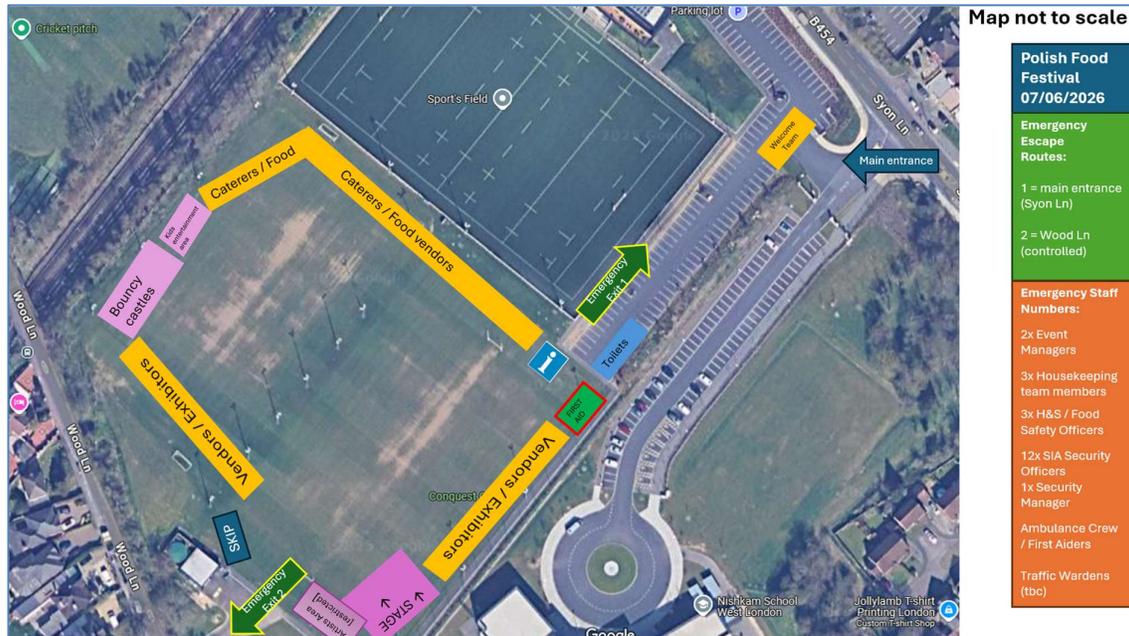
We'll have trained First Aiders on site to deal with emergencies that may arise during the event.

Double-hatting of First Aiders will be avoided by having a dedicated Ambulance Team.

A dedicated First Aid Point will be provided.

11. Site plan and layout

(not to scale, might be subject to change)



12. Provisions for welfare

We will use an external reputable contractor to supply the portable loos.

The main organiser will provide drinking water supply (for event staff and volunteers) located in the Info Point.

13. Contractors' responsibilities

All suppliers, contractors and vendors are responsible for providing their equipment and power supply, and to comply with relevant Health and Safety and, where applicable, Food Safety legislation. Contractor/Vendor Information Pack will be issued to all suppliers prior to the event.

14. Traffic management

The list of contractors' vehicles which will enter the site will be provided at least 3 days before event. Visitors will have tickets which will be checked. There will be a designated traffic manager at the gate who will allow access to the site/venue. The traffic manager will be in constant touch with traffic assistant through walkie-talkie, who will update them if next car can access site. Vehicles will have assigned traffic marshals who will lead the cars to where they are to go and show where the

cars can leave site to site. They will ensure that there is no accidental vehicle movement on site. No vehicles should be moving around site between event start & finish time. Vehicle operators must be careful if driving on grass to ensure no damage takes place.

Access to Emergency Vehicles will be kept clear both from Syon Ln and Wood Ln.

In order to minimise impact on traffic:

- We will put the information about no street parking on the event ticket page.
- We will liaise with the School to get access to the driveway – this will provide us with more space for drop off/pick up area (one way system) and will help us to steer the cars away from blocking the Syon Ln.
- Arrangements will be confirmed for any additional parking.
- We will put Event Stewards (in high vis) in pairs to patrol the strategic locations as discussed yesterday (Syon Ln, Wood Ln, entrance to Stags Way, Entrance to Gower Rd, and on the Braybourne Drive)
- We will liaise with LA whether we can use some cones as well.

15. Crowd control

The event takes place on the private grounds. Entry for ticket holders only.

Parking spaces will be ticketed with advance sales.

The majority of visitors will come as families or individuals.

The schedule of activities is aimed to ensure good organisation and movement of people around the event site.

Upon the main entrance to the car park (Syon Ln entrance), there will be a dedicated Welcome Team, who will greet the visitors, check tickets, keep the traffic flowing (pre-booked car park for those arriving by car, event entrance, Grasshoppers RFC Bar).

Security desk will be located close to the Info Point, upon the entrance to the event pitch.

In order to minimise anti-social behaviour (especially at the end of the event), apart from all control measures described above, we will ensure that:

- SIA-licensed Security Officers are visible alongside our Event Marshals outside the Event exit, when people leave

- We will have dedicated bins and clear signage on exit asking people not to take alcohol out with them. This will be monitored by Stewards.

16. Prevention of noise nuisance

Amplified music must not exceed 65Db 1m from nearest dwelling.

There will be a person responsible for the sound engineering on stage. The levels of noise created by any musical activities will be measured by mobile application Db meter.

Noise associated with profile of visitors (families with children) is not expected to create a nuisance, due to location of the event, the size of the grounds and the day / timings.

There will be a dedicated team member who will have the mobile complaints line.

- Noise monitoring by my team (in revised locations, including Wyke Estate) at regular intervals
- Dedicated Stage Manager / Sound Technician will be working on the event
- Week/c 25th May we will drop leaflets inviting residents to the event. This will have contact details for complaints line on the day.

17. Lost children policy

The event organiser guarantees a clearly marked point for information on lost children (Information Point). Lost children will be left in the care of minimum two adults. Information Point serves as the collection point.

Copy of this policy will be provided to all volunteers and First Aid providers.

All children /vulnerable adults / individuals appeared to be visibly lost (for example children separated from their families) should be directed to the Information Point.

Parents and guardians reporting lost children should be directed to the Information Point for collection.

Information on lost children will be communicated via the sound system. Current information will be communicated via walkie-talkie.

Lost children procedure will be communicated to all volunteers during the briefing.

All lost persons / children's incidents must be logged and filed.

In case of any doubts during the reuniting lost children with the parents/guardians, the police must be informed immediately.

18. Site Clearance and waste management

There will be a commercial contractor appointed to clear up the site.

In addition, there will be volunteers nominated to constantly pick up rubbish during the event.

Plan review record:

Version	Date	Comments
1 (Initial draft)	19/02/2026	Initial draft prepared. The plan will be updated accordingly as per event preparation detail changes.



OUTDOOR EVENT RISK ASSESSMENT



Event Name: Polish Food Festival

Date of event: Sunday 07/06/2026

Location: Grasshoppers RFC, Syon Ln, Osterley, Isleworth TW7 5PN

Event Managers: Wlodzimierz Wojciech Witkowski, Katarzyna Andryszczak

Assessment date: 19/02/2026

Assessment carried out by: Maciej Klinowski CMIOSH, H&S Consultant, Practipol Ltd

Date of review:

Reviewed by:

Date of review:

Reviewed by:

Date of review:

Reviewed by:

Services planned for the event attendance:

- Qualified First Aiders / Paramedics (the whole duration of the event)
- Security cover
- Health & Safety / Food Safety service
- Portable toilets
- Waste clearance

Key personnel planned for the event attendance:

- Event Managers
- Traffic Marshals
- Security Officers
- Safety Officers

Event Layout:



Map not to scale

**Polish Food Festival
07/06/2026**

**Emergency
Escape
Routes:**

- 1 = main entrance (Syon Ln)
- 2 = Wood Ln (controlled)

**Emergency Staff
Numbers:**

- 2x Event Managers
- 3x Housekeeping team members
- 3x H&S / Food Safety Officers
- 12x SIA Security Officers
- 1x Security Manager
- Ambulance Crew / First Aiders
- Traffic Wardens (tbc)

SIGNIFICANT HAZARDS IDENTIFIED	PERSONS AT RISK	RISK RATING			CONTROL MEASURES	ADDITIONAL MEASURES
		Hazard x Likelihood = Risk Level				
<p>Fire and Emergency</p> <ul style="list-style-type: none"> ■ Layout of stands / attractions may restrict emergency escape ■ Sources of ignition (e.g. temporary lighting, electrical equipment brought in by contractors, catering equipment) and combustible materials (e.g. decorations, packaging) increase the risk of fire ■ Failure to evacuate safely. People unaware of emergency evacuation ■ People with limited mobility may have difficulty evacuating the venue ■ Inadequate first aid cover may lead to a delay in getting help in the event of a first aid emergency ■ Fire Spread (high winds, heat transfer) ■ Smoking and smoking materials 	Organiser's staff, Volunteers, Contractors, Vendors, Event attendees	5	3	15	<ul style="list-style-type: none"> ■ Adequate number of event staff and trained volunteers to cover the needs of the event capacity (based on previous years' experience) ■ Confirm prior the event that Local Authority has been contacted and informed about the details of the event (Licence application). ■ Means of raising the alarm and communicating quickly with the grounds/venue owner First Aid staff available (confirm communication methods prior to event). ■ Exits routes and pathways not obscured or obstructed. Good access to emergency services must be maintained at all times from both sides (Syon Ln and Wood Ln). ■ All staff and presenters / contractors made aware of emergency evacuation procedures, assembly points and how to summon first aid. ■ Adequate number of trained evacuation stewards: Event Managers, First Aiders, Traffic Marshals ■ Decorations not positioned close to heat sources (e.g. spotlights) Naked flames must not be used without prior permission of the event organiser ■ Where practicable advise attendees of emergency arrangements at the start of the event. ■ Confirm provision of adequate first aid cover for the event. 	<ul style="list-style-type: none"> ■ Constant communication ■ Show-stop procedure ■ Designated smoking area with safe ashtrays (sand buckets)

					<ul style="list-style-type: none"> ■ Accident Book / log available. ■ All contractors / vendors must ensure that no flammable materials are kept close to direct / indirect heat sources ■ Visitors made aware of the emergency procedures (announced via PA system) 	
<p>Bomb threat / acts of terrorism</p> <ul style="list-style-type: none"> ■ Suspicious items on site (unattended bags, etc) ■ Suspicious individuals on site (unusual appearance, behaviours, social interactions noticed) <p>Martyn's Law Considerations:</p> <ol style="list-style-type: none"> 1. Marauding Terrorist Attack (an attack by an individual or group of individuals using a gun or a bladed or blunt force weapon) 2. Improvised Explosive Device (a bomb that can placed, posted or carried into or close to the site) 3. Vehicle as a Weapon (deliberate use of a vehicle to kill, maim or injure people) 4. Fire as a Weapon (deliberate use of fire to kill, maim or injure people or to cause damage to the site) 	Organiser's staff, Volunteers, Contractors, Vendors, Event attendees	5	2	10	<ul style="list-style-type: none"> ■ Security Plan to be drawn by Security Contractor. Plans for adequate patrolling, traffic wardens and gate entrance (ticket) supervision agreed in advance. ■ Event is held on private grounds and for ticket holders only. ■ Request information about current threat levels from the Police prior to the event ■ Key organiser's staff members should be aware of the current Counter-terrorism Advice from the police. ■ Spotting suspicious behaviour should form part of the safety briefing for volunteers. ■ Details of any vehicles entering the event areas must be provided in advance, and verified on the day. Vehicular access restricted to agreed hours only. ■ All suspicious items and situations reported promptly to the venue staff, event Organiser and Police. ■ Visitors made aware of the reporting procedures. ■ All reported bags checked only if safe to do so. ■ Co-operation with the Police and emergency services during the event, in case of any reports of imminent danger. 	<ul style="list-style-type: none"> ■ Constant communication ■ Knives / sharps and tools kept securely away from unauthorised access ■ Show-stop procedure ■ All volunteer staff are briefed on security awareness (Protect UK Training)

<p>Infection prevention / Covid 19</p> <ul style="list-style-type: none"> ▪ Potential spread of airborne infections between event attendees 	<p>Organiser's staff, Volunteers, Contractors, Vendors, Event attendees</p>	<p>4</p>	<p>3</p>	<p>12</p>	<ul style="list-style-type: none"> ▪ Event planned in line with the current guidance. ▪ Outdoor nature of the event minimises the risk profile ▪ Good practices will be adopted from the AllSecure Guidelines. ▪ All contractors / vendors will be ask to declare reasonable infection prevention steps during the due diligence vetting process. ▪ Ticket sales online (max number of visitors established and monitored by the Welcome Team) ▪ All event activities – quizzes, workshop presentations – arranged in a way to allow reasonably social distancing 	<ul style="list-style-type: none"> ▪ Monitoring of non-compliance on the day and reminding people to follow the rules (Event Safety Officers)
<p>Unfamiliarity in emergency evacuation situation</p> <ul style="list-style-type: none"> ▪ Large numbers of people trying to move around area may trip and fall or cause an obstruction, leading to injuries. ▪ No or delayed response through people not recognising or unsure of actions to take in emergency situation requiring evacuation, e.g. from a marquee or an area in general. 	<p>Event's attendees and participants, those responding to situation.</p>	<p>5</p>	<p>3</p>	<p>15</p>	<ul style="list-style-type: none"> ▪ Emergency evacuation arrangements established ahead of event, including how to raise the alarm. ▪ Exit routes kept clear ▪ Event Managers conduct overall 'on-the-day' check of area, including means of escape. ▪ Volunteers to monitor event and assist attendees should evacuation away from the area be necessary. 	<ul style="list-style-type: none"> ▪ Constant communication ▪ Show-stop procedure
<p>Vehicle movement</p> <ul style="list-style-type: none"> ▪ People struck by a moving vehicle 	<p>Organiser's staff, Volunteers, Contractors, Vendors, Event attendees</p>	<p>4</p>	<p>3</p>	<p>12</p>	<ul style="list-style-type: none"> ▪ Vehicle movement permitted only within specific times ▪ Traffic marshals (banksmen) to lead vehicles across the site ▪ Speed limit on site restricted to max 5mph 	<ul style="list-style-type: none"> ▪ On-going monitoring during the event

<p>Use of Marquees / Tents / Temporary Structures</p> <ul style="list-style-type: none"> ■ Collapse of marquee or items within arising from unsuitable erection or inclement weather. ■ Exceeding marquee's capacity, restricting safe movement of people and prompt evacuation from it in the event of an emergency ■ Layout of any furniture impacting on thoroughfares, exits, means of escape. ■ Unauthorised access to the marquee, e.g, when not in use, and damage to any equipment being stored within ■ Sources of ignition within the marquee, e.g. electrical equipment, cooking appliances and unwanted fire starting and spreading. ■ Tripping over guy ropes, other support to the marquee. ■ Close proximity to other constructions in the event area and impacting on people's safe movements in the event of evacuation ■ Electrical appliances, e.g. lighting, supply cables etc in unsafe condition 	<p>Organiser's staff, Volunteers, Contractors, Vendors, Event attendees</p>	<p>5</p>	<p>3</p>	<p>15</p>	<ul style="list-style-type: none"> ■ If vendors supply they own marquee, this must be included in their Risk Assessment. ■ Marquee's capacity established and advance arrangements to ensure not exceeded if likely to attract large numbers. ■ On-the-day monitoring of actual numbers in attendance to ensure capacity not exceeded, this being overseen by the event's Safety Officer. ■ Furniture layout pre-planned to ensure thoroughfares, exits, means of escape maintained. ■ Marquee secured when not in use, restricting access. ■ Where reasonable, equipment removed from marquee, particularly equipment presenting greater risk of injury if used damaged, securely stored elsewhere. ■ Smoking not permitted within the marquee. Stewards ensure this is observed. ■ Marquee fabric made of fire-retardant material. ■ Electrical equipment suitable for environment and in safe condition. ■ Any cooking / heating appliances (eg. Gas cookers) in safe working condition (tested where appropriate), securely positioned and supervised. Only used by trained personnel (Food vendors) and supervised at all times. Any Gas containers stored securely away from any heat sources. ■ Fire extinguishers available within or in close proximity marquee. 	<ul style="list-style-type: none"> ■ Event personnel to check the condition and stability of each marquee after they are set up.
---	---	----------	----------	-----------	--	---

<p>Bouncy castles / inflatable constructions</p> <ul style="list-style-type: none"> ■ Transport, delivery, setup and disassembling of the inflatable constructions ■ Long electric power cables / damage to power cables ■ Heavy duty stakes driven in using mallet, and removed after the activities close ■ Adults or older children jumping on the Bouncy Castle (injury) ■ Larger children colliding with smaller children (injury) ■ Children jumping off or falling off the front of the Bouncy Castle (injury) ■ Children colliding with each other whilst on the Bouncy Castle (injury) ■ Inflatable constructions getting wet – slips, trips & falls ■ Inflatable constructions accidentally moved / overturned (ex. severe winds, not tied up to the ground properly) – hit by moving objects ■ Use of generators to supply power (if diesel fuelled – diesel fumes, fire, noise, contact with machinery; if electric – electrocution, death) ■ Unlawful access to the inflatable constructions after the activities finishes 	<p>Contractors, Event’s attendees and participants, children</p>	<p>5</p>	<p>3</p>	<p>15</p>	<ul style="list-style-type: none"> ■ Bouncy Castles Provider (contractor) is expected to comply with current legislation related to all their activities. The contractor is expected to have in place suitable and sufficient Risk Assessments, Method Statements and operational procedures. ■ Copy of valid Public Liability Insurance must be provided. ■ The operator is expected to be conforming to the PIPA Scheme. ■ All inflatable constructions must have valid certification of compliance (inspected prior to the event). Documentation ready for inspection. ■ Points to consider: <ul style="list-style-type: none"> - Setup and close works are carried out in designated times under supervision - Bouncy castles must be securely tied to the ground in line with the industry standards. - All attractions will be manned and supervised by two staff members at all times - All attractions cordoned and will be relevant distance apart - Nominated Safety Officer on site to ensure that safety precautions are followed - Consider age / height restrictions on Inflatable Constructions access - All restrictions clearly marked on Inflatable constructions. ■ All bouncy castle / children’s attractions are manned ■ Contractor has a sufficient hygiene protocol in place ■ Contractor has a severe weather policy in place (rain, strong winds, etc). 	
---	--	----------	----------	-----------	---	--

<p>Slips, trips and falls</p> <ul style="list-style-type: none"> Large numbers of people trying to move around area may trip and fall or cause an obstruction, leading to injuries. Injuries to visitors, employees or contractors due to slip and trip hazards in and around the event area, including trailing cables, articles being left in the way, or uneven ground. 	<p>Organiser's staff, Volunteers, Contractors, Vendors, Event attendees</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> Display elements and equipment arranged so that cables do not trail across the ground. If unavoidable, provide cable covers. Check if the ground is suitable and levelled and not liable to become excessively slippery. Temporary surfaces may be needed. Responsible person to inspect site on day of event and prior to its use for potential safety hazards (ex. holes in the ground). Event organisers to ensure that nominated Safety Officers monitor for safety hazards and that exit routes are kept clear of obstructions. 	
<p>Overcrowding:</p> <ul style="list-style-type: none"> Overcrowding of the area may delay evacuation of the area in the event of an emergency. This can also create tension and aggressive behaviour. 	<p>Organiser's staff, Volunteers, Contractors, Vendors, Event attendees</p>	<p>4</p>	<p>3</p>	<p>12</p>	<ul style="list-style-type: none"> Ticketed event, so numbers are controlled. If the event is likely to be popular at particular time, consider controlling flow of people on entry points and/or try to assist with the flow around various activities. Account taken of event layout / site plan and its arrangement. Ensure sufficient space to move safely and fire exits are clear 	<ul style="list-style-type: none"> Confirm the ticket sales prior to the event. Security Team operating in strategic points.
<p>Manual handling:</p> <ul style="list-style-type: none"> Movement of heavy or awkwardly shaped furniture, display stands and equipment may lead to back pain or other manual handling related injuries. 	<p>Organiser's staff, Contractors, Vendors</p>	<p>3</p>	<p>3</p>	<p>9</p>	<ul style="list-style-type: none"> Only event staff trained in safe manual handling techniques should consider moving heavy furniture and equipment. Ensure that all contractors/ vendors have suitable & sufficient Risk Assessment in place for their undertakings. All contractors / vendors are expected to comply with current Health & Safety legislation for their activities. <p>They're expected to have suitable & sufficient Risk Assessments prior to any activities related to the event.</p>	

<p>Working at height: Falls from height due to:</p> <ul style="list-style-type: none"> ▪ Use of unsuitable equipment such as chairs or tables to gain access to height. ▪ Improper use of stepladders or ladders. ▪ Use of access equipment that is damaged 	<p>Organiser's staff, Contractors, Vendors</p>	<p>5</p>	<p>2</p>	<p>10</p>	<ul style="list-style-type: none"> ▪ All contractors / vendors are expected to comply with current Health & Safety legislation for their activities. They're expected to have suitable & sufficient Risk Assessments prior to any activities related to the event. 	
<p>Electrical Equipment:</p> <ul style="list-style-type: none"> ▪ Electrocution or fire from the use of unsafe electrical equipment. 	<p>Organiser's staff, Volunteers, Contractors, Vendors, Event attendees</p>	<p>5</p>	<p>3</p>	<p>15</p>	<ul style="list-style-type: none"> ▪ All contractors / vendors are expected to comply with current Health & Safety legislation for their activities. They're expected to have suitable & sufficient Risk Assessments prior to the event. ▪ All electrical equipment must have undergone a system of regular formal inspection (and where necessary test). Where equipment belongs to contractors, this should be confirmed with them. ▪ A visual inspection of equipment for obvious damage should be made before use by the person responsible for the equipment. Minimise use of extension leads and do not join several together. If an extension reel is used, fully unwind, enduring cable does not form a trip hazard ▪ Supply cables and generator sourced from appropriate supplier – i.e. supplied in safe condition – and checked for this prior to use. Supply cables appropriate for outdoor environments. RCD adaptor used when connecting to mains supply. Cables located where less susceptible to 	<ul style="list-style-type: none"> ▪ Ensure that there are no trailing cables around the stage area

					<p>damage, e.g. away from walkways. Where cables susceptible to damage, e.g. passing through temporary constructions, on walkways appropriate protective covers, sleeves etc used.</p>	
<p>Power Generators</p> <ul style="list-style-type: none"> ■ Fire & explosion arising from inappropriate use of diesel generator. ■ Exposure to fumes when diesel generator in use ■ Contact with unsafe supply cables to an electrically-fed generator and from any generator, or an electrically-fed generator itself ■ Unauthorised access to the generator ■ Electric shock and fire ■ Trip over the generator & cables ■ Contact with machinery 	<p>Organiser's staff, Volunteers, Contractors, Vendors, Event attendees</p>	5	3	15	<ul style="list-style-type: none"> ■ Generator pre-filled with fuel, no containers stored 'on site' during the event. ■ Generator located away from any fire hazards, e.g. marquees, shrubbery. ■ Signage and monitoring to ensure no smoking within the vicinity of the generator at all times. ■ Generator size appropriate for event's requirements, not over-sized to avoid unnecessary quantities of diesel. ■ Where refuelling of generator necessary undertaken by competent personnel. ■ Generator, fuel containers appropriately stored when not in use. Generator positioned in a well-ventilated area, away from any marquee or openings to structures etc where fumes could enter. ■ Supply cables and generator sourced from appropriate supplier – i.e. supplied in safe condition – and checked for this prior to use. ■ Supply cables appropriate for outdoor environments. ■ RCD adaptor used when connecting to mains supply. ■ Cables located where less susceptible to damage, e.g. away from walkways. ■ Where cables susceptible to damage, e.g. passing through building, on walkways appropriate protective covers, sleeves etc used. 	<ul style="list-style-type: none"> ■ Barriers required to prevent unauthorised access (ex. children) and contact with the generator. ■ Vendors requiring electricity to use dedicated power, to avoid cables trailing between stands

<p>Food Hygiene / Food borne pathogens or contamination / Food Allergens</p> <ul style="list-style-type: none"> ■ Inadequate attention to food hygiene, inadequate washing facilities or facilities to keep food at temperatures required for safety, can lead to a large number of guests becoming ill through exposure to food borne pathogens. ■ Some attendees may have food intolerances / allergens 	<p>Organiser's staff, Volunteers, Contractors, Vendors, Event attendees</p>	<p>4</p>	<p>3</p>	<p>12</p>	<ul style="list-style-type: none"> ■ All contractors / vendors / traders / exhibitors must ensure compliance and knowledge of all relevant legislation, including but not exclusively: <ul style="list-style-type: none"> → Health & Safety at Work Act 1974 → Food Safety Act 1990 → The Food Hygiene (England) regulations 2013 → Regulations (EC) 852/2004 → Food Information Regulations 2014 as amended ■ Hand wash facilities (hot and cold running water, antibacterial soap, disposable towels) provided in all stations handling open foods (food vendors are responsible for providing their own hand wash facilities). ■ Any gastrointestinal illnesses reported to the event organiser before commencing works with food. ■ Every Food Vendor has a sufficient way of providing allergen information to customers 	<ul style="list-style-type: none"> ■ Food vendors vetted prior to the event, and inspected on the day. ■ Food vendor vetting process to include Natasha's Law update (where applicable - if PPDS products are to be sold)
<p>Use of barbecues (food vendors)</p> <ul style="list-style-type: none"> ■ Unwanted fire during barbecue lighting, cooling down or during cooking and spread onto adjacent structures or items, e.g. marquee, gazebo, shrubbery. ■ People in contact with hot barbecue that's knocked over and hot coals displaced 	<p>Organiser's staff, Volunteers, Contractors, Vendors, Event attendees</p>	<p>4</p>	<p>3</p>	<p>12</p>	<ul style="list-style-type: none"> ■ Barbecue positioned away from any structures or items that would facilitate rapid spread of fire. ■ Use of accelerants prohibited and barbecue supervised. ■ Firefighting equipment adjacent. ■ Barbecue used and supervised by competent personnel. ■ Barbecue appropriately positioned, e.g. away from thoroughfares and set on stable base. ■ No chemicals or flammable liquids permitted near to barbecue 	<ul style="list-style-type: none"> ■ Visitor BBQs are not permitted

<p>Safety around catering areas</p> <ul style="list-style-type: none"> ▪ Slips, trips and falls ▪ Electrical equipment ▪ Burns and scalds from hot water / hot beverage dispensers ▪ Unauthorised access to the catering areas 	<p>Organiser's staff, Volunteers, Contractors, Vendors, Event attendees</p>	<p>4</p>	<p>3</p>	<p>12</p>	<ul style="list-style-type: none"> ▪ All catering equipment checked and tested prior to the event ▪ Hot beverage dispensers/ hot water urns located in appropriate places and checked for stability ▪ Children to be supervised when walking past the food stations. ▪ Knives kept securely away from unauthorised access 	
<p>Unsafe activities by third parties</p> <ul style="list-style-type: none"> ▪ Presenter / contractor activities may put attendees at risk 	<p>Organiser's staff, Volunteers, Contractors, Vendors, Event attendees</p>	<p>4</p>	<p>3</p>	<p>12</p>	<ul style="list-style-type: none"> ▪ All contractors / vendors / traders / exhibitors must ensure compliance and knowledge of all relevant legislation, including but not exclusively: <ul style="list-style-type: none"> → Health & Safety at Work Act 1974 → Food Safety Act 1990 → The Food Hygiene (England) regulations 2013 → Regulations (EC) 852/2004 ▪ Confirm that contractor / vendor has valid Public Liability Insurance and request copy of certificate. <p>Where proposed activities of contractor / vendor may create significant risks, they must provide their Risk Assessment and Arrangements for protecting the public, which should be checked by the event organiser.</p>	<ul style="list-style-type: none"> ▪ Ongoing monitoring of contractors by dedicated event personnel ▪ Safety Officers to do spot-checks during all stages of the event
<p>Stress</p> <p>Potential stressors are:</p> <ul style="list-style-type: none"> ▪ Not allowing sufficient time and resources for planning and delivery of the event ▪ Noise, food smells or other 	<p>Organiser's staff, Volunteers, Contractors, Vendors, Event attendees</p>	<p>4</p>	<p>3</p>	<p>12</p>	<ul style="list-style-type: none"> ▪ Plan event well in advance with agreed milestone dates for achievement of key activities. Maintain good communication throughout. ▪ Consider potential impact on other area users. If unable to avoid disruption, inform them in 	<ul style="list-style-type: none"> ▪ Additional briefing sessions added for staff and volunteers in advance to

disturbances may affect other users of the area.					<p>good time and agree how disruption will be minimised</p> <ul style="list-style-type: none"> Check if other events are taking place in immediate neighbourhood at the same time. Avoid loud music 	the event
<p>Behaviour / violence</p> <ul style="list-style-type: none"> Event attendees may engage in horseplay or become aggressive, particularly if under the influence of alcohol, injuring employees or other visitors. 	Organiser's staff, Volunteers, Contractors, Vendors, Event attendees	4	3	12	<ul style="list-style-type: none"> Ensure smooth communication between Event Managers and volunteers Agree with those supervising the event beforehand what action to take if attendees are drunk or behaving inappropriately. Vendors selling alcohol must follow Responsible Alcohol Service protocols. Alcohol sales finish one hour before the end of the e Review of last year's security arrangements forms part of this year's plan. Event rules and restrictions communicated in advance by Radio PRL social medial channels. 	<ul style="list-style-type: none"> Check in advance other activities / fairs happening in the immediate neighbourhood Monitoring visitor's behaviour Security patrols as agreed in the Security Plan
<p>Inadequate welfare facilities</p> <ul style="list-style-type: none"> Poor levels of hygiene through overuse of lavatories No drinking water available (especially during hot weather) 	Organiser's staff, Volunteers, Contractors, Vendors, Event attendees	3	3	9	<ul style="list-style-type: none"> Confirm sufficient number of lavatories for projected number of attendees and that they are made aware of how to access them. Ensure that sufficient amount of drinking water is provided for the event staff 	
<p>Unplanned changes may introduce risks not considered prior to the event</p> <ul style="list-style-type: none"> Unexpected events, such as severe weather or unplanned non- 	Organiser's staff, Volunteers, Contractors, Vendors, Event attendees	4	2	8	<ul style="list-style-type: none"> Consider potential hazards to children and ensure levels of supervision are adequate. Refer to the Lost Child Procedure 	<ul style="list-style-type: none"> Constant communication Show-stop procedure

availability of key people involved in the event, may led to last minute changes that may increase risk.						
<p>Hazards associated with children</p> <ul style="list-style-type: none"> ▪ Children running into hazardous areas (for example catering) ▪ Wet grass ▪ Uneven grass surfaces ▪ Road and path edgings ▪ Climbing of objects ▪ Bees, wasps and insects ▪ Straying outside the event areas ▪ Machinery / equipment ▪ Pollen ▪ Food allergies 	Children visitors	4	3	12	<ul style="list-style-type: none"> ▪ Children must be adequately supervised (parents and carers) ▪ Supervisors and children should be aware of the possibility of wet grass and take adequate precautions against slipping and falling. ▪ Supervisors and children should take care when walking on the grass and wear sensible footwear ▪ Supervisors and children should take care at road and path edges to avoid tripping and falling ▪ Children must be adequately supervised and instructed not to climb walls, gates and other objects on site. ▪ Bees & wasps are natural inhabitants of the outdoors and pose no risk unless provoked. If children are stung seek aid from the person in charge. ▪ All equipment in use in demonstrations and displays is guarded and maintained to comply with current regulations. Supervisors should ensure that they and children in their care do not touch any machinery, comply with any safety notices and observe the restriction of any barriers that may be in place. Keys out of vehicles (such as the quad). ▪ Food vendors compliant with FIR 2014 and Natasha's Law. ▪ Any allergic reactions dealt with by the First Aid 	<ul style="list-style-type: none"> ▪ Monitoring visitor's behaviour

					<ul style="list-style-type: none"> Lost Children Procedure in place. Wristbands (with parent telephone number) offered to parents/carers from the info point. 	
Pre-event set up <ul style="list-style-type: none"> Movement of delivery vehicles; Set up of temporary constructions, Connection of electrical equipment and appliances Other contractor's works 	Organiser's staff, Volunteers, Contractors, Vendors, Event attendees	5	3	15	<ul style="list-style-type: none"> All preparatory works carried out by appointed contractors / vendors within agreed time frames (not interfering with the event activities) All contractors / vendors are expected to comply with legal regulations, and to have suitable & sufficient Risk Assessments for all activities undertaken Event Organisers and contractors personnel wearing Hi-visibility jackets at all times 	<ul style="list-style-type: none"> First Aiders present during the set-up stage
Post-event clear-up <ul style="list-style-type: none"> Movement of delivery vehicles; Dismantling of temporary constructions, Disconnection of electrical equipment and appliances Other's contractor's works 	Organiser's staff, Volunteers, Contractors, Vendors, Event attendees	5	3	15	<ul style="list-style-type: none"> All closing works carried out by appointed contractors / vendors within agreed time frames (not interfering with the event activities) All contractors are expected to comply with legal regulations, and to have suitable & sufficient Risk Assessments for all activities undertaken Event Manager to monitor the site during disassembling works Event Organisers and contractors' personnel wearing Hi-visibility jackets at all times 	<ul style="list-style-type: none"> Event Managers carrying out checks to make sure that the area is left in condition in which it was before the event First Aiders present during the clear-out stage
Waste management <ul style="list-style-type: none"> Waste left over by visitors, event staff and contractors Dangerous (ex. sharp broken glass) objects left to be cleared away Members of the public affected by contact with clearing up procedures 	Organiser's staff, Volunteers, Contractors, Vendors, Event attendees	4	3	12	<ul style="list-style-type: none"> Regular checks on rubbish bins Appointed Certified Waste Management Contractor to conduct clearing tasks and waste disposal Waste contractor is expected to comply with all current legislation relevant to their activities Event Manager to monitor the site during clearing up works Event Organisers and contractors' personnel 	<ul style="list-style-type: none"> Event Managers carrying out checks to make sure that the area is left in condition in which it was before the event

					wearing Hi-visibility jackets at all times	
Other foreseeable hazards <ul style="list-style-type: none"> Flying drones (exhibitors or event attendees) 	Organiser's staff, Volunteers, Contractors, Vendors, Event attendees	3	3	6	<ul style="list-style-type: none"> Exhibitors and vendors instructed in advance in writing (part of the exhibitor/vendor safety pack) that flying drones for any purpose (photographic or other) is strictly prohibited during the event 	<ul style="list-style-type: none"> If drones are spotted during the vent, there will be a public announcement (reminder) from the PA system
<ul style="list-style-type: none"> Uncontrolled group games, which are not part of the event activities (ex. kids playing football unsupervised) 	Event attendees, especially children	3	3	6	<ul style="list-style-type: none"> Parents/carers reminded from the organiser's area that children must be supervised at all times. 	<ul style="list-style-type: none"> Regular announcements throughout the day

Key to Risk Rating method:

Risk Rating		
Hazard (Severity)	Value	Risk (Likelihood)
Negligible	1	Unlikely
Slight	2	Possible
Moderate	3	Quite Possible
Severe	4	Likely
Very Severe	5	Very Likely

Hazard Value x Risk Value = Risk Level

Ranking of Risk (Risk Level)	
1 – 4	Low Risk
5 – 15	Medium Risk
16 - 25	High Risk

Low Risk – risk can be acceptable.

Medium Risk – acceptable with adequate control measures in place.

High Risk – action must be prioritised and timetabled to reduce risk to an acceptable level.

- End of Assessment -



Cert No. [REDACTED] F

Issued: February 2026

This certificate can be verified by contacting us via [REDACTED]

Certificate of Appointment

This is to certify that
Practipol Ltd
are the appointed Health & Safety Advisors for
The Polish Food Festival 2026
which is organised by London Spark Charity / Media In & Out Ltd
and is planned to be held within the grounds of Grasshoppers RFC
on Sunday 7th June 2026.

Our company assists the Event Organiser in the provision of:

- Event Safety Plan
- Event Risk Assessment & Emergency Procedures
- Contractors / Exhibitors / Caterers due diligence checks
- H&S Officer support service on the day of the event
- Food Safety compliance checks on the day of the event
- Post-event Safety Report

Maciej Klinowski CMIOSH OSHCR

Director / Principal Consultant



QSHCR
Registered Consultant



Stowarzyszenie
Bezpieczeństwa
i Zdrowia
w Pracy



Patron: british polish
chamber of Commerce

