



October **2011**

**ILKLEY COMPLEMENTARY MEDICINE FESTIVAL
ICMF LTD**

Dear Friends

Welcome to the Ilkley Complementary Medicine Festival

We have pleasure in enclosing final instructions to stand holders for the forth coming Festival in October 2011

Please carefully read this information as there are changes to be implemented at forth coming Festivals.

Exhibition badges will be on your stands when you arrive. Please show them at all times at reception, when coming in and going out of the building.

The Festival will be open to the public on both Saturday and Sunday **10.00 am to 5.00 pm**

Preparation time – We would ask that all stand holders set up on **Friday from Four pm to Eight pm** wherever possible. This will ensure that we can meet all your needs for the weekend. However, if anyone has a problem with this, the preparation time on **Saturday is 8.00 am**. It is vital that all stands are ready for business well before the commencement of the Festival at 10.00 am on Saturday Help is available when unloading – should you need help, please let me know beforehand. Apart from unloading, car parking in Ilkley is limited and I would suggest that you leave your vehicles on Wells Road where the HSBC Bank is situated. When unloading is done the doors of the Winter Gardens will be closed. The entrance and exit for the public is to be through the Kings Hall only.

**FESTIVAL ORGANISER:
MICHAEL WEAVER**

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Please note: **Do NOT** put vehicles on the pavement as this causes inconvenience to neighbouring businesses and the public. Also do **NOT** park in the pub car park adjacent to the Kings Hall because you will be clamped. Under no circumstances can stands be packed up before 5.00 pm on Sunday. Please note that the level of **TRAFFIC WARDENS has increased in the town so please be aware !**

If you have requested a power point, please remember to bring your own extension leads and adapters. All connections to main electricity for stand holders must be via an earth leakage circuit breaker in order to ensure that safety of the public and staff. All cables must be secured and taped up to prevent slips, trips and falls. Any electrical appliances used should be in a good state of repair with no obvious defects. Remember to bring covers for your stands.

Goods left overnight in the venue are at your own risk. However, the venue is well equipped with alarms chains and iron grids on external doors.

NO Blu tak may be used on the venue fabric.

Stand holders are responsible for their **own** litter and should supply bin liners to remove litter.

Rubbish is not to be left in the building under any circumstances.

Food for stand holders may be purchased in the Winter Gardens behind the main stair-case leading up to the balcony. A menu will be left on your table should you wish to purchase anything.

All stand holders attending the festival must have a certificate of public liability insurance. All practitioners with certificates for the treatments must be available for inspection at any time during the Festival.

Copies will be requested on the day.

Please note that there is a **No Smoking Policy** in all areas of the building.

No fly posting inside the venue. Please do not put leaflets on the tables upstairs in the Winter Gardens where the refreshments are served – they will be removed.

For stand holders, who are giving talks, there will be flipchart pads and marker pens available in each room.

New Information and Legislation regarding forthcoming events

In light of the new disabled lift been put in to operation you need to be aware that it is **NOT** to be used for any other means but the movement of disabled people between the two floors . It will be operated by the event staff employed by Bradford Council and access must be maintained at all times.

I am aware that the use of candles and incense sticks is a paramount part of the Festival we are obliged now, by the Bradford Council and Local Fire Officer, to carry out a risk assessment of all stands that use candles, incense sticks and naked flames.

COPIES OF THE RISK ASSESSMENT WILL BE MADE AVAILABLE ON THE DAY if required

WE ARE THEREFORE OBLIGED TO IMPLEMENT THE FOLLOWING :

1. **A REVISED FIRE RISK ASSESSMENT THAT ALL STAND HOLDERS ARE TO HAVE THAT USE NAKED FLAMES AND COMPLY WITH WHILST ON THE SITE.**
2. **EACH STAND HOLDER HAVING TO ENSURE THAT THEY HAVE A FIRE EXTINGUISHER / FIRE BLANKET OF THE KITCHEN TYPE AND SIZE /OR A BUCKET OF SAND WITHIN THE CONFINES OF THE STALL**

NO CANDLES OR OPEN FLAMES ARE TO BE USED ON THE STAGE

I WOULD LIKE YOU TO THANK YOU IN ADVANCE FOR YOUR CO OPERATION IN THE IMPLEMENTATION OF THE ABOVE PRACTICES AND RISK ASSESSMENTS

Forthcoming Festival dates for 2011

Autum Complementary Medicine Festival

Saturday 31st March & Sunday 1th April 2012

Please note: Stands have already been booked for these Festivals so you are advised to book before the event or on the Sunday Morning between 8.30 am and 10.am. Alternatively 4.30 pm till 6.00pm. To ensure that you have the stand you require at the next event all booking forms must be completed and deposits paid 6 weeks after the event. **A £100 deposit is required when booking.** Availability may be checked prior to the festival by visiting the web site www.ilklefestival.co.uk Stands cannot be guaranteed for the event if booking are not completed.

In case of emergencies on the day, my mobile numbers is 07939 468822

If you have any enquiries, please do not hesitate to contact me.

May I take this opportunity to thank you for supporting the festival

Yours sincerely

Michael & Shirley Weaver

BRADFORD MUSEUMS GALLERIES & HERITAGE SERVICE

TECHNICAL DEPARTMENT

RISK ESTIMATION

PREMISES: Kings Hall / Winter Gardens Ilkley
AREA OR ACTIVITY: Naked Flames on site

| PROBABILITY | SEVERITY | SCORE |
|----------------------------|-------------------------|--------------------------------|
| Almost certain | 6 Fatality | 3 01-09 Tolerable risk |
| Frequent occurrence | 5 Possible but unlikely | 2 10-19 Improve in 2/3 months |
| Fairly frequent occurrence | 4 Highly improbable | 1 20-36 Urgent action required |
| TOTAL SCORE = P x S | | |

| BEFORE | | | | AFTER | | | |
|--|---|---|-------|--|---|---|-------|
| Event | P | S | Total | Remedy | P | S | Total |
| Risk of burn to member of public or stall holder as candles used by stall holders as part of their display | 3 | 4 | 12 | Fire extinguisher / fire blanket to be within the confines of the stall | 2 | 3 | 6 |
| Risk of burn to member of public or stall holder as candles used on stage as above. | 3 | 4 | 12 | No naked flames to be used on stage area. Or see risk assessment applicable to naked flames on stage as compromise. | 1 | 1 | 2 |
| Due to naked flames being used, risk of stall or associated display items catching fire | 6 | 5 | 30 | Each stall holder to provide within the confines of his/her stall a fire extinguisher of kitchen / domestic type and size. Alternatively a bucket of sand or fire blanket to be kept within the confines of the stall. | 2 | 3 | 5 |

Signature.....*Andy Bruce*.....**Title:** Technical Officer **Date**...3rd August 2004.....

BRADFORD MUSEUMS GALLERIES & HERITAGE SERVICE
TECHNICAL DEPARTMENT

PREMISES: KINGS HALL ILKLEY AREA OR ACTIVITY: ON STAGE DURING PERFORMANCE

| Probability | Severity | Score |
|----------------------------|-------------------|------------------------------|
| Almost certain | Fatality | 01-09 Tolerable risk |
| Frequent occurrence | Major injury | 10-19 Improve in 2/3 months |
| Fairly frequent occurrence | Prolonged absence | 20-36 Urgent action required |
| 6 Occasional occurrence | 3 day injury | |
| 5 Possible but unlikely | Minor injury | |
| 4 Highly improbable | Negligible | |
| | | |

TOTAL SCORE = P x S

| Event | BEFORE | | | Remedy | AFTER | | |
|---|--------|---|-------|---|-------|---|-------|
| | P | S | Total | | P | S | Total |
| Burns / risk of fire caused by the use of naked flames / cigarette smoking during performances. | 3 | 6 | 18 | Each occasion to be assessed separately, with consultation with Fire Officer if necessary. Use of stand by fire extinguisher / sand bucket to extinguish cigarettes / naked flames. A dedicated member of staff to oversee the stage at all times when naked flames / highly flammable materials are in use | 1 | 6 | 6 |
| | | | | | | | |
| | | | | | | | |

Signature.....Andy Bruce.....**Title:** Technical Officer

Date...3rd August 04