The purpose of this checklist is to assist the Environmental Health Service in responding to your application for a Public Entertainment Licence that involves the use of fairground equipment and other amusement devices. Our Service requires you to verify that effective management arrangements will be implemented for this activity taken into account the following health and safety guidance:-

* HSG175 (3rd Edition) Fairgrounds and amusement parks: Guidance on safe practice

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| **Where fairground equipment and other amusement devices are to be provided at your event you are requested to complete the checklist overleaf and submit it as part of your PEL application. Failure to do this may result in a delay in the processing of your application and/or objection by Community Services – Environmental Health.** |

**Guidance on completing checklist**

* The use of fairground equipment and other amusement devices should be safe and enjoyable occasions. Please ensure that you have taken time to read the guidance detailed above prior to completing the checklist.
* It is important that you consider all aspects of the above guidance when planning and organising activities where fairground equipment is in use. Suitable arrangements based upon the type of fairground equipment; anticipated audience numbers; the proposed location of the equipment and prevailing weather conditions should then all be taken into account and effective management arrangements implemented.
* Even if your event/activity has been run successfully for a number of years it is important that you review your safety arrangements to ensure they remain effective and take into account local circumstances and current best practice guidelines.
* The attached checklist should not be regarded as an exhaustive list. The checklist is simply intended to provide confirmation to our Service that you are aware of the relevant guidance and health and safety legislation and have taken appropriate steps to ensure the safety of all those who may participate in the activity or who may be affected by the use of the fairground equipment and other amusement devices.
* It is your responsibility as the event organiser/activity provider to ensure the safety of persons who may use the fairground equipment and other amusement devices.
* Where any answer in the checklist is NO, please note our Service may require to object to your licence application unless suitable explanation can be provided outlining the reasons why this is the case.

**Further Advice**

For further information please refer to the HSE website ([**www.hse.com**](http://www.hse.com)) and the guidance specified above. Alternatively please Email: [**envhealth@highland.gov.uk**](mailto:envhealth@highland.gov.uk)or contact:

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| **Environmental Health** **Local Offices** |  | 38 Harbour Road, **Inverness**, IV1 1UF | Tel: 01463 228700 |
|  | Ross House, High Street, **Dingwall**, IV15 9RY |  |
|  | Fulton House, Gordon Square, **Fort William**, PH33 6XY | Tel: 01397 707 007 |
|  |  | The Highland Council, Drummuie, **Golspie**, KW10 6TA |  |
|  |  | Dunvegan Road, Portree, **Skye**, IV51 9HD |  |
|  |  | Government Buildings, Girnigoe Street, **Wick**, KW1 4HW |  |

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| **Name of Applicant** | |  | **Application Ref. No** |  | | |
| **Address of Premises to be licensed** | |  | | | | |
| **Please tick ( ) as appropriate** | | | | | **Yes** | **No** |
|  | I have read and understood the guidance contained within HSG175 (3rd Edition) Fairgrounds and amusement parks: Guidance on safe practice with respect to my role as organiser and/or licence holder for the funfair | | | |  |  |
|  | I confirm that a suitable and sufficient risk assessment has been undertaken with respect to the use and operation of the fairground equipment in order to manage and control the risks to both employees and members of the public | | | |  |  |
| 3 | I confirm that as organiser and/or licence holder for the fairground, I retain the authority to take any necessary action to ensure the safety of the public if it is apparent that a controller of fairground equipment is failing to do so. | | | |  |  |
| 4 | I confirm that a layout plan for the funfair will ensure there are safe distances between fairground equipment and perimeter walls, fences etc (this includes any barriers and waiting areas), taking into account:   * + - the motion and passenger clearance envelopes of amusement devices;     - the need for emergency access and egress (pedestrians and vehicles);     - segregation of the public from dangerous moving parts or areas of danger. | | | |  |  |
| 5 | I confirm that a valid Declaration of Operational Compliance (DOC) has been issued within the last 12 months for each item of fairground equipment that will be used in terms of the Amusement Device Inspection Procedures Scheme (ADIPS). Copies of valid certification for all relevant fairground equipment on site will be collated and be kept available for inspection at the event. | | | |  |  |
| 6 | I confirm that the each item of fairground equipment will undergo a daily check to ensure it is working correctly and is safe to use prior to the first use on each day of use. Such daily checks will be recorded in writing and take account of any instructions from designers, manufacturers, importers, and suppliers. | | | |  |  |
| 7 | I confirm that that the electrical installation or equipment used in relation to fairground equipment such as generators, lighting sets, cables and blowers are safe, suitable for the location where they are to be used, and have been properly installed, maintained and inspected by a suitably competent electrician. | | | |  |  |
| 10 | I confirm that any accident, incident or near miss which causes or could have caused injury or damage, including threats or acts of violence shall be recorded in writing, including any details of actions that were taken. | | | |  |  |

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| 11 | I confirm that all fairground rides will only be operated by suitably competent and trained persons at all times, and that the minimum number of operators/attendants needed for safe operation are on duty and present at each device when it is open for public use | | | |  |  | |
| 12 | I confirm that in the event a defect to any fairground equipment is found which could possibly lead to danger, the public will not be permitted to use the fairground equipment and /or amusement device until the cause has been identified and remedied. | | | |  |  | |
| **Declaration (To be completed by the applicant and/or the activity provider)** | | | | | | | |
| I declare that the above checklist has been completed accurately and is a true reflection of the arrangements that will be in place for the use of the fairground equipment:- | | | | | | | |
| Print Name: | |  | Signed: |  | | |  |
| Applicant/Activity Provider  *(Please delete as appropriate)* | | | Date: |  | | |  |