

Fakenham Riverside Festival, duck and cardboard raft races 2026

A community-led festival featuring raft races, duck races, local food, and family activities, delivered by Active Fakenham in partnership with local organisations

Date: Sunday 21st June 2026

Event Organiser

Richard Crook

Active Fakenham

 richard@activefakenham.org.uk

 07887 803091

Event Documentation Pack

This document includes the following:

- **Site Plan**
- **Event Notes**
- **Risk Assessment**
- **Site Aerial Photograph**
- **Road Closure Maps**

Event Notes

- The site plan may vary depending on weather conditions.
- An **emergency exit** will be maintained between the bouncy castle and the stalls, providing access onto Goggs Mill Road.
- We expect to have **at least 25 stewards and helpers** on site throughout the event.
- All water-based activities (raft and duck races) will take place in the river and will be **managed by the Ospreys Canoe Club**.
- Public address (PA) system provided by **Peter Hamilton**, including two roving microphones and separate speaker systems.
- **First Aid** provision will be supplied by **Med-PTS**.
- The **Site HQ** will be located at the Active Fakenham tent, which will also act as the **lost children point**.
- All vehicles must be **off site by 9:15am** prior to the event opening.
- The **bouncy castle** will be provided and managed by **Premier Parties**.
- Food vendors will include:
 - Aish Bakery (including coffee)
 - Fire and Fork Hog Roast
 - Country Markets
 - Solar Scoops ice cream
- Additional **road closure steel barriers** will be positioned approximately **80 metres from each side of the bridge** to ensure safety and traffic control.

Active Fakenham – Riverside Festival Risk Assessment

Location: Field adjacent to Goggs Mill Road Bridge, Fakenham

Event: Riverside Festival (Duck Race, Raft Race, Stalls & Activities)

Date: 21st June 2026

Time: 10:00am – 3:00pm. (set up from 8.00am)

Organiser: Active Fakenham

1. General Statement

Active Fakenham will oversee the safe planning and delivery of the event. All reasonable steps will be taken to minimise risks to participants, volunteers, and the public.

All participating organisations, contractors, and stallholders will be required to hold **appropriate Public Liability Insurance** and operate in accordance with relevant health and safety requirements.

2. Key Hazards & Control Measures

Crowd Management / Public Safety

Hazard: Overcrowding, congestion, slips/trips

Control Measures:

- Minimum of **25 trained stewards** on site
 - Stewards at Bridge and field entrance
 - Clearly defined pedestrian routes and open spaces
 - “Keep Clear” zone at bridge to prevent bottleneck
 - Emergency access maintained at all times
 - Clear signage and announcements via PA system
-

Traffic & Road Safety

Hazard: Interaction with vehicles / road access

Control Measures:

- All vehicles removed from site by **9:15am**
 - Road closure and **steel barriers positioned at junction of Pond Road/Goggs Mill Road and Hayes Lane/Goggs Mill Road. (see map). Additionally approx. 80m either side of the bridge we will have barriers and cones. These will have volunteers watching them We have access to 120 crowd control; barriers and 100 cones.**
 - Clearly marked entrance and exit points
 - Steward presence at key road crossing points
-

Water Safety (River Activities)

Hazard: Risk of falling into water, drowning

Control Measures:

- All river activities managed by **Ospreys Canoe Club (experienced operators)**
 - Clearly defined raft race and duck race areas
 - Stewards positioned along riverbanks
 - Public kept back from edge where appropriate
 - Rescue capability in place via canoe club
 - Barrier tape where appropriate.
-

Temporary Structures & Activities

Hazard: Bouncy castle / stalls / equipment failure

Control Measures:

- Bouncy castle provided by **Premier Parties (insured contractor)**
 - All stalls securely erected and spaced
 - Emergency exit route maintained between stalls and bouncy castle
 - Regular checks during event
-

Food Safety

Hazard: Food hygiene issues

Control Measures:

- All food vendors responsible for compliance with food hygiene regulations
 - Vendors include: Aish Bakery, Fire and Fork Hog Roast, Country Markets, Solar Scoops
 - Each vendor to provide own insurance and certification
-

Medical / First Aid

Hazard: Injury or illness

Control Measures:

- Professional **First Aid provided by Med-PTS**
 - Clearly signed First Aid location
 - Site HQ acts as coordination point
-

Lost Children / Vulnerable Persons

Hazard: Lost or separated individuals

Control Measures:

- **Site HQ (Active Fakenham tent)** designated as lost children point
 - Stewards briefed on procedures
 - PA system available for announcements
 - signage
-

Weather Conditions

Hazard: Rain, heat, wind affecting safety

Control Measures:

- Event layout may be adapted depending on weather
 - Structures secured appropriately
 - Monitoring of conditions throughout event
 - Event can be modified or curtailed if necessary
 - Drinking water will be available for free
-

Slips, Trips & Falls

Hazard: Uneven ground / wet surfaces

Control Measures:

- Site checked prior to event
- Hazards minimised where possible
- Public advised to take care
- Stewards monitor key areas

3. Communication

- PA system operated by **Peter Hamilton** (including roving microphones)
- Stewards briefed before event
- Clear signage across site

4. Stewarding

- Minimum **25 stewards and helpers**
- Positioned at:
 - Bridge and access points
 - Riverbank
 - Entrance/exit
 - Key activity zones

5. Insurance

- Active Fakenham holds appropriate event insurance
- **All participating organisations, contractors, and stallholders are required to hold valid Public Liability Insurance**
- Copies of insurance documents to be available upon request

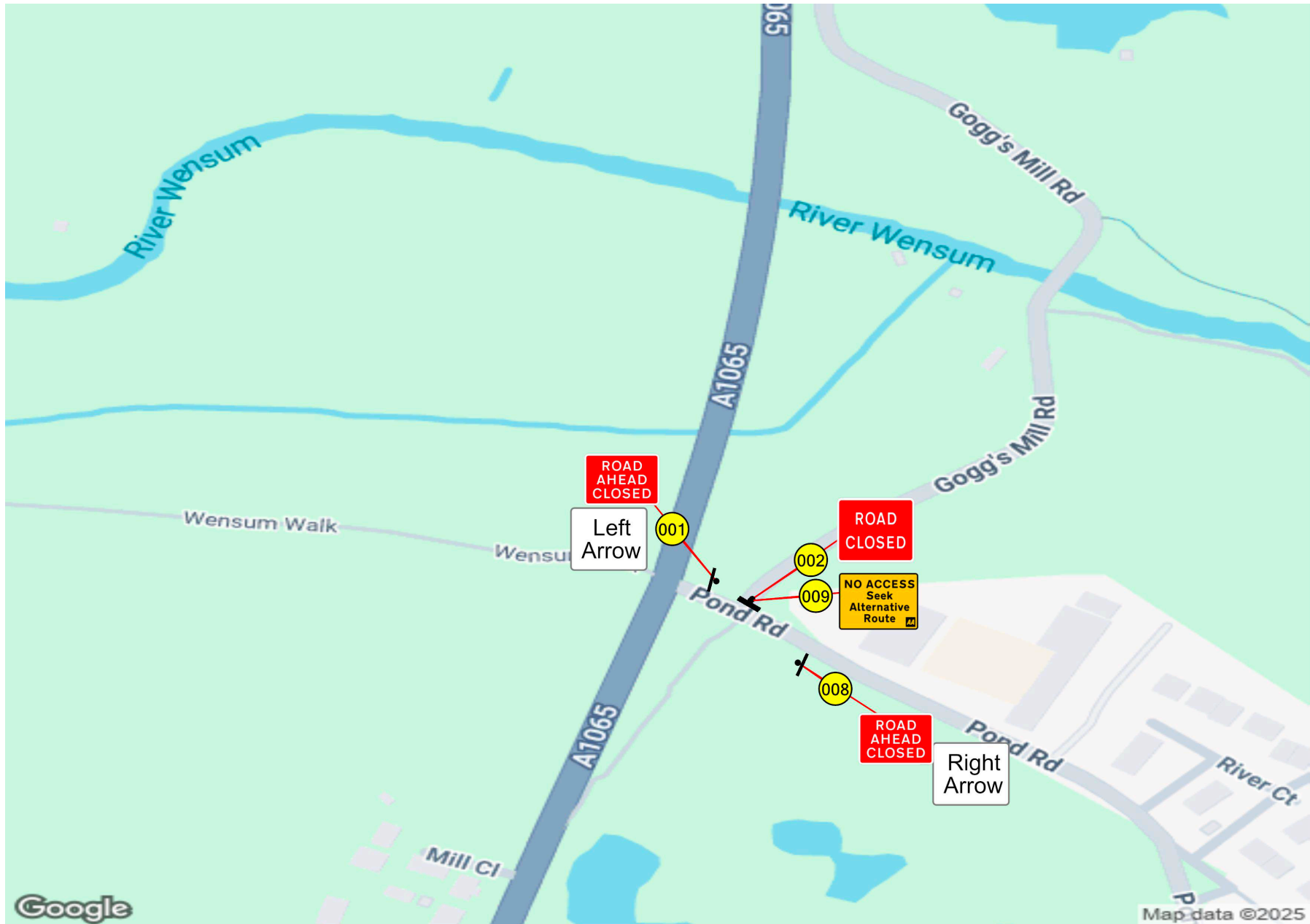
6. Emergency Procedures

- Emergency access routes maintained at all times
 - First Aid team on site
 - Stewards to contact Site HQ in event of incident
 - Emergency services access via Goggs Mill Road
-

7. Final Responsibility

Active Fakenham retains overall responsibility for the safe delivery and management of the event.





ROAD AHEAD CLOSED

Left Arrow

001

ROAD CLOSED

002

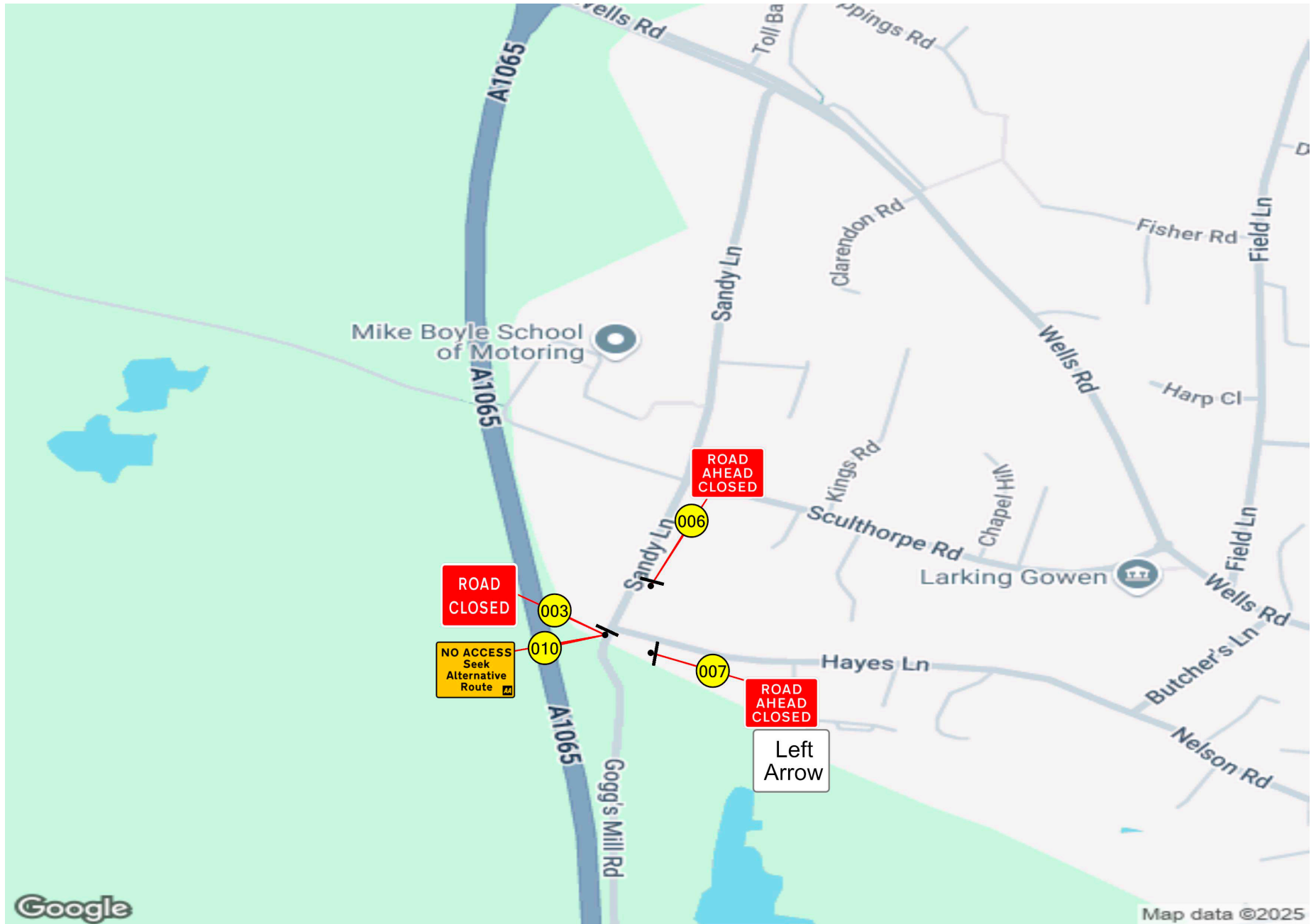
NO ACCESS
Seek
Alternative
Route

009

ROAD AHEAD CLOSED

008

Right Arrow



ROAD
CLOSED

NO ACCESS
Seek
Alternative
Route

ROAD
AHEAD
CLOSED

ROAD
AHEAD
CLOSED

Left
Arrow

Fakenham Riverside Festival – Lost Children Policy

Purpose

To ensure the safe and prompt reunion of any lost or separated children with their parent, guardian, or responsible adult during the event.

Designated Lost Children Point

All lost children and reports of missing children must be directed to:

👉 Active Fakenham Tent (Site HQ)

This will act as the official **Lost Children Point** for the duration of the event.

Procedure – Lost Child Found

If a child is found without a parent or guardian:

- **Stay with the child** and reassure them.
- Notify the nearest **steward immediately**.
- The child should be escorted to the **Active Fakenham Tent (Site HQ)**.
- A minimum of **two responsible adults** (where possible) should remain with the child at all times.
- Basic details may be obtained sensitively (first name, description of parent, where last seen).
- A controlled announcement may be made via the **PA system** (avoiding use of the child's full name where possible).

Procedure – Missing Child Reported

If a parent/guardian reports a missing child:

- Direct them immediately to the **Active Fakenham Tent (Site HQ)**.
- Obtain key information:
 - Child's name, age, and description
 - Clothing
 - Last known location
- Alert all **stewards via communication channels**.
- Conduct a coordinated search of the site, focusing on:
 - Riverbank
 - Activity areas
 - Toilets
 - Stalls
- Use the **PA system** if appropriate.

Safeguarding Principles

- Children must **never be left alone**.
 - A minimum of **two adults** should supervise any lost child where possible.
 - Physical contact should be **kept appropriate and minimal**.
 - No child should be taken off site unless directed by emergency services.
-

Reuniting Child with Parent/Guardian

- Confirm identity of the adult before releasing the child.
 - Ask simple verification questions if necessary.
 - Record that the child has been safely reunited.
-

Escalation

If a child is not located within a reasonable time:

- Contact **emergency services (Police)**
 - Continue coordinated search under steward supervision
-

Communication

- All stewards will be briefed on this procedure before the event.
 - The **Active Fakenham Tent** will act as the central communication point.
-

Responsibility

Active Fakenham retains overall responsibility for implementing and overseeing this policy.

