



Worcester Victorian Christmas Fayre Ltd

WORCESTER VICTORIAN CHRISTMAS FAYRE

29th NOVEMBER – 2nd DECEMBER 2018

STALLHOLDERS AND CATERERS HEALTH AND SAFETY QUESTIONNAIRE AND GUIDANCE

Worcester Victorian Christmas Fayre Ltd requires completion and return of this questionnaire prior to the event in order to meet health and safety responsibilities.

Please ensure you retain a copy of this document for your records and information.

COMPANY NAME:

HEALTH AND SAFETY CONTACT

1. Who is the person in your organisation who will be responsible for health and safety for your activities whilst on site? Please provide a contact telephone number.

Our Events team may wish/need to liaise with this nominated person on the day should any health and safety issue or concern arise.

2. ELECTRICAL SAFETY – COMPLETE ONLY IF ELECTRICITY IS REQUIRED

Are all portable electrical appliances fully PAT tested and fit for purpose?

All portable electrical equipment must display an in-date PAT sticker

Is all electrical cabling free from damage and will it be visually inspected by you before connecting any electrical equipment?

Our Events team may carry out inspections during the event and may require you to disconnect any electrical equipment which does not meet the above requirements.

You must ensure that all cabling is neatly stored and hazard free so as not to create any slip and trip hazards. Cable covers may be used in certain situations, but cabling should be re-routed wherever possible.

3. WORKING AT HEIGHT

Are you planning to carry out any working at height activities whilst setting up your stand (s) or during the day likely to last longer than 10 minutes?

If yes, please give further details, including the safety measures you will be implementing, including the suitability of any equipment to be used (i.e. stepladders)

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4. SUB-CONTRACTORS

Are you engaging the services of sub-contractors?

If yes, please give further details:

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If yes, what is your process for engaging sub-contractors and ensuring health and safety compliance?

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4. HAZARDOUS SUBSTANCES

Are you planning to bring any hazardous substances to the event?

If yes, please give details below

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Please confirm that these substances will be securely stored and not accessible by members of the public or other unauthorised persons.

You may be asked for a copy of your COSHH risk assessment

5. HANDHELD TOOLS

Are you using handheld tools whilst on-site?

If yes, does this display the relevant CE marking?

RULES FOR TRADING AT THIS EVENT

Traders must ensure that stalls do not encroach into undesignated areas

Avoid the build up of flammable materials by removing to designated areas at regular intervals

All spillages to be cleaned up immediately

All broken glass to be removed immediately – area should be restricted until all glass removed

No naked flames, mobile generators, gas bottles, fires or barbeques allowed unless specifically identified in your stallholders' contract.

No obstructions to be left in walkways

All speed limits and 'no parking areas' must be strictly adhered to

All accidents must be reported to the Fayre Officer and entered in to the official accident book

Please abide by the updated trader waste policy. Failing to do so may result in a ban on next year's Victorian Christmas Fayre.

For all other terms and conditions please refer to your stallholders' contract.

Signed

Name

Date