

## 1. General

These Terms and Conditions of Participation (“the terms”) apply to all stall holders involved in the provision of food and beverage. The terms apply to all persons involved with your stall at any time. They are made available prior to application for a stall holding and are also available on the Plumstead Make Merry website.

Plumstead Make Merry (PMM) will not confirm any application which does not agree with these terms and do not accept any liability for individuals or organisations who fail to observe the terms once agreed. You should contact us prior to making an application if you have questions about the terms.

These terms should be retained for future reference.

By making an application to be a stallholder you confirm you have read, understood and agree to these terms.

## 2. Health and Safety

You are required to abide by all Health and Safety Regulations at all times.

- A risk assessment for your stall should be provided when you submit your application.
- Questions about Health and Safety prior to the event should be submitted to [stalls@plumsteadmakemerry.co.uk](mailto:stalls@plumsteadmakemerry.co.uk).

On the day:

- Questions about Health and Safety on the day should be directed to a member of the roaming team or your on-site contact number.
- In the event of an emergency dial 999 immediately, never assume others have done so. You must also inform identified stewards in order for them to implement onsite safety measures.

## 3. Insurance

All stall holders are responsible for obtaining their own Public Liability and other relevant insurances.

- You will be asked to provide copies of your insurance documents on application.

The event organisers cannot insure stalls, their infrastructure, contents or staff.

Your participation at this event is completely at your own risk.

## 4. Payment

Payment must be made in full at the time of booking.

Payments may be made by:

- Online bank transfer (BACS)
- Paid into the PMM bank account at Natwest in Woolwich

When making payments, please make sure to include either the name of your stall as the reference or the first initial and surname of the person making the application

– i.e. “Plumstead Choir” or “B Smith”.

This will speed up confirmation of your application.

BANK DETAILS for bank transfer and cash deposits:

Account name: Plumstead Make Merry

Sort code: 60-24-26

Account Number: 47747285

## 5. Cancellation Policy

Cancellations must be in writing to [stalls@plumsteadmakemerry.co.uk](mailto:stalls@plumsteadmakemerry.co.uk)

- Cancellations made 60 days or more before the event will be fully refunded. All refunds will be made by bank transfer.
- Cancellations made less than 60 days before the event will not be refunded.

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- Once a cancellation has been received any future request for a stall will require a new application.

This policy is non-negotiable due to our need to cover the costs of running the event.

### 6. Pitches

Pitches are only confirmed and allocated upon receipt of a completed application, full payment and any documents required.

Where monies, application or documents are outstanding no booking is made.

Pitches are allocated on a first come first serve basis - allocation cannot be changed on the day.

### 7. Litter

You must make sure you do not leave litter on the site.

- You should ensure you have sufficient provision to collect and dispose of your litter.
- Recyclable and non-recyclable litter bins are made available by the organisers.
- Where bins are full or inaccessible you should contact a member of the on-site team.
- You remain responsible for disposing of your litter properly at all times.
- Those who litter risk a fine from the council - PMM has no responsibility or liability for any fines given out by the council.

### 8. Stalls – General Guidelines

It is our policy to provide as great a variety of stalls as possible, but stall content is at our sole discretion.

- We cannot guarantee that any trader will have exclusive rights to sell a particular product or service.
- Non-charity tombola stalls will be permitted at our sole discretion, but in general are discouraged.
- If your activities require a license this license must be available for inspection at the stall at all times.
- Signs and exhibits should not overshadow or obscure neighbouring displays.
- You must not use any amplification unless previously agreed in writing. This includes the use of radio frequency microphones or loudhailers.

**Stallholders must adhere to current government guidelines on Covid-19 safety as well as any additional measures implemented by the Plumstead Make Merry Organisers or the Local Council.**

### 9. Stalls – Prohibited Content

The following is not permitted to be sold, displayed or given away as prizes:

1. Alcohol (including low alcohol products and equivalents)
2. Drugs
3. Livestock
4. Goldfish
5. Flammable materials
6. Other items that subject to legal age restrictions, including but not limited to:
  - a. Tobacco and related products (incl. 'e-cigarettes' and related products)
  - b. Knives (incl. replica knives, plastic or otherwise)
  - c. Fireworks
  - d. Weapons (incl. replica weapons, e.g., toy guns, swords, etc)
  - e. Indecent material
  - f. Glues, solvents and spray paints
7. Items subject to other legislation, including but not limited to:
  - a. Items which incite or encouraging acts of violence
  - b. Items which discriminate against individuals and/or groups with protected characteristics under the [equality act 2010](#) or those who associate with or could once have had such a protected characteristic.
8. Any other item which may prove dangerous in the hands of a child or anyone else in whom it would be reasonable in all the circumstances to assume the possible dangers of such item could not

be fully understood.

### 10. Stalls – Weather

Please remember weather is unpredictable and prepare for all conditions.

- Ensure you have means to secure and maintain your stall in strong winds, heavy rain, and hot weather.
- You must follow all instructions given on the day regarding the construction, maintenance and breakdown of your stall.
- The organisers will be unable to assist on the day if you have inadequate provision for the construction, maintenance and breakdown of your pitch.

### 11. Stalls – Equipment

The Plumstead Make Merry does not provide equipment for the construction, maintenance and breakdown of pitches.

- You need to provide all your own equipment for the safe construction of your stall or activity. This includes any tables, chairs, displays, protection against the weather and safety equipment.
- If your stall or activity includes throwing any object, (i.e., a coconut shy or cans), you must have adequate safety screens all around to prevent injury to the public and other stallholders.

### 12. Stalls - Generators

The below are requirements of all stallholders wishing to use a generator at Plumstead Make Merry. Stallholders not fulfilling our requirements will be required to leave (no refund).

The stallholder bears all responsibility for fulfilling these requirements:

- There is an additional charge for the use of a generator
- If you intend to use a generator, this must be stated and paid for on application.
- The generator, fencing and all other equipment must fit within the allocated pitch.
- Generators must be placed safely away from the public, suitably fenced off and can only be refuelled after being turned off and allowed to cool down.
- Any stall using a generator must provide adequate fire extinguishers.

### 13. Access and Movement of Vehicles

At all times:

- The event is subject to council requirements.
- These include restrictions on the access and movement of vehicles.
- Only vehicles pre-registered with us will be able to access the site.
- Vehicle movement should never exceed 5mph when onsite.
- Your vehicle should only move on the site accompanied by a steward.
- You must follow all instructions given by PMM organisers/staff/volunteers about vehicle movement.
- You should have the necessary insurance, tax and roadworthiness certificates.
- You should ensure you have breakdown coverage enabling removal of your vehicle in the event of breakdown.
- Plumstead Common is subject to Byelaws (see 16, below)

Set-up (Morning)

- Vehicle access is provided via the gated vehicle entrance in Old Mill Road, opposite Chestnut Rise.

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- Only one vehicle per stall is permitted to access for set-up in the morning.
- Please make sure you have everything you will need for the day.
- The vehicle can access the site from 8.30am to 10.30am.
- Once the vehicle has unloaded it must leave the site promptly.
- Once the vehicle has left the site, it cannot return.
- Additional cars cannot be brought onsite at any time.
- The vehicle must be off-site, and parked in the designated parking area by 11am.
- No access will be possible after 10.30am.

### During the event

- Due to licensing requirements and matters of public safety no vehicle movement is permitted on site between 11am and 6pm.

### Break-down (Evening)

- Vehicle access is provided via the gated vehicle entrance in Old Mill Road, opposite Chestnut Rise.
- Only one vehicle per stall is permitted to access for break-down in the evening.
- Please make sure you pack everything you should when you leave.
- The vehicle can access the site from 6pm but not before.
- Once the vehicle has left the site, it cannot return.
- Additional cars cannot be brought onsite at any time.
- **The vehicle must be off-site by 19:00, when the gate will be locked.**

## 14. Food Stalls

To comply with legislation only registered food providers can make and sell food or drink on the day.

- Additional guidance related to food stalls is found at the end of these terms.
- The guidance is for your reference and is not legal advice.
- You should seek independent legal advice as required.

## 15. Conduct and Behaviour

- Stallholders must not behave in any way designed or likely to upset, injure or offend other people.
- Stallholders must follow any instructions given by a member of the PMM team with regards to conduct and behaviour on-site.
- Plumstead Make Merry investigates all complaints regarding conduct and behaviour.
- It is the alleged impact on the offended party and not the intention of the alleged injurer which matters in the first instance.
- Stallholders who do not conduct themselves in accordance with these terms will be asked to leave.
- The Plumstead Make Merry reserves the right to order the removal of any stall and stallholders from the event site at any time prior to and during the event.
- Stallholders asked to leave will not be able to apply for a stall in future.

## 16. Bye Laws

Plumstead Common is subject to Bye Laws, which can be viewed at the Town Hall.

- These byelaws cover amongst other offences: litter, creating damage, parking, noise and nuisance.
- Breach of any byelaws will result in removal from the site by a Council Officer or Constable and/or prosecution.
- No person shall be allowed on the grounds without the consent of the Council (via the Plumstead Make Merry Committee) to sell or offer or expose for sale or let to hire or offer or expose for letting to hire, any commodity or article.

## 17. Itinerant Selling

- There shall be no roaming around the event site selling, collecting donations or distributing

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material or any other means of promotion, unless previously arranged in writing with the PMM committee.

- It is the PMM's usual policy not to permit this type of behaviour.

### 18. Clothing

- Please make sure you bring suitable clothing for all weather conditions.
- Stallholders or their staff should not wear high visibility clothing.

### 19. Photography

- Plumstead Make Merry have official photographers roaming the site and taking pictures.
- Your participation in a public event on a public space is assumed by us to be consent for these photographers to take these pictures.
- If you would prefer that our photographers did not take your picture then you can instruct them at the time, or write to us at [stalls@plumsteadmakemerry.com](mailto:stalls@plumsteadmakemerry.com)
- All of our photographers are instructed to respect the wishes of individuals and parents with regards to photographing them and/or their children.
- You should contact a member of the roaming team if you have any concerns or queries regarding photography on the day.

### 20. Additional Information for food stalls – General

The following is intended as a practical guide for food traders operating at the Plumstead Make Merry. The information provided is for guidance and does not constitute or replace professional legal advice. **You are required to know and comply with all relevant legislation at all times without exception.**

The Plumstead Make Merry is an outdoor festival. This means catering operations can be dramatically affected by the weather conditions. If it is hot, it may be dusty; if it is wet, the whole site may become a 'mud bath' and the site can also be subject to significant winds.

- Electricity is not available to caterers at this festival.
- The demands on caterers are great as most people are confined to the site for the duration of the festival or event.
- It is essential that all caterers arrive fully equipped to cope with the conditions on a festival site and that they are capable of securing a high standard of hygiene, whatever the weather conditions.
- Should food inspectors visit to inspect your stall and find that a high standard is not maintained you will be stopped from trading immediately and could be subject to prosecution.
- You and your stall may also be removed from the site by the organiser's team, Council officials or the Police.

### 21. Vouchers for Staff

- Food stalls are required to provide a minimum of 3 vouchers for volunteers to redeem as provision for lunch.
- These vouchers should entitle staff to choose from the menu an item free of charge on presentation.

### 22. Permits

Where relevant you are required to have the following original certificates and information available for inspection at all times.

- All permits must be current and valid (in date):

- o Electrical Safety Inspection Certificate
- o Portable Appliance Test Records
- o Gas Safety Inspection Certificate
- o Food Hygiene Certificates
- o Public/Employers Liability Insurance
- o Record of temperature readings for fridges
- o Confirmation of Registration with your Local Authority
- o Fire Extinguishers must be currently “in test”.

### 23. Registration of Business

- You must register your food business premises with your local authority regardless of how often you trade.
- This is a legal requirement and you could face prosecution if you fail to do so.

### 24. Hazard Analysis

- You must identify all steps in your food handling activities that are critical to food safety and you must then ensure adequate safety controls are in place, maintained and reviewed to control the food hazards.
- This is a legal requirement and you must be able to demonstrate compliance when asked by a food control officer.
- The “Food Safety and Hygiene (England) Regulations 2013” requires proprietors of food businesses to put in place “food safety management procedures” based on the principles of HACCP (hazard analysis critical control point).
- You must also:
  - o Keep these in place permanently
  - o Keep up-to-date documents and records relating to your procedures
  - o Review your procedures if you change what you produce or how you work In practice

This means that you must have procedures in place to manage food safety “hazards” in your business. This is similar to previous legal requirements, but now you must write these procedures down, update them as needed and keep records that can be checked by a food safety officer.

These procedures will be proportionate to the size of your business and the type of work you do. Very small businesses may have very simple procedures and simple records.

### 25. HACCP

- HACCP is a way of managing food safety.
- It is based on putting in place procedures to control hazards.
- It involves:
  - o Looking closely at what you do in your business and what could go wrong.
  - o Identifying the “critical control points” – these are the areas you need to focus on to prevent hazards or reduce them to an acceptable level.
  - o Putting in place procedures to make sure hazards are controlled at your critical control points
  - o Deciding any actions you need to take if something goes wrong.
  - o Making sure that your procedures are working.
  - o Keeping appropriate records to show your procedures are working.

**Remember there are information packs available.**

“Safer Food, Better Business” produced by the FSA to help you put these procedures in place.  
<https://www.food.gov.uk/business-guidance/safer-food-better-business> (The Plumstead Make

Merry are not responsible for the content or accuracy of external sites). Additional information is available from your own local authority food safety team.

### 26. Allergens

- Information related to allergens and intolerances must be displayed on all foods at all times

### 27. Food Certificates

• Copies of Level 2 certificates must be provided on application for all persons attending and originals available for inspection on the day.

### 28. Training

- All food handlers must be instructed/supervised or trained in food hygiene matters to a level according to the work they do.
- Basic Food Hygiene Certificates must be clearly displayed on each stall or unit.

### 29. Employers Liability and Public Liability Insurance

- You are required to hold the relevant Employers and Public Liability Insurance.
- Evidence that you have the required insurance may be asked for so the required certificates should be displayed on each stall or unit.

### 30. Water Supply

- You will not be connected to a mains supply, although there is a water standpipe available on site.
- Plenty of clean and wholesome water must be available at each food stall.
- Please clean your water containers both inside and out using a chlorine based sterilant (such as 'Milton') before you come to site.
- The containers must have tight fitting lids and must be used only for water.
- The supply of water on festival sites can be intermittent, so allow for adequate storage.
- You should also bring your own water sterilising tablets with you. These are available from most chemist shops.

### 31. Drainage

- You won't be connected to any drains.
- You will need containers for waste-water collection.

### 32. Refuse

- In addition to the general terms outlined in Term 7 relating to litter:
- You must bring plenty of refuse sacks to last the duration of the festival (8 hours)
- Refuse must be regularly removed from the food stall in sealed bags and placed in a festival bin.
- Catering and customer areas must be kept clear of litter.
- You are required to keep the area around you stall in a clean and tidy condition.

### 33. Tents

- All food preparation and food storage areas must be protected from the weather.
- Tents and marquees must be weatherproof, waterproof, fireproof and in good repair.
- Where food is prepared next to the walls, these must be lined with polythene sheets or other non-absorbent washable material so they can be cleaned.
- Allow plenty of space for cooking areas.
- Food storage should be separate from cooking and preparation areas.
- No one must be allowed to sleep in the food stall.
- Makeshift structures made from wood poles and plastic sheeting are not permitted.
- Tents and marquees must be purpose made.

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- Makeshift constructions will probably result in your business being stopped from trading immediately.

### 34. Floors

- The floor areas around sinks, food preparation and cooking ranges must be level, clean and washable and, where possible, non-slip.
- Be prepared for wet weather when a floor covering should also be provided in serving areas.
- Dirty cardboard or pallets won't be accepted.
- Experience has shown that the most successful flooring is plastic tarpaulin material stretched and pegged securely down before anything is put onto it.
- If the weather is very wet you will need a purpose built floor raised off the ground in food preparation areas. A washable covering must be provided over this floor.
- If you cannot keep mud out of food preparation areas then you may be closed down.
- For trailers or raised stalls with wooden floors, an impervious, non-slip, washable floor covering must be provided.

### 35. Sinks

- The washing of equipment at water supply standpipes will result in the closure of your business.
- Washing up must be done in a proper sink.
- Washing up areas outside tents and stalls must be protected from the weather.
- You should have proper sinks which drain to a collection point outside the stall.
- Washing up bowls alone are not sufficient.
- Draining board facilities should be provided where possible. These must not be made of wood.
- If you have large pans you need an even larger sink to wash them in.
- You must always have plenty of clean, hot water available for washing up and cleaning surfaces. Large hot water boilers must be provided for this purpose and sited so that they are level and stable.
- Crockery, cutlery and other food preparation equipment must be washed with a detergent/steriliser. Again, remember to bring an adequate supply.
- Separate food preparation sinks will be needed in addition to wash up sinks. If this is not practicable, large clean plastic bowls may be used for vegetable washing. These must be kept clean.
- Drying facilities will be needed. Tea towels must be clean and changed regularly.

### 36. Hand Washing Facilities

- Hand washing in sinks used for food or washing up is forbidden by law, so separate facilities must be provided.
- If possible, supply a purpose made unit with hot and cold water storage facilities; alternatively, a separate plastic bowl is acceptable provided that hot and cold water is
- always available at the hand washing area. Bowls must be emptied after use.
- Hand wash facilities should be located near to the food preparation and cooking areas.
- Bactericidal soap, towels and a clean plastic nailbrush must be kept at each bowl.
- A large, clear notice reminding food handlers to wash their hands must be displayed.

### 37. Food Storage and Refrigeration

- Poor temperature control and cross contamination of bacteria from raw to cooked or ready to-eat foods are the most common causes of food poisoning. Both can be easily avoided.
- To comply with the Temperature Control Regulations you must have enough refrigeration to
- ensure that all high-risk foods (i.e. perishable foods or those likely to support the growth of bacteria) are stored at temperatures below 8° C and preferably below 5° C.
- NEVER store high risk foodstuffs overnight on the stall or in the back of unrefrigerated vehicles.
- If high risk foods are found above 8° C they may be seized and destroyed



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- You should not use freezer units as refrigerators by turning them on and off.
- Freezers should be kept at below -15° C.
- Refrigerators must be kept at below 8° C and preferably below 5°C.
- You should monitor your refrigerated food temperatures regularly, i.e. at least three times a day, using a digital probe type thermometer.
- A record of these temperature readings should be kept in a log-book which should be available for inspection.
- Please note that the Regulations require refrigeration for vegetarian foods as well as for meat.
- You must keep cooked meats, meat products and other prepared foods separate from raw meat, poultry and vegetables.
- Make sure you have separate trays, knives and other utensils for raw and cooked foods.
- Use different coloured chopping boards for raw and cooked foods.
- Store vegetables, salads, bread, etc, away from the cooking area. Make sure they are raised off the ground.
- Keep tinned and packet goods dry and tidily stacked.
- Ensure you have enough food storage containers to put packet goods into once opened.
- Don't store food outside, in direct sunlight or where it may get wet or damp.

### Food to be kept at or below 5° C

- Soft cheese
- Pates
- Cooked meat
- Cooked products containing meat, fish, eggs and vegetarian substitutes, cheese, cereals, pulses or vegetables which are eaten without further cooking or reheating
- Smoked or cured fish
- Cut or sliced smoked or cured meat

### Food to be kept at or below 8° C

- Salads
- Cream cakes
- Meat, fish or vegetable pies and pasties
- Sausage rolls, spring rolls
- Dairy desserts
- Sandwiches or rolls containing meat, fish, eggs, soft cheese etc

## 38. Protection from Contamination

- All open foods that you have on display must be kept covered or protected by screens.
- Foods awaiting cooking must also be kept covered wherever possible to discourage flies and wasps.
- Raw and cooked food must be kept apart at all times.
- Ensure that all food is properly cooked before sale.
- Once frozen food has thawed it should be used, refrigerated or discarded but not refrozen.
- Once food is cooked it should be kept hot above 63° C or refrigerated to below 8° C.
- If you are to sell cans of drink cooled in water baths you must use proper clean water containers, fresh water which is changed regularly and you should maintain a free chlorine content in the cooling water. See the instructions on your sterilant container, e.g. Milton (see section on Water Supply).

## 39. Work Surfaces

- All tables and worktops must be solid and stable.
- Surfaces on which food is prepared or stored must be smooth, washable and non-absorbent.
- If plastic or other sheeting is used, it must be strong enough to prevent tearing and be fixed or pinned to the tables.

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- Makeshift tables, workshops or any other part of the stall is not permitted. This will almost certainly result in you being closed, reported for legal action and possibly being removed from the site.
- Wood must have a smooth finish and be properly sealed with gloss paint or a clear varnish.
- Bonfires or campfires are not permitted on site.

### 40. Food Preparation and Cooking Equipment

- Please make sure all your equipment is properly cleaned, in good repair and is fit for use before you come to this festival.
- Legal action will be taken when faulty or dirty equipment is found.
- Cookers, tables, fridges, etc, must be on a firm and level base.
- All cooking pots, utensils, etc, must be clean and in good condition. They must be stored off the ground and under cover.
- If you are going to bring any machinery to be used for cutting, slicing or mincing etc., these must be properly guarded to prevent any injury to the operators.
- Remember, no-one must be allowed to use these machines unless they are properly trained and instructed on how to use them safely.

### 41. Accommodation for Clothing

- Clothing and other personal effects must not be left lying around the stall.
- Secure accommodation where these can be safely stored should be provided.

### 42. Contact Number

- You must display your name and contact telephone number in clear view of your customers at the servery.
- The lettering or any such notice should be at least 1.5 inches high (i.e. 35mm) on a contrasting background.
- We appreciate your concerns about security of your home base whilst you are away, that is why most events now accept a contact number and do not require a full address.

### 43. Personal Hygiene

- Personal hygiene when handling food on this site is extremely important.
- Food handlers must wash regularly.
- Onsite sanitary facilities are primitive and in heavy use throughout the day.
- It is recommended that you bring your own washing facilities and, in order to prevent a catastrophic spread of infection, it is imperative that all food handlers wash their hands after visiting the toilets and again before handling any food or equipment.
- After washing your hands you should use an alcohol based sterilant on your hands. These sterilants can cause dry, split skin with prolonged use, and they are not to be regarded as a substitute for proper hand washing.
- If you are proposing to take on casual staff to help you with the catering at the Festival, make sure that they are familiar with the regulations, particularly those which relate to food handlers themselves and personal hygiene.
- It is now a legal requirement that all staff must be supervised, instructed or trained in food hygiene matters to a level which is commensurate with their role.

### 44. Protective Clothing

- Anyone who handles food must wear clean protective overalls. These must be changed daily, or more frequently if they become dirty.
- Hair should be covered. People with long hair must keep it tied back.
- In wet weather the site becomes extremely muddy and all measures must be taken to prevent mud entering the food preparation area.
- Adequate changes of footwear for outside and inside the food preparation must be provided.

### 45. Smoking

- You are not allowed to smoke inside the catering stall.
- If you wish to smoke, leave the stall and wash your hands before returning to handle food or serve customers.

### 46. Cuts, Burns and Illnesses

- Keep cuts, etc, covered with a proper waterproof plaster or dressing.
- Food poisoning germs can be passed from wounds to food.
- If any food handler starts suffering from diarrhoea, sickness or a sore throat, they must stop working with food immediately and tell the person in charge of the business. They should then tell the local Environmental Health Officer. You should be able to do this by telling your a member of the Plumstead Make Merry core team, who will pass the message on.
- Any food handlers who have been unwell should not work again until cleared by Environmental Health Officers.
- Don't cough or sneeze over open food or drink. Anyone suffering from a cough or cold should not handle food.
- NB: The Plumstead Make Merry is held in the hay fever season. Sufferers should not handle food if they are badly affected.

### 47. Jewellery

- No jewellery of any kind should be worn by food handlers.

### 48. Eating and Drinking

- Food handlers must not eat or drink on the stall, except in areas which are provided for seating for customers.
- Children should be kept out of catering areas.

### 49. Dogs and other pets

- If you have a pet, please do not be tempted to bring it to the event with you but make alternative arrangements to leave it safely at home.

### 50. Noise

- You are not permitted to use any amplification equipment.

### 51. Health and Safety General Safety Policy

- If you employ 5 or more people, (including proprietors and Directors) you are required by law to produce a written health and safety policy which your staff must read, understand and follow.
- The written policy must:
  - o State your general policy on health and safety
  - o State who is responsible for carrying out the policy
  - o Be revised whenever appropriate.

### 52. Risk Assessment

- If you employ 5 or more people, (including proprietors and Directors) you are required by law to produce written risk assessments for the risks to your workers, and any others who may be affected by their work activities.
- **The Plumstead Make Merry requests that you produce a risk assessment regardless of the number of staff you have.**
- An assessment of risk is a careful examination of what in your work could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The aim is to make sure no one gets hurt or becomes ill.

### 53. Reporting Accidents

- Any accident to your staff involving a fracture, amputation, loss of consciousness or

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admission to hospital must be reported at once to the Local Authority.

- Any accident to a member of the public which results in admission to hospital must also be reported.
- All accidents must be reported in Accident Book that your business must hold as well as to the event organiser.

### 54. First Aid

- You must have a proper First Aid Kit on each stall and all food handlers and staff must know where to find it.
- The kit must contain plenty of waterproof dressings (blue if possible), bandages and protective finger stalls.

### 55. Staff Welfare

- You must consider that staff will need to take rest breaks. Stalls are open from 12 noon to 5.30pm.
- Safe storage facilities should also be provided for staff to keep their personal belongings in for the duration of the event.
- Gas Appliances/Gas Cylinders Liquid petroleum gas (LPG) has caused many accidents on festival sites in past years which have resulted in severe burns and people being rushed to hospital a long way from the sites. Please ensure that your equipment meets the necessary requirements since Safety Officers will prohibit the use of unsafe equipment.
- You are not likely to be able to obtain spares to rectify faults once you reach a festival site.
- All gas operated equipment must be checked by a competent CORGI registered gas fitter who is authorised in the use of LPG and be issued with a Safety Certificate BEFORE you arrive on a site.
- Please bring all your Safety Certificates on site, original copy plus a photocopy for the event organiser.
- Barbecues and grills must be screened to prevent the public and workers being burnt by them. If they are not you will be stopped from trading.
- Do not bring large amounts of LPG onto the site. Your stall may be inspected to see how much LPG you have. Excessive amounts may be removed from your pitch.

### 56. Electrical Supply

- The event organisers will not be providing you with an electrical supply.
- All electrical equipment and wiring must be properly insulated and earthed.
- All electrical wiring, sockets and plugs, unless specially adapted for outdoor use, must be protected from the elements. NB: This is a legal requirement for YOUR safety.
- You MUST read the guidance on the Electricity at Work Regulations 1989 and you must have all your equipment and the stall checked by a NIC-EIC approved electrician before you arrive on site.
- You will be expected to have a current certificate for your stall and equipment signed by a qualified electrician.
- If your electrical wiring is checked on site and found to be defective you will be immediately stopped from trading and disconnected from the site electricity supply.

### 57. Transport

- The maximum speed limit is 5mph.
- Vehicles must be in a safe condition and drivers fully insured, with tax and relevant road worthiness certificates.
- Passengers must not be carried on vehicles not designed or equipped to carry passengers.
- Unless authorised by the event organisers you will not be permitted to move vehicles on site once the gates have been opened to the public.
- Authorisation for non-standard movement of vehicles will only be given in an emergency situation.
- Collections and deliveries of stock are not considered emergencies.

### **58. Other General Issues**

- We would like to stress that it is important that you bring sufficient items for a festival with you as access to and from the site will not be possible once the festival is underway.
- Be careful when you are handling stock. Do not lift loads that are too heavy, ask a friend to help you.
- Please make sure there are no tripping hazards in and around your stall.

### **59. Safety in the Use of Gas Appliances/Gas Cylinders**

- No heating or cooking appliance is to be installed inside a tent or stand which is not especially laid out for the purpose.
- Appliances must be fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides. The shields must be at least two feet (600mm) away from combustible materials and care must be taken to ensure that no combustible materials can be blown against the apparatus.
- All stands using gas cylinders are to be checked by a GAS SAFE registered gas qualified fitter to ensure the apparatus is safely installed.
- All cooking appliances should be provided with a 5KG dry powder extinguisher and fire blanket.
- All cylinders should be located outside premises in the open air.
- Only cylinders using pressure release valves should be used.
- Gas cylinders should be properly secured in the upright position.
- All cylinders should be located away from entrance, emergency exits and circulation areas.
- Fixed piping is to be used where practicable. However, if flexible tubing is used it should be suitable for its purpose, i.e. to the appropriate British Standard and, where appropriate, provided with mechanical protection to minimise damage.
- Tubing should be secured by crimped clip or similar hose clip (not worm driven) and be gas tight.
- When not required, gas supply should be isolated at the cylinder as well as at the appliance.
- Replacement cartridges for portable gas appliances should be fitted in the open air away from sources of ignition.
- Combustible materials should be kept at least 1.5m away from gas cylinders.

### **60. Fire Authority Requirements**

- The Regulatory Reform (Fire Safety) Order 2005 applies to any workplaces on the site, which includes marquees, stages and stalls etc. where people are employed to work.
- This Order places the responsibility of Fire Safety in the workplace on the employer.
- It is an offence not to comply with any of these provisions.
- All employers on the Festival Site must conform to these Fire Regulations.
- You must:
  - o Carry out a fire risk assessment of your workplace.
  - o Record any significant findings of the assessment
  - o Take action to ensure that the workplace is safe and that anyone working in or visiting can escape safely in the event of fire.

**61. Final Dos and Don't**

- Do
  - o Be prepared for all types of weather
  - o Make sure you are prepared before you arrive
  - o Have your permits signed before you start trading
  - o Bring plenty of clean water containers
  - o Have a suitable floor and/or floor covering
  - o Have large enough sinks
  - o Have enough refrigeration
  - o Refrigerate foods
  - o Wash your hands
  - o Check your gas cookers and cylinders
  - o Guard barbecues and grills
  - o Have your electrical wiring checked before you come
- Don't
  - o Start trading until you have had your permits signed
  - o Build makeshift tents
  - o Wash up at water supply standpipes
  - o Use firewood to build stalls or equipment
  - o Work with food if you are ill
  - o Bring dogs onto the site
  - o Bring mobile generators

**It is hoped that the above guidance will help you to prepare for attending the festival. Please remember that failure to comply with the regulations can result in prosecutions being taken and heavy fines, and you will not be asked back again.**