HEALTH & SAFETY

All exhibitors, traders, caterers and display organisations must comply with Health & Safety and food safety legislation as applicable. They must co-operate fully with the Event Organiser, Event Safety Adviser and statutory organisations such as fire safety and environmental health. Anyone found not to be complying with Event requirements may be asked to leave the site.

FIRE SAFETY & PREVENTION. Norfolk Fire Authority routinely makes inspections at Wells Christmas Tide Festival.

All traders should have fire extinguishers with them. Fire extinguisher(s) of the correct type must be provided where a fire risk is identified. (Food retailers)

Open fires, barbecues and Chinese Lanterns are not permitted on the Buttlands.

A "No Smoking" policy should be maintained within all structures of any type whether partially or wholly enclosed.

All marquees and other temporary structures (including fixtures and fittings where practicable) should be of inherently flame-retardant materials.

Walkways and exits must be kept clear at all times. The “fire alley” at the rear of the trade stands must be kept clear at all times for emergency vehicle access.

Packaging and other flammable waste materials must not be allowed to build up, Particularly inside or close to structures.

If you discover a fire warn others of the danger, remove yourself from imminent harm and contact the nearest official.

GAS APPLIANCES / BOTTLED GAS. Any trader using bottled gas on their stand must have a current gas safety certificate and follow safe working methods when handling and using bottled gas. Bottled gas users must ensure they can answer “YES” to all the Bottled Gas related questions on the Fire Safety Checklist prior to starting trading.

Paperwork request

You must provide the following documents to the Event Organiser:

• The current gas certificate for all gas appliances to be used at the Event
• The completed Fire Safety Checklist for bottled gas users which forms part of your fire risk assessments. A blank checklist is contained within this pack.
• The completed Bottled Gas Users form

ELECTRICAL INSTALLATIONS.

There is mains electricity on the ground. Generators are not permitted on site for health, safety and noise reasons.

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. All equipment must be tested and certified by a competent electrician (e.g., NICEIC, or ECA registered electrician) before arrival on site. A current certificate for equipment signed by a qualified electrician must be provided to the Event Safety Advisor Event Electrician on request.
ALCOHOL SALES.

The Event site is to be covered by a Premises Licence. Traders and Lead Organisers of multi-occupied marquees selling alcohol must comply with the conditions of the Premises Licence and ensure that all sales of alcohol are under the control of a Personal Licence holder. Copies of such licences must be provided at the time of booking and also be available for inspection by Event Officials. If you do not have a copy of the Acceptance letter, please contact us and we can email you a copy.

**Paperwork request**
You must provide the following documents to the Event Organiser at the time of booking:
- A signed copy of the Alcohol Sales Acceptance Letter, which is part of this document.
- A copy of the certificate for the Personal Licence holder attending the Event.
- Copies of all applicable Personal Licences

TEMPORARY STRUCTURES. Any temporary structure erected as part of this Event, e.g. staging, tents, marquees, temporary towers, should be suitable for the purpose intended, in good condition and erected by competent persons.

**Paperwork request**
For load bearing temporary structures you must provide the following documents to the Event Organiser prior to the Event:
- Risk assessments for the safe erection and dismantling of the structure.

The following must also be provided at least 24hrs prior to the start of the Event:
- A signed safety certificate which must be completed by a competent person upon completion of the structure.

**ACCIDENTS and their REPORTING (RIDDOR).** Any accident to your staff on site, which involves a fracture, amputation, loss of consciousness or admission to hospital must be reported at once to the Local Authority, and subsequently to the Event Organiser. Any accident to a member of the public which results in admission to hospital must also be reported. If you are in any doubt, do not hesitate to ask, because every employer, and the self employed, has a legal duty under RIDDOR.

**FIRST AID.** Traders are required to make their own first aid provision for their employees and contractors. You must have a proper First Aid Kit on your stand and all employees must know where to find it. For catering / food units the kit must contain plenty of waterproof dressings (blue if possible), bandages. During the event first aid cover will be available on site.

**EMPLOYER’S LIABILITY AND PUBLIC LIABILITY INSURANCE.**
Both certificates should be on display on your stand at all times. Traders are also responsible for ensuring contractors working on their stand (such as marquee erectors) are suitably insured.

**Paperwork request**
You must provide the following documents to the Event Organiser at the time of booking:
- Copy of Public Liability Insurance cover
- Copy of Employer’s Liability Insurance cover (if applicable)
OFFICIAL ORGANISATIONS. Traders are required to co-operate fully with the Event Organisers, Event Safety Officials, Emergency Services and any other official organisations on site.

INFORMATION FOR CATERERS / FOOD TRADERS

FOOD HYGIENE. All traders selling food must be registered with a Local Authority Environmental Health Department. Food handlers must be suitably trained and have hot water hand washing facilities when handling unwrapped foods. Lead Organisers of multi-occupied food must comply with these conditions.

Paperwork request
You must provide the following documents to the Event Organiser at the time of booking:
• Copy of your current star rating under the food hygiene rating scheme (FHRS)
• Copy of your last inspection report

HANDLING. Oil from fryers must not be removed until trading has completely ceased and the stand has been closed down. Oil should also be left in situ for a sufficient amount of time to allow cooling.

TRAINING. All food handlers must be instructed/supervised or trained in food hygiene matters to a level according to the work they do.

WATER SUPPLY. You will not be connected to a mains supply. But plenty of clean water must be available at each food outlet.

DRAINAGE. There is no mains drainage. It is a condition of trading that caterers take away off site any waste or dirty water, oil, fat or other liquids used in the preparation and consumption of food. Traders who do not comply will be immediately prevented from trading at the Event or allowed to trade at any future Events.

REFUSE. Please bring plenty of refuse sacks. Refuse must be regularly removed from food outlets in sealed bags and stored tidily to await collection. Catering and customer areas must be kept clear of litter.

FLOORS. The site is normally pastureland for grazing animals. The floor areas around sinks, food preparation areas 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 are not acceptable. Experience has shown that the most successful flooring is plastic tarpaulin material stretched and pegged securely down before anything is put onto it.

The washing of equipment at water stand pipes is not allowed. Washing up must be done at a proper sink. You must always have plenty of clean, hot water available for washing up and cleaning surfaces. Large hot water boilers should be provided for this purpose and sited so that they are level, stable and safe.

HAND WASHING FACILITIES. Where open high-risk foods (e.g. cooked meats, sandwiches, ready to eat meals) are handled you must provide suitable wash-hand facilities.
You must provide:
• A basin or sink with a supply of hot and cold water (hot water may be supplied from an urn that has a constant supply of hot water, but NOT from a kettle, to
be mixed with cold water in a basin with a plug)
AND
•Soap and hand drying equipment (e.g. paper towels or blue catering rolls)
•Alcohol based hand will only be accepted as a supplement to a fully equipped wash hand basin

**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. You must have enough refrigeration to ensure that all high risk foods (ie perishable foods or those likely to support the growth of bacteria) are stored at temperatures below which 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.

**PROTECTIVE CLOTHING.** Anyone who handles food must wear protective overalls. Hair should be covered and long hair must be kept tied back.
In wet weather the site may become muddy and all measures must be taken to prevent mud entering the food preparation area.

Documentation to be supplied to Event Organiser at the time of booking & updated if changes occur:
By ALL individuals/companies wishing to trade at Wells Christmas Tide Festival
• Completed Public Liability and Employers Liability Insurance form with a copy of the cover note(s).
• Completed Bottled Gas Users form if applicable.

By occupants of large marquees (over 9m in span with public access) and the Lead organizer of multi-occupied marquees:
• Current gas certificate for all gas appliances to be used at the Event
• Completed Fire Safety Checklist (this forms part of your fire risk assessment)*
• Completed Bottled Gas Users form (this forms part of your fire risk assessment)*

By traders selling alcohol:
• Signed copy of the Alcohol Sales Acceptance letter*
• Signed copy of the certificate for the personal licence holder(s) attending the Event
• Copies of all applicable Personal Licences

By traders selling food:
• Copy of your star rating under the Food Hygiene Rating Scheme (FHRS)
• Copy of your latest Hygiene Inspection Report

By traders using load bearing temporary structures:
• Risk assessment for the safe erection and dismantling of the structure
• Safety certificate completed and signed by a competent person upon completion of the structure

These forms are attached, but if you require further copies, they can be downloaded from the website or requested by email: mailbox@wellschristmastidefestival.co.uk

Public Liability & Employer's Liability Cover
Wells Christmas Tide 2015
THIS FORM BE COMPLETED AND RETURNED, WITH A COPY OF THE COVER NOTE(s), AT THE TIME OF BOOKING.

Name of Stand:........................................................................................................

Name of insurer:........................................................................................................

Level of cover:............................................................................................................

Insurer's contact number:............................................................................................

Policy number:..............................................................................................................

Date of Expiry:.............................................................................................................

If you not have any employees and therefore do not require Employer's Liability Cover, please check here

Please ensure that you notify WCTF of any changes to your policy/insurer and remember to supply updated details when this policy expires.

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Contact details:

Bottled Gas Users – Wells Christmas Tide Festival 2015

To be completed by all traders using bottled gas

This form must be completed & returned at the time of booking.

Name of Stand:...........................................................................................................
1. Is the unit/stand specially laid out for the installation of a cooking appliance? 

2. Are appliances fixed securely on a firm non-combustible heat insulating base?

3. Are appliances at least two feet (600mm) away from combustible material?

4. Have you taken care to ensure that no combustible materials can be blown against the apparatus?

5. Are all gas appliances provided with a current gas safety certificate? (the certificate(s) must be available for inspection)

6. If bottled gas is stored within a caravan or other structure, is the area lockable, constructed of materials that provide 30 minutes fire resistance and provided with low level ventilation?

7. If bottled gas is stored in the open air, is it protected from accidental damage or tampering eg. a secured wire mesh cage?

8. Is each gas appliance provided with an independent shut-off valve?

9. Is each gas appliance provided with a flame-failure device?

10. Are the gas bottles located away from entrances, emergency exits and circulation areas?

11. Are you aware that gas bottles should be changed in the open air away from any source of ignition?

12. Have all people using the gas appliance received suitable instruction/training in the safe use of gas appliances?

13. Have you provided a suitable (eg. dry powder) fire extinguisher and fire blanket?

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