The Christmas Cotswold Fair

Health & Safety Briefing - MUST BE READ PRIOR TO THE EVENT

Event Health & Safety Officer
Derek Lee
07989 854699

Public Liability Insurance & Food Hygiene

To participate in the Fair, you must supply a copy of your public liability insurance. If you haven't already please email to office@cotswoldfair.com. Please also bring a copy on-site with you as there may be inspections. All stallholders serving food even as samples must have a valid food hygiene & safety certificate in place. Please email these and bring a copy on-site.

GENERAL SAFETY, SECURITY & FIRST AID

All stallholders must meet mass events H&S requirements in place at time of the event. Any health & safety concern, however minor, must be reported immediately to the event health & safety officer, Derek Lee. He can be contacted via the WellChild team at the front desk or on 07989 854699.

First Aider - There will be a first aid team from Cotswold First Aid on site during the event. They will be located at the entrance - please ask the WellChild team at the entrance desk.

Stand safety - The safety of your stand is your responsibility. It must be set up and run in a way that eliminates any risk to visitors for example, if you have large mirrors or furniture, these need to be secure to minimise risk and hazards.

Electrical equipment - All electrical equipment used on your stall must be PAT certified and fit for purpose. Please use a PAT tested circuit breaker for all your electrics. All wires and cables must avoid walkways to avoid trips.

Manual handling – Do not lift any heavy items without assistance. In particular tables should only be handled by two people. If in doubt, ask for help. Information on good lifting techniques can be found here.

Car Park – Please take care when loading and unloading in the car park as there is always traffic. Follow the directions of event staff and parking attendants at all times.

Loading bay ramps - There are ramps at the loading bays and entrance - take extra care on these and beware they might be slippy, especially when wet. Please ensure you wear appropriate footwear and clothing during set-up and breakdown.

Spills - All spills to be cleared up immediately and the area isolated until the floor is dried to prevent falls. A yellow warning board should be placed in the area to avoid slips. These can be located from the cleaning company. Ask the WellChild team at the front desk if you need to locate them.

Rubbish – Cardboard should be broken down or flattened and put in the cardboard bin. All other rubbish should be put in the Smiths bins provided. Your stand must be clear of rubbish before leaving at the end of the Fair. Please ensure this is cleared regularly and neatly disposed of to avoid slips, trips and falls and to prevent a fire risk.

Food Certificates - Any stallholder serving food even as samples must have a valid food safety certification.

Challenge 25 - This will be used across the site for all alcohol sales and giveaways. If you are sampling alcohol at the Fair, this is allowed under the event TENS licence as long as the

personal licence holder is present at the stand. Samples should be 50ml max for beers and wines, fortified wines and 10 ml max for spirits. Challenge 25 notices should be displayed.

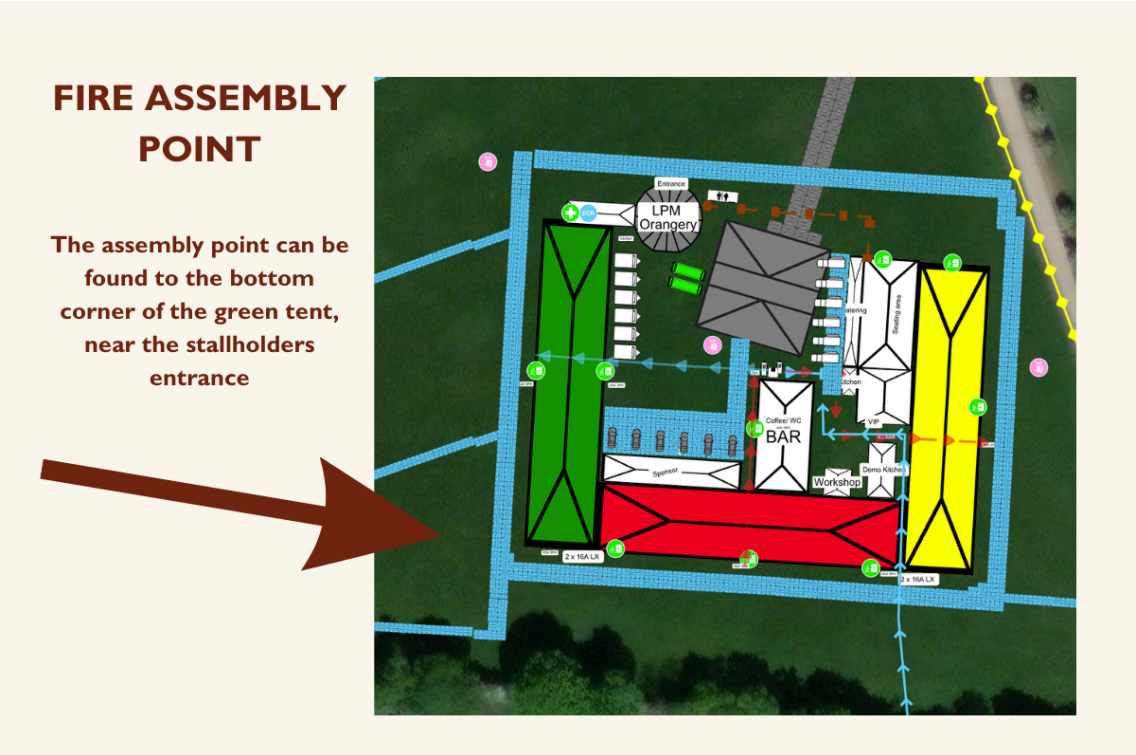
Catering tent – No stallholders are allowed access to the catering tent.

Security - A security officer will be on duty for the duration of the fair. There will also be security personnel present during the night on Monday, Tuesday and Wednesday, however items left overnight are at the stallholders risk.

Stallholders are responsible for their own stock - WellChild, The Christmas Cotswold Fair, the event committee or any employees of, or contractors engaged by any of the above, cannot be held responsible for any damage to or loss of any stock (however caused) or any other item belonging to any stallholder.

FIRE SAFETY BRIEFING

In the event of a fire - all stallholders & personnel on-site must make their way out of the nearest exit. Follow the instructions of staff and fire marshalls at all times. The fire assembly point is indicated below - please take note of the location.



Fire exits - Please make a note of the nearest fire exit to your stand in case of an emergency. It is paramount that fire exits are kept clear, no stock or boxes must overhang any of the fire exits.
Fire exit doors should be closed at all times (except for an emergency). They should not be used as general entrance and exits to the Fair.

Fire exit signs - Fire exit signs are illuminated and will stay lit in the event of a power cut. If the tent needs to be evacuated for any reason please guide visitors to those exits.

Fire extinguishers - There will be a set of fire extinguishers by each set of fire exit doors. Instructions for use are printed on each extinguisher. Water extinguishers must not be used on electrical fires.

If you suspect a fire - raise the alarm immediately to ensure event personnel are aware. Event control will be radioed and the emergency procedure will be instigated if it is needed.

No naked flames - There should be no naked flames or lit candles within the venue.

No smoking - The Fair is a non smoking site. Smoking will not be permitted in the marquees or other temporary structures or the back stage areas.

Thank you for your co-operation. Please keep an eye on your emails throughout the Fair for any important event updates.

The Christmas Cotswold Fair Team