

The Rickmansworth Festival

TRADE OR EXHIBITOR Health & Safety Guidelines

In accordance with: Management of Health & Safety at Work Regulations 1999

Risk Assessment

(A check box is provided for your convenience)

Persons at risk	Hazard identified	What could go wrong	Risk before (H/M/L)	Controls required e.g. eliminate, reduce, isolate, training, instruction, equipment, PPE, SSoW etc	Risk after (H/M/L)	Check
Traders and public	Setting up of display	Stand collapsing / falling down	L	The stalls are secured and protected from wind using weights. Extra weights will be used in case of high winds. If winds become extreme then either the roof of the stand will be removed or the stand closed.	L	
Public	Unlawful entry to the stall	Members of the public injuring themselves	L	The stall is supervised at all times by the trader and his staff when open to the public	L	
Traders and Public	Tripping/Slipping/Falling over	Trader, staff members or Public tripping on the stall	L	No step leading to the stall	L	
Traders and Public	Fire	Spread of fire to and/or from the unit	L	<ul style="list-style-type: none"> Stalls to be set up in small self-contained blocks to contain fire. Rubbish to be stored safely and placed in the skips provided at the end of each day. Exhibitors must provide their own fire extinguishers, which are in full working order and have been tested within 12 months prior to the date of the festival. All portable and electrical appliances must be tested/inspected and maintained on a regular basis (PAT Testing Certificates to be kept on site). Only the Festival team to provide mains power supplies, which must be pre-booked. 	L	
Traders and Public	Chemicals	Contact with harmful substance	L	Cleaning products. These are to be kept under or behind tables of each stall for use only by stall operator	L	
Traders and Public	COVID precautions		L/M	<ul style="list-style-type: none"> Follow current national guidelines Sanitiser available on the stall Stall holders encouraged to wear masks Stall holders to monitor queue at their stall Encourage social distancing Minimise handling of goods on stall 	L	
Caterers	LPG cylinders	Fire hazard	H	<ul style="list-style-type: none"> Containers should be suitable for purpose and appropriately labelled Set up in well ventilated area, out of reach from Public Ensure minimal number of cylinders on site Store spare cylinders remotely from the stall Hoses from cylinders are certified correctly and are up to date Gas certificates to be kept on site 	L	

Please adhere to the following

Guideline	Check
If food items are for sale, ensure surfaces are kept clean and there is adequate provision for hand sanitiser available	
Ensure public walkways and walkways between stalls are kept clear at all times to avoid trip hazards	
Ensure public highways are kept clear at all times in case of emergency and to allow emergency vehicle access.	
Please be aware of uneven surfaces and steps which sometime occur in the public realm	
UNDER NO CIRCUMSTANCES are portable generators or car batteries permitted to power electrical equipment	
UNDER NO CIRCUMSTANCES shall alcohol be offered to minors, sealed or unsealed.	
AT ALL TIMES, PLEASE BE AWARE OF THE NEED TO PROTECT CHILDREN FROM HARM.	