

IMPORTANT PLEASE READ CAREFULLY

PUBLIC HEALTH & SAFETY GUIDELINES FOR STALLHOLDERS & SERVICE PROVIDERS AT THE ST MARGARETS FAIR 2023

These guidelines should be complied with to ensure your own, and the public safety. All events of this kind are now inspected by the Local Council Department of Environmental Health. Stallholders and service providers can expect spot checks by them, or by the organisers. Stallholders and service providers working outside these guidelines will be asked to conform immediately, or cease trading/working.

If you have any queries regarding these guidelines in respect of your own stall or attraction, please do not hesitate to contact the relevant event organisers as soon as possible, who will be in constant contact with the Department of Environment Health Officers. Your co-operation in these matters will be much appreciated.

TENTS & MARQUEES	Must be made of flame retardant material to B.S. 3120. Or be treated with a Borzx/Boric Acid solution. Or be proofed using a proprietary product, e.g. FLAMBAR. May have to be provided with a water type fire extinguisher. Vehicles and combustible materials, including rubbish, must be kept well away.
FAIRGROUND TYPE ATTRACTIONS	You will need a current inspection/safety certificate. Certificates must be produced where required. All operators and attendants need to be properly trained. Any game or attraction that could involve danger to the participants or the public will not be allowed.

<p>CATERING</p>	<p>We expect all food providers to have checked and abide by the Richmond Council guidelines for mobile catering:</p> <p>https://www.richmond.gov.uk/media/11082/street_traders_food_checklist.pdf</p> <p>and</p> <p>https://www.richmond.gov.uk/media/11083/street_traders_health_and_safety_checklist.pdf</p> <p>Any stallholders undertaking any form of cooking, must provide themselves with a fire-blanket and an appropriate type of fire extinguisher. Fuels other than electricity, LPG (Propane or Butane) and charcoal are not permitted. It is planned that generators are not permitted in 2021. Power will be provided by the Fair for a cost of £50. (See page 4 of this document)</p> <p>Open air catering, e.g. barbeques, must be kept a safe distance from tents and other combustible materials and safety fenced.</p> <p>LPG must not be stored inside tents and must be effectively protected from being tampered with by the public.</p>
<p>REFUSE</p>	<p>Must not be allowed to accumulate.</p> <p>Must be collected into plastic sacks, if lightweight, and taken to the designated areas or skips immediately.</p> <p>Broken glass must be properly cleared up immediately and safely disposed of. Stallholders are additionally asked to clear and dispose of any litter in the vicinity of their stall.</p>

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VEHICLES	<p>For unloading/loading must park as directed by the organizers. Must be removed when requested to do so by the organizers.</p> <p>Must never be parked in or near any entrance/exit.</p> <p>Vehicles doing so will be removed at the owner's expense!</p> <p>Vehicles are not allowed to be left on site and must be removed after set up. All vehicle movements will be under the supervision of the stewards. For the safety of visitors on Moormead vehicle movements are restricted and stallholders must follow the stewards' guidance when moving vehicles.</p> <p>All vehicles on site must display a valid permit at all times.</p>
POISONOUS & TOXIC SUBSTANCES	<p>Must definitely not be used, sold, or otherwise disposed of at the event.</p>
GENERATORS & GAS CYLINDERS	<p>Please see separate information on the next page.</p>

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Please inform the stewards or Fair organisers at the Information Tent should you have any concerns about health & safety on the day.

In an Emergency - the organisers and stewards will co-ordinate a response to any emergency and visitors and stallholders should do as instructed by the stewarding staff.

Fire Safety and Medical Provision information

1. First Aid will be positioned next to the Information Tent from 11:30 – 19:30
2. From 07:00 – 11.30 and from 19:00 until the site is cleared, First Aid equipment can be found at: Information Tent, and Gloria's Tea Tent
3. Fire extinguishers and fire blankets can be found at: Gloria's tea Tent, BBQ, Beer Tent, Music Tent, Radio West Middlesex Tent.
4. Calling an ambulance – liaise with the Information Tent
5. Details of the closest hospitals and taxi information are held at the Information Tent.
6. There is a Health and Safety/Accident record book at the information tent – PLEASE MAKE SURE ANY INCIDENTS, HOWEVER SMALL, ARE RECORDED IN THIS BOOK.

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Electricity Generators

- It is planned **all generator power** will be provided by the Fair.

If you will need a power supply for your stall, please note this in your stall application form. Power will be provided by the Fair for a cost of £50.

Gas Cylinders

- There **MUST** be at least one working fully charged date validated Carbon Dioxide CO2 fire extinguisher close to the Cylinder/s and any gas-powered equipment. The only gas fuels permitted are LPG (Propane or Butane).

It is the stallholder's/service provider's responsibility to check that all gas- powered equipment, interconnections, and the gas Cylinder/s they are using, are fit for purpose.

- There will be an inspection of all Gas Cylinders, Fire Extinguishers and associated peripheral equipment. If any of it fails to meet the required criteria, then the organisers will not be able to permit its use on the site.