

Collett Park Day Trader & Community Application

Part A: Your Details

| | |
|--|--|
| Organisation Name: | |
| Type of organisation: | |
| | |
| Contact Address: | |
| Postcode: | |
| Contact Name(s): | |
| Telephone Number(s): | |
| Telephone Number during the event: | |
| Email Address: | |
| | |
| How many 3m x 3m pitches? | |
| Additional pitch requests: | |
| Products/services on your stall: | |
| | |
| For the Event Guide and Website | |
| Description of your organistaion: (100 words max) | |
| Website: | |
| Telephone Number: | |

Note: All staff that work with children or vulnerable adults must hold valid enhanced disclosure checks undertaken through the Disclosure & Barring Service (previously the Criminal Records Bureau), including a check against the adults' barred list or the children's barred list, as appropriate and provide details to the Festival Organiser on request.

Part B: Health & Safety Questionnaire

| | |
|--|-----------|
| Organisation name: | |
| Trading address: | |
| Contact name: | |
| Registration number, make & model of vehicle to deliver to your pitch | |
| Person with overall responsibility for Health & Safety: | |
| Equipment on your pitch: | |
| Has all equipment has been tested and serviced in accordance with relevant regulations, and are current test certificates attached and will be available for inspection on site. | Yes or No |
| Will your colleagues / staff, or the public have access to hazardous equipment or parts of it? If yes, please provide details of control measures in place to minimize the risk of injury within your risk assessment. | Yes or No |
| Will your stand involve the use of moving equipment? | Yes or No |
| If yes, are your colleagues or staff fully trained in its use? | Yes or No |
| Public Liability Insurance Company (attach a copy of your PL Insurance) | |
| Public Liability Insurance Amount | |
| Public Liability Insurance Expiry Date | |
| Product Liability Insurance Company (if relevant) (attach a copy of your PL Insurance) | |
| Product Liability Insurance Amount (if relevant) | |
| Product Liability Insurance Expiry Date (if relevant) | |
| Have you or your organisation ever been prosecuted, or have any notices been served by any Local Authority Environmental health Department or the health and Safety Executive? | Yes or No |
| If yes, give brief details: | |
| Have you suffered any RIDDOR reportable accidents as a result of your company or business operation in the last 5 years? | Yes or No |
| If yes, please give brief details: | |
| If you are using flammable equipment / liquids / gas, please confirm you will bring appropriate fire safety equipment for your pitch? | Yes or No |
| Will you be bringing a generator onto site? | Yes or No |
| Description / details of generator (super silent or solar) | |

NO PETROL GENERATORS WILL BE ALLOWED ON SITE See terms and conditions (Part D) for generators

Part C: Risk Assessment

(see below for guidance notes on how to complete your risk assessment)

| | |
|---|--|
| Organisation Name: | |
| Contact Name: | |
| Telephone No: | |
| Description of activity: | |
| Help / assistance / first aid requirements: | |
| | |

Risk Assessment : List of generic risks/hazards

Enter Y against the hazards below that apply for your stall at the event.

On the risk assessment (on the next page) you will need to detail each risk and what you will do to reduce it.

| No | Hazard or Risk | Y for yes | No | Hazard or Risk | Y for yes |
|----|---|-----------|----|---|-----------|
| 1 | Access | | 21 | Manual handling | |
| 2 | Alcohol/ alcoholic drinks | | 22 | Night time operations | |
| 3 | Animals | | 23 | Noise concerns | |
| 4 | Caustic or toxic substances e.g. paint, cleaning products | | 24 | Physical or psychological effects | |
| 5 | Children or young people | | 25 | Possibility of violence | |
| 6 | Crowds, general public | | 26 | Risk of infection | |
| 7 | Electricity e.g. generators, ground cables | | 27 | Slips, trips and falls | |
| 8 | Electricity e.g. portable tools above 110V | | 28 | Smoking | |
| 9 | Emergency evacuation & procedures | | 29 | Sources of radiation | |
| 10 | Environmental/waste disposal: liquids or solids | | 30 | Special effects e.g. snow, smoke, dry ice | |
| 11 | Equipment e.g. folding tables, guy ropes, sharp edges | | 31 | Special needs e.g. elderly, disabled | |
| 12 | Explosives, pyrotechnics, fireworks | | 32 | Special props/tools | |
| 13 | Fire/emergency procedures | | 33 | Stewarding, Security, Marshals | |
| 14 | Flammable materials | | 34 | Stunts | |
| 15 | Flying e.g. aircraft, balloons, parachutes | | 35 | Temporary Structures (gazebos, trailers) | |
| 16 | Food allergies | | 36 | Use of derelict buildings | |
| 17 | Food preparation & hygiene | | 37 | Vehicles on Site | |
| 18 | Hazardous substances e.g. dust, fumes, oils, vapours | | 38 | Water e.g. work in or near | |
| 19 | Lasers I strobe effects | | 39 | Weapons including archery | |
| 20 | Lifting equipment e.g. fork lift truck | | 40 | Weather - extremes of | |
| | | | 41 | Work at a height: e.g. cliff tops | |

I confirm that I have enclosed the following (enter Yes or No):

| | |
|---|--|
| Completed Health & Safety Questionnaire | |
| Health & Safety Policy (if applicable) | |
| Completed Risk Assessment (however minimal) | |
| Food Hygiene Certificate (if applicable) | |
| Public Liability Insurance | |
| Product Liability Insurance (if applicable) | |
| Employers Liability Insurance (if applicable) | |
| | |
| Amount Paid (community stands are free) | |
| Bank transfer payment reference: | |

This application is made subject to terms and conditions. Terms & Conditions can be viewed here
<https://colletparkday.co.uk/collett-park-day-trader-terms-conditions>

Sign this questionnaire to confirm you have read, understand and agree to comply with the Terms and Conditions. If you are typing your signature below, you are electronically signing this to confirm you have read, understand and agree to comply with the Terms and Conditions.

| | | | |
|---------|--|-----------|--|
| Signed: | | Date: | |
| Name: | | Position: | |

Bank transfers can be made to:

BANK: Unity Trust Bank
Account Name:
"Shepton Mallet Town Council"
Bank Sort Code: 60-83-01
Account No: 20375252

Use your organisation name (or if no organisation, your name) as the payment reference.

Please email your completed application form to
info@sheptonmallet-tc.gov.uk

or post to Collett Festival Shepton Mallet Town Council
1 Park Road, Shepton Mallet BA4 5BS

Risk Assessment Guidance Notes

What is a Risk Assessment and why do you have to complete one?

A risk assessment allows you to consider whether or not you have taken the correct precautions to protect yourself, your staff, participants, general public and/or property from any harm befalling them/it as a result of your activity.

The purpose of a risk assessment is to make sure as far as possible that no one or nothing gets hurt or damaged as a result of your attendance at the event.

What do I have to do?

You will need to assess your activity and:

1. Identify any hazards/risks
2. Identify who might be at risk
3. Evaluate hazards/risks and what you will do to minimise these
4. Record your findings

Step 1: Identify Hazards/Risks

Use page 4 as a tool to help identify the hazards/risks that could be associated with your event. Consider each of the identified hazards/risks and decide whether they do or could relate to you.

Example:

| No (see table below) | Hazard or Risk | Tick if yes |
|----------------------|------------------|-------------|
| 37 | Vehicles on site | ✓ |

Each hazard/risk needs to be recorded and you need to identify why you think this is relevant to your activity and what the risk is.

Example:

| No | Main risks identified | Who is at risk? (Public, participants etc.) | Means to minimise risk |
|----|---|--|------------------------|
| 37 | Vehicles accessing the site could injure a pedestrian | | |

Step 2: Identify who might be at risk

Please make consideration not only for your staff and participants but also for members of the public who may not necessarily be attending your event but are still able to access the site.

Example:

| No | Main risks identified | Who is at risk? (Public, participants etc.) | Means to minimise risk |
|----|---|--|------------------------|
| 37 | Vehicles accessing the site could injure a pedestrian | Staff, Participants, Public | |

Step 3: Evaluate hazards/risks and what you will do to minimise these

The law says that you must do what is reasonably practicable to ensure your activity is run safely. Your aim is to make all risks small by putting precautions in place as necessary.

What are you going to do to make safe the hazards and risks that you have identified?

Example:

| No | Main risks identified | Who is at risk? (Public, participants etc.) | Means to minimise risk |
|----|---|---|---|
| 37 | Vehicles accessing the site could injure a pedestrian | Staff, Participants, Public | -There will be no vehicle movement during the event. -Vehicles will not exceed 5mph -All vehicles will be 'walked' onto site by a marshal |

Step 4: Record your findings

You will need to ensure that a risk assessment is completed, signed and returned to us when you apply for a pitch.

IMPORTANT – Don't Forget!!

The actions you have identified as a means to minimise risk need to be carried out on the day. This is not just a paper exercise!! Any breaches may mean you are asked to cease trading / cease your activities on the day.

If there are any significant changes to your activity following the submission of your risk assessment you must update this to take into account any new concerns or issues.

For further information on health and safety please visit: www.hse.gov.uk