

## Health & Safety for Stall Holders

All stallholders need to meet mass events H&S requirements in place at time of the event.

**Any health & safety concern, however minor, must be reported immediately.**

**First Aiders will be on duty** during the event and can be contacted at the entrance.

**There are ramps at the loading bays and entrance** – take extra care on these and beware they might be slippery.

**The safety of your stall is your responsibility.** It must be set up and run in a way that eliminates any risk to visitors. If you have large mirrors or furniture please secure these items and minimise all risk hazards.

All electrical equipment used on your stall **must be PAT certified.**

**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.

**The Fire Assembly Points are on the outside of your nearest fire exit door** – please note the location.

**Familiarise yourself with the fire exits** which are clearly marked. Ensure these fire exits are kept clear. The 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.

**Catering tent** – you are not allowed access to the catering tent unless accompanied by a committee member.

**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.

**Car Park** – please take care when loading and unloading in the car park as there is always traffic.

**Rubbish** – Take home all your rubbish.

**Food** – Any stallholder serving food even as samples must have a valid food safety certification.

**All spills to be cleared immediately** and area isolated until floor is dried to prevent falls.

**No smoking will be permitted.**