

PART A: Trader, Charity & Community Application - Saturday Trading

Organisation name		
Contact address		
		Postcode:
Contact name(s)		
Contact Nos.	Landline:	Mobile No:
	During the event:	
Email:		

Type of organisation		
Pitch size required	3m x 3m	Other in multiples of 3m (please specify below*)
Any additional requests for pitch type		

Details of products / services	
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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.

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

Sign this form 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: _____

Part B: Health & Safety Questionnaire

Organisation name:		
Trading address:		
Contact name:		
Vehicle registration numbers, makes and models you wish to take to your pitch (include wheelbase if non-standard):		
Please give details of the person with overall responsibility for Health & Safety on your pitch:		
Please give details of Equipment that you wish to bring onto the site:		
Please tick to confirm that all equipment has been tested and serviced in accordance with relevant regulations, and that current test certificates are attached and will be available for inspection on the Festival site.		
Will your colleagues / staff, or the public have access to potentially 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	No
Will your stand involve the use of moving equipment?	Yes	No
If yes, tick to confirm your colleagues or staff fully trained in its use?		
If relevant, please provide Public Liability Insurance details (attach a copy of your PL Insurance)	Insurer's name:	Expiry Date
	Amount:	
If relevant, please provide Product Liability Insurance details if you are selling (attach a copy of your PL Insurance)	Insurer's name:	Expiry Date
	Amount:	
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	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	No
If yes, please give brief details:		
If you are using flammable equipment / liquids / gas, please tick to confirm you will bring appropriate fire safety equipment for your pitch?		
Tick the box and give details below if you will be bringing a generator onto site?		
Description / details of generator:	Generator type: Super silent diesel	Solar powered
	Other:	
NO PETROL GENERATORS WILL BE ALLOWED ON SITE		
Please see terms and conditions (Part D) regarding use of generators		

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Signature: _____ Date: _____

Name: _____ Position in Organisation: _____

I confirm that I have enclosed the following (please tick):

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)

Payment in Full

Cash

Cheque

Bank transfer: add payment ref

Payment ref:

Amount Paid

Please make cheques payable to:
"Shepton Mallet Town Council"

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

Please use your organisation name (or if no organisation, your name) as the payment reference, or as much of it as you can fit in, and enter it in the box above. Thank you.

Part C: Risk Assessment

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 event, promotion or filming/photography.

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	Hazard or Risk	Tick if yes
32	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:

Hazard/Risk No.	Main risks identified	Who is at risk? (Public, participants etc.)	Means to minimise risk
32	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

Hazard/Risk No.	Main risks identified	Who is at risk? (Public, participants etc.)	Means to minimise risk
32	Vehicles accessing the site could injure a pedestrian	<ul style="list-style-type: none"> - 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

Hazard/Risk No.	Main risks identified	Who is at risk? (Public, participants etc.)	Means to minimise risk
32	Vehicles accessing the site – could injure a pedestrian	<ul style="list-style-type: none"> - Staff - Public 	<ul style="list-style-type: none"> -There will be no vehicle movement during the event -Vehicles will not exceed 5mph at any time -All vehicles will be 'walked' onto site by a member of staff/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

Risk Assessment

Company Name:			
Contact Name:		Contact No:	
Description of activity:			
Date:			
Help/ assistance/ first aid requirements:			
<p>Hazards/Risk Please use ticked hazards to state who is at risk, the risks that are identified, and the means that will be put in place to minimise risk.</p>			
Hazard No.	Who is at risk? (Public, participants etc.)	Main risks identified	Means to minimise risk

Hazard No.	Who is at risk? (Public, participants etc.)	Main risks identified	Means to minimise risk

List of generic risks/hazards: Health and Safety Management

Please tick the options that apply during the Event. On the risk assessment you will need to identify what this risk is and what you will do to reduce it.

No.	Hazard or Risk	Tick If Yes	No.	Hazard or Risk	Tick If Yes
1	Access		24	Physical / psychological effects	
2	Alcohol/ alcoholic drinks		25	Possibility of violence	
3	Animals		26	Risk of infection	
4	Caustic / toxic substances e.g. paint, cleaning products		27	Slips, trips and falls	
5	Children / young people		28	Smoking	
6	Crowds, general public		29	Sources of radiation	
7	Electricity e.g. generators, ground cables		30	Special effects e.g. snow, smoke, dry ice, rain	
8	Electricity e.g. portable tools above 110V		31	Special needs e.g. elderly, disabled	
9	Emergency evacuation & procedures		32	Special props/tools	
10	Environmental/waste disposal: liquids or solids		33	Stewarding / Security / Marshals	
11	Equipment e.g. folding tables, guy ropes, sharp edges		34	Stunts	
12	Explosives / pyrotechnics / fireworks		35	Temporary Structures (gazebos, trailers)	
13	Fire/emergency procedures		36	Use of derelict buildings	
14	Flammable materials		37	Vehicles on Site	
15	Flying e.g. aircraft, balloons, parachutes		38	Water e.g. work in or near	
16	Food allergies		39	Weapons including archery	
17	Food preparation / hygiene		40	Weather - extremes of	
18	Hazardous substances e.g. dust, fumes, oils, vapours		41	Work at a height: e.g. cliff tops	
19	Lasers / strobe effects		42	Other:	
20	Lifting equipment e.g. fork lift truck		43	Other:	
21	Manual handling		44	Other:	
22	Night time operations		45	Other:	
23	Noise concerns		46	Other:	

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