

Checklist for providers at Council community events

For your information the Events Team use the following checklist to ensure that event participants have made adequate considerations for Health and Safety. We recommend that you use the checklist to ensure you have the appropriate paperwork and procedures in place.

ALL PAPERWORK MUST BE SUBMITTED BEFOREHAND TO THE EVENTS TEAM AND MUST BE AVAILABLE AS A HARD COPY ON THE DAY OF THE EVENT. IF YOU DO NOT COMPLY WITH THIS YOU MAY BE AT RISK OF NOT BEING ABLE TO TRADE/PARTICIPATE

General Stallholders (this does not include food and drink providers)

- Public Liability insurance (Should be in date for the event)
- Risk Assessment – needs to be site specific for the event and includes slips, trips and hazards and how small gazebos will be weighted
- Permit to collect required – if collecting for a charity
- Gas canisters – Are they being used and how will they be stored

Temporary Demountable Structures

Bouncy Castles

- Public Liability insurance (Must be in date for the event)
- Risk Assessment/Method statement - needs to be site specific and include the following:
 - Type of generator
 - Type of fuel used, how & where stored
 - If and how refuelling will be carried out by a competent person
 - How numbers are going to be controlled and age groups segregated
 - Supervision for each piece of equipment and removal of shoes, sharp objects etc.
 - Safety matting
 - How bouncy castle is secured
 - Queuing arrangements
- PIPA certification (if more than a year old – if less than a year old proof of purchase and sign off by manufacturer)
- BS EN 14960 Standard for inflatable manufacture and use – Labels on equipment and certificates submitted beforehand. Serial numbers must match the labels on each piece of equipments
- Electric blower – positioning should be 1-2m from inflatable and needs to be the right type for the equipment. PAT tested (annual certificate)
- Accreditation scheme – MUTA recommended

Staging

Public Liability insurance (minimum £5m) and should be in date for the event)

Risk Assessment/Method statement (needs to be site specific) including:

- training records for staff to show competency (large stages)
- A competent member of staff to take full responsibility for supervising (large stages)
- Health and Safety Policy
- on site support should structure need attention
- barriers around stage during construction and dismantling
- Siteing of speakers (metal casing – electrocution)
- Trailing cables
- Technical specification i.e. maximum capacity
- Entrances and exits
- Procedures during bad weather

Generators for PA equipment – PAT tested (annual certificate). Will RCD be in use

Independent sign off – structurally sound?

Large Marquees/Gazebos

Public Liability insurance (minimum £5m)

Risk Assessment/Method Statement – must be site specific and include the following:

- Rain & wind impact on anchorage
- Health and Safety Policy when erecting and dismantling the structure
- Training records to show competency of staff
- Structural calculations
- On site support should structure need attention
- How secured
- How numbers are controlled
- Guy ropes highlighted to prevent trip hazards
- Entrances and exits clearly marked
- Available floor space
- Top speed for structure
- No additional advertising to be attached to the structure (unless it is already in place)
- Safe erection and sign off on completion. A copy of the certificate must be presented to the Events Team on the day

Water resistant and Flame retardant certificate

Rides

Public Liability insurance (must be in date for the event)

Risk Assessment/Method statement must be site specific and include the following:

- Queuing arrangements
- Age/ height restrictions managed
- How fenced off from the public
- Type of Generator and fuel used
- If and how generator will be refuelled, storage of fuel , competency of staff to refuel
- If electric generator – PAT tested (annual test , in date for the event), waterproof, RCD in use
- Sufficient staff to provide supervision of ride and taking money
- Trailing cables
- Barriers around generators

ADIPs certificate – provided beforehand, serial numbers must correspond to equipment used on the day

Membership of Showman’s Guild

A competent member of staff to take full responsibility for supervising safe erection

Food & Drink Providers

Food hygiene certificate no more than 3 years old and the certified person will be on site on the day

Risk Statement/ Method statement to include the following (site specific):

- How food/drink will be stored and handled and avoid contamination or will need to be temperature controlled, include with any HACCP documentation
- Type of hand washing facilities – hot, cold, soap means of cleaning hands
- Type of generator – if electric PAT tested (annual certificate)
- Type of fuel and how and where stored
- LPG –is there enough for the event?
- If refuelling – by a competent person who will also check the connections
- Electric generator – PAT tested (annual certificate)
- Food allergy information displayed on stall

Gas safe certificate – (in date for the event)

Certificate for pressurised equipment (PSS Regs 2000) (annual certificate)

Public Liability Insurance in date for the event (minimum £5m)

HACCPs available on the day of the event

If alcohol is to be sold then contact the events team as Temporary Events Notice (TENs) will be required

PA equipment

Public Liability insurance (£5m minimum) – (in date for the event)

Risk Assessment – Site specific and should include the following:

- How speakers secured, weather proof covering on speakers (avoid electrocution)
- Trailing cables and other slips, trips & hazards
- How equipment is segregated from the public
- Generators – type of fuel (enough for the event) will it need to be refuelled. If electric PAT tested (annual certificate)
- Operation of equipment by competent member of staff

Toilets

Public Liability insurance (£5m minimum) - (in date for the event)

Risk Assessment – site specific

Numbers (in line with HSE guidance) and what gender & how many disabled

Hot water to be available, soap and drying – (Hand sanitiser is not sufficient)

First Aid

Public Liability insurance –(minimum £5m) needs to be in date for the event

Qualifications of staff

Risk Assessment must be site specific – where sited

Equipment on the day (appropriate for the numbers expected)

Numbers of staff adequate to cope with expected numbers at the event

Animals

Public Liability insurance – (minimum £5m) -(must be in date for the event)

Risk Assessment must be site specific and include the following:

- Size of animal and danger to the public
- Collection and safe disposal of any animal faeces & urine
- arrangements for animal welfare on the day (water, food, shelter and amount of handling from the public
- Hot water hand washing facilities if animals are handled (inc. staff). Hand sanitiser is not sufficient

- Signage in place for hand washing clearly visible
- Enough staff for supervision of hand washing and managing the handling of animals

Activity Providers

Public Liability insurance – (minimum £5m) - (must be in date for the event)

Risk Assessment/Method statement must include the following:

- How stewarded
- How the activity will be segregated from the public
- High risk activities such as archery, stilt walkers, trampolining, BMX, fireworks, fire walkers will need more consideration and a more detailed risk assessment

Face Painters/Temporary Tattoo providers (also need to provide the following information)

- Allergy information re products being used
- Age limit of children
- Use of pressurised gas cylinders (amount and storage)