



## Downton Cuckoo Fair 2nd May 2020

### Health & Safety Assessment Checklist

This checklist is intended as an aide memoir for use by DCF Merchants as they prepare for the Fair. It is not intended to replace any Regulations, Legislation or Industry Standards that Merchants must be aware of and comply to as part of their business.

It will also be used if the DCFC Officers perform an on-site inspection. Where evidence is requested (i.e. Public Liability Insurance, TENs), this must be provided with your booking and also available for inspection at all times whilst on the Fair site.

**It is your responsibility** to ensure that suitable and sufficient risk assessments are carried out to cover your operations and activities at our Fair. You are also required to consider the risk of fire within your stand / structure. Failure to comply with reasonable health and safety precautions may result in you being removed from the site.

**If you have any queries about Health and Safety then please contact our Safety Lead – [safety@cuckoofair.co.uk](mailto:safety@cuckoofair.co.uk)**

<b>Company Name:</b>	
<b>Stall Name</b> (if different from Company name)	
<b>Name of Onsite Manager</b> (who'll be at the fair):	
<b>Emergency on-site Telephone Number:</b>	

Legislation and Regulations, Insurance, Certificates – applies to all		
Do you hold Public Liability Insurance to cover your attendance at the Fair? <i>(Evidence of this insurance must be sent with booking and be available during the Fair)</i>	Yes	No
Are you aware of and complying with current health and safety legislation, certification, insurance and licencing associated with the nature of your business?	Yes	No
Details of all licences and certificates (eg alcohol, fire, electrical, food, gas, fairground eg ADIP/PIPA, etc), risk assessments and relevant insurances must be provided to the organisers by 1st March in the year of the Fair	Yes	No
Have you completed a full and thorough risk assessment covering your stand / structure set up, break down and the operations you intend to undertake? This must include (but not limited to): Vehicle movements, erection of gazebo / stand, work at height (including the use of ladders), use of machinery, manual handling, slips, trips & falls, hazardous substances, adverse weather conditions etc.	Yes	No
Have you nominated a lead individual as the responsible person?	Yes	No
Has the lead individual ensured that their team members are aware and comply with policies, terms and Conditions etc as published on the web-site?	Yes	No
Has the lead individual ensured that their team members (your contractors etc) are aware of the general advice and guidance for visitors via the web site eg <a href="https://cuckoofair.co.uk/info-4-visitors-how-to-enjoy-the-fair">https://cuckoofair.co.uk/info-4-visitors-how-to-enjoy-the-fair</a>	Yes	No
Merchants who are a charity or other organisation wishing to make appeals for contributions towards funds and/or wish to hold a draw, must first obtain permission from the Booking Manager in writing	Yes	No
Have you obtained the agreement of the Booking Manager to operate as a face painter at the Fair?	Yes	No

### Reporting of Incidents – applies to all

Do you know how and where to report incidents? All incidents however minor are to be reported to Event Control via their mobile number	Yes	No
Merchants must listen out for and respond to broadcasts via the public address system. There will also be details on the DCF Facebook and Twitter feeds pages	Yes	No
Any health or safety problem which cannot be put right must be notified immediately to the Officers	Yes	No
In the event of a fire or other incident, please do NOT dial 999 but call Event Control via their mobile number (see your confirmation letter) – they will contact the Emergency Services. The alarm should be raised via the Zone Manager and neighbouring stallholder(s) warned of the danger. If time allows unplug any electrical items and isolate gas. Depending on the severity of the incident you may be asked to vacate your stall and leave your products. Ensure all of your team are accounted for and please leave the area as directed – it is for the safety of you and others	Yes	No

### Stalls and Produce – applies to all

Will you ensure that your gazebo/display is adequately secured (eg weights, guy ropes) reflecting the forecast weather conditions	Yes	No
Will you have a clear sign bearing the your name, or trading name	Yes	No
Will you display your prices clearly	Yes	No
Will you provide receipts for all items sold, with exception of food and drink, over the value of £25 bearing the your name, trading address and trading phone number	Yes	No
Will your stall have a fully stocked, in date, First Aid kit including bandages and waterproof dressings	Yes	No
Will you be operating any high risk activities and/or involve hazardous equipment and substances. Please refer to the Terms & Conditions document for specific requirements and instructions. <ul style="list-style-type: none"> <li>i. Catering – eg cooking on-site / sale of chilled food/produce</li> <li>ii. LPG/helium Cylinders &amp; Burners</li> <li>iii. Electrical Generators</li> <li>iv. Electrical systems</li> <li>v. Machinery Demonstrations &amp; Displays</li> <li>vi. Stalls with Livestock</li> <li>vii. Entertainment Devices eg fairground style rides etc</li> <li>viii. Vehicle movements</li> </ul> The sections below are a checklist reflecting the Terms and Conditions.	Yes	No
Will you have livestock/animals on your pitch? If so you must obtain permission from the Booking Manager first and also ensure you have the necessary DEFRA/movement licences in place ( <i>Evidence of this must be available during the Fair</i> ) All stallholders with animals must display handwashing signs and provide suitable hand washing facilities	Yes	No

### Fire Assessment – applies to all

Are you aware that you must not stock certain items such as: fireworks, garden flares, candles, tea lights etc.?	Yes	No
Are you aware that open fire, naked flames are not allowed on the Fair (without prior permission from Booking Manager)?	Yes	No
Are the structures, roofing, walls and fittings of your stand / unit flame retardant?	Yes	No
Will walk-ways/entrances/exits be maintained and kept unobstructed at all times?	Yes	No

### Fire Assessment – applies to all

Do you have an adequate number of fire extinguishers / fire blankets available for easy use?	Yes	No
Has your firefighting equipment been tested in the last 12 months? <i>(Evidence of this must be available during the Fair)</i>	Yes	No
Have your team members been made aware of what to do should an incident occur?	Yes	No
Do your team members know how to raise the alarm, evacuate the stand / unit and operate the firefighting equipment supplied?	Yes	No
Have you identified all ignition sources and ensured they are kept away from combustible / flammable materials?	Yes	No
Do you have sufficient refuse bins and ensure all refuse is kept away from your stand/ unit?	Yes	No
Have adequate members of the your team been trained and certified in fire warden and extinguisher training – this is a certificated training course and a legal requirement	Yes	No
In the case of fire have you left your on-site contact details, including zone, pitch and mobile number, clearly visible in your vehicle	Yes	No

### Liquid Petroleum Gas (LPG) / Helium / Compressed Air

**Note this section only applies if your stall / equipment uses cylinders containing compressed gas**

<b>Will you be using LPG gas</b> within the confines of your stand / unit? If “Yes”, please answer the following questions:	Yes	No
Do you have an inspection / gas safety certificates for all appliances / pipework <i>(Evidence of this must be available during the Fair)</i>	Yes	No
Are all hose connections made with “crimped” fastenings?	Yes	No
Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?	Yes	No
Are the cylinders kept outside, secured in the upright position and out of the reach of the general public?	Yes	No
Are the cylinders located away from entrances, emergency exits and circulation areas?	Yes	No
Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	Yes	No
Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use?	Yes	No
Do you ensure that only those cylinders in use are kept at your unit/stall? <i>(Total number must be kept to a maximum of 2 and in line with any specific conditions for the event)</i>	Yes	No
Is a member of staff, appropriately trained in the safe use of LPG, present in the unit / stall at all times?	Yes	No
Please add comments / details		

### Generators and Electrical Safety

**This section also applies to stalls that purchased an electrical supply (Purple Zone marquee only) and vans / equipment that are operated with continuously running engines**

Have all portable electrical appliances been PAT tested by a qualified person in the last 12 months? (With a current sticker on the equipment) <i>(Evidence of this must be available during the Fair)</i>	Yes	No	N/A
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Are cables run in safe places, where they will not be damaged?	Yes	No	N/A
The generator must have been recently tested with an in force certificate <i>(Evidence of this must be available during the Fair)</i>	Yes	No	N/A
All fuel containers must be suitable approved containers (maximum 30 litres of fuel)	Yes	No	N/A
Will you have a 6kg dry powder extinguisher that is in date, serviced and certified by a competent engineer must be placed with the generator / van	Yes	No	N/A
Please add comments / details			

### Catering

**Note this section only applies to those who are selling pre packaged, hot, or chilled food**

Are you selling any foodstuffs that are open, unwrapped or require temperature control (hot or cold)? You will need to outline how you manage food safety, contamination controls, temperature controls and hygiene			
Do you only sell pre-packed, low risk products, e.g.: alcohol, bottled drinks, confectionery, meat-free or dairy-free cakes, pastry, breads and biscuits that are placed in their final packaging before they are brought on site?			
If you are providing catering (food / drinks), are you registered with your local authority?	Yes	No	N/A
Name of Authority Registered with:			
Please provide your Food Hygiene Rating <i>(Evidence of this must be available during the Fair)</i>			N/A
Note that you will also need to comply with Wiltshire Council Environmental Health – see their website - <a href="http://www.wiltshire.gov.uk/env-health">http://www.wiltshire.gov.uk/env-health</a>			
Will you be selling alcohol?	Yes	No	N/A
If so, have you obtained a TEN's licence from Wiltshire Council <i>(Evidence of this must be available during the Fair)</i>	Yes	No	N/A
Will you have a qualified person as defined by the licencing laws at the fair	Yes	No	N/A
Have all members of the team been trained in food handling, allergens etc?	Yes	No	N/A
All hot food catering stalls must be provided with a 6kg dry powder extinguisher and fire blanket as a minimum. Catering stalls with deep fat fryers should have a wet chemical extinguisher (F Class).	Yes	No	N/A
Burners must be suitably sited and must have been examined and tested by a competent person and with an in force certificate to that effect <i>(Evidence of this must be available during the Fair)</i>	Yes	No	N/A
Do you have a current and up-to-date HACCP plan; effective management of allergens and a score of not less than 4 in your last EHO inspection. <i>(Evidence of this must be available during the Fair)</i>	Yes	No	N/A
Where possible Merchants should use containers, cutlery, napkins and any other disposable materials made from recyclable or sustainable materials	Yes	No	N/A
Please add comments / details			

Machinery / Trailers			
Do you have spreader boards to go under all wheels of your vehicles, including trailers, that are operated whilst parked on the Greens / Memorial Gardens			
Do you know where your towing point is located?			
Please add comments / details			

Entertainment Displays / Apparatus			
Do you have an up to date and in force inspection tag /certificate eg PIPA / ADIPS for your equipment? <i>(Evidence of this must be available during the Fair)</i>	Yes	No	NA
Will your equipment be provided with the necessary safety fences and operated within the designated areas?	Yes	No	NA
Will your equipment be operated by qualified adults?	Yes	No	NA
Please add comments / details			

**If you have any queries about Health and Safety then please contact our Safety Lead – [safety@cuckoofair.co.uk](mailto:safety@cuckoofair.co.uk)**

<b>DECLARATION:</b> I / we hereby confirm that we will take all due care and diligence with regards to the health, safety and fire risks on our stand / unit and, will have all requested documentation (see above) available for inspection whilst at the Fair and, have informed all onsite staff (including any appointed contractors) of this <i>questionnaire</i> .	
<b>Date Completed:</b>	
<b>Stand / Unit Responsible Person:</b>	
<b>Signature:</b>	

<i>For completion by DCFC Officers only</i>		Initials
<i>Have all sections of this questionnaire been completed?</i>	Yes / No	
<i>Is further information required from the Exhibitor / Trader?</i>	Yes / No	
<i>Agreed Zone</i>		
<i>Agreed Stall</i>		
<i>Zone Managers Comments</i>		