

## North Thoresby 1940s Event 2019 Trader Documentation Requirements

For this year's event we are again required to produce a comprehensive Event Management Plan which requires among many things, that various documentation/information is obtained by the organisers from anyone who is coming to the event to trade (Stallholders), provide activities or deliver a service.

We believe that the vast majority of those coming to trade at the event will have the necessary documentation in place but we are required to see the documentation prior to the event to check its current validity. Therefore, **ALL** documentation (Booking Form, Risk Assessment, evidence of your Public Liability Insurance and fee) must be received **before 24<sup>th</sup> August 2019**.

### **All stallholders must supply the following –**

- Suitable and sufficient **Risk Assessment** including Method Statement where appropriate specific to the activities that you are carrying out at our event. A Method Statement is sometimes called a Safe System of Work. It is a document that details the way a work task or process is to be completed. The Method Statement should outline the hazards involved and include a step-by-step guide on how to do the job safely. The Method Statement must also detail which control measures have been introduced to ensure the safety of anyone who is affected by the task or process. Sample Risk Assessments for small traders are available online and a template can be found on our website.
- **Evidence of public liability insurance** (£5,000,000 minimum cover recommended). Certification should show that the event falls within the cover period of the insurance and that it covers the activities you are carrying out at the event.
- A Fire Risk Assessment - if you are using electricity, generators, LPG or carrying out activities which require the use of other flammable materials or liquids including pyrotechnics of fireworks.

In addition to the above **mobile catering or food traders** should supply the following evidence - that you are registered with the Local Authority, a suitable and sufficient Food Safety Management System document which is relevant to outdoor catering/food trading, evidence of Food Hygiene Qualifications held by those who will be out working at the event and a completed ELDC mobile/outdoor catering questionnaire.

In regard to **amusements and entertainment** we must see current insurance for all devices on site, operational device risk assessment and where relevant; documentation to demonstrate that it is fit for use e.g. valid test certificates such as a DIPS or PIP certification or tags.