

BEAUFORT *Christmas* FAIR

Stallholder Health & Safety Guide

1. Introduction

This guide sets out the health, safety and operational requirements for all stallholders attending the Beaufort Christmas Fair. It ensures a safe, compliant and enjoyable event for traders and visitors.

By attending, stallholders agree to follow all requirements in this document.

2. Arrival, Setup & Departure

- Stallholders must arrive during the designated setup period.
- Vehicle access will be controlled by stewards to prevent congestion.
- Vehicles must be moved to designated parking immediately after unloading.
- Stalls must be fully set up, safe, and ready before the event opens.
- Stallholders must remain open and staffed for the full duration of the event.
- Breakdown may only begin once the event has officially closed and pedestrian areas are clear.
- All equipment and stock must be removed by the stated deadline.

3. Stall Structure Safety

- All structures must be securely weighted (minimum 10–15kg per leg recommended).
- Structures must be stable and able to withstand winter weather conditions.
- Decorations must be flame-retardant where possible.
- Stall layout must remain within the allocated space and must not obstruct walkways, exits, or other stalls.
- Any structural concerns must be reported immediately to event staff.

4. Electrical Safety Requirements

- All electrical items must have valid Portable Appliance Testing (PAT) certificates within the last 12 months.
- Only outdoor-rated, weatherproof cables and connectors may be used.

- Multi-plug adapters, cube adapters, and daisy-chained extension leads are not permitted.
- Cables must be routed safely to avoid trip hazards — either overhead or under cable matting.
- Stallholders must not access or tamper with event electrical distribution boards.
- Any electrical fault, overheating, or water ingress must be reported immediately.

5. Fire Safety Requirements

- Open flames, candles, or hazardous heat sources are not permitted unless explicitly authorised by the organiser.
- Cooking equipment must be positioned safely and kept away from public reach.
- Gas cylinders must be stored upright, secured, and kept away from ignition sources.
- Catering stalls must have a fire blanket and appropriate fire extinguisher.
- Fire exits, escape routes, and aisles must remain clear at all times.
- Stallholders must immediately report any fire risk or incident.

6. Food Safety & Hygiene (For Food Vendors)

- All food vendors must be registered with their local authority.
- A minimum 3-star hygiene rating is required and must be displayed.
- Allergen information must be clearly visible to customers.
- Hot food must be kept above 63°C; chilled food below 8°C.
- Hand-washing facilities must be available at the stall.
- Food must be prepared, stored, and served in a hygienic manner.
- Waste oil, water, and food waste must be disposed of responsibly in designated containers.

7. Weather Safety

- Stock and electrical items must be protected from rain.
- In high winds, stallholders may be instructed to temporarily close for safety.
- Walkways may be gritted if icy — stallholders must keep their own area clear and safe.
- Snow or heavy rain may require additional precautions; stallholders must follow instructions from event staff.

8. Waste & Environmental Responsibilities

- Stallholders must keep their area clean and tidy throughout the event.
- Waste must be placed in designated bins — no waste may be left behind stalls or in public areas.
- Recycling points must be used where provided.

- Food vendors must dispose of oil and waste water responsibly.
- Additional charges may apply if a stallholder leaves their area in an unsatisfactory condition.

9. Insurance Requirements

All stallholders must provide:

- Valid public liability insurance (minimum £2m recommended; some councils require £5m).
- Copies of insurance certificates before the event.
- Additional cover for food vendors or higher-risk activities where applicable.

Stallholders are responsible for any damage caused to the venue, equipment, or surrounding areas.

10. Behaviour & Conduct

- Stallholders must act professionally and respectfully at all times.
- Aggressive selling, disruptive behaviour, or amplified sound is not permitted.
- Stallholders must follow steward instructions immediately.
- Any anti-social behaviour may result in removal from the event without refund.
- Alcohol sales must comply with licensing laws.

11. Emergency Procedures

If an emergency occurs (fire, medical incident, structural failure, electrical hazard, security concern):

Immediate Actions

- Stop trading immediately.
- Follow instructions from stewards or event management.
- Do not attempt to pack down equipment during an emergency.
- Guide customers calmly away from your stall.

Evacuation

- Move to the nearest safe exit as directed by stewards.
- Proceed to the designated assembly point.
- Do not return to the stall until authorised by event management.
- Report any missing persons or concerns to event staff.

Medical Emergencies

- Contact a steward or first aid provider immediately.
- Do not attempt to treat serious injuries unless trained.
- Keep the area clear for first responders.

12. Lost Child & Safeguarding Procedure

If a lost child approaches your stall:

- Stay with the child and reassure them.
- Contact a steward immediately.
- Do not leave the child unattended.
- Do not allow the child to leave with anyone until stewards confirm identity.
- Report any safeguarding concerns immediately to event management.

13. Security & Suspicious Activity

Stallholders must report immediately if they notice:

- Suspicious bags, packages, or items left unattended.
- Hostile or unusual behaviour.
- Vehicles entering restricted pedestrian areas.
- Anything that feels unsafe or “not right.”

Do not investigate suspicious items — report and move away.

14. Contact Information

A full contact list (Event Manager, Safety Officer, First Aid Provider, Electrician, Stewards) will be provided before the event.