 **RBL ‘A DAY TO REMEMBER’**

**SOUTH WALES ARMED FORCES DAY**

**SATURDAY 22ND & SUNDAY 23RD JUNE 2019**

**TRADE STAND APPLICATION**

**Closing date for applications 31st May 2019**

Company Name: Click or tap here to enter text.

Contact Name: Click or tap here to enter text.

Business Address: Click or tap here to enter text.

Postcode: Click or tap here to enter text.

Email: Click or tap here to enter text.

Contact Telephone: Click or tap here to enter text. Mobile: Click or tap here to enter text.

**PLEASE PRINT CLEARLY**

***Please note that any food sold must be from a stand previously agreed with the event organisers***

**Vehicles supporting stalls may request parking behind stall, but this cannot be guaranteed. Please request when booking.**

**Details of generator or electrical equipment to be used:** Click or tap here to enter text.

**Stand Description:** Click or tap here to enter text.

*Data Protection – Please tick this box if you wish for the event committee to retain your information so that you can be contacted about future events. All data will be maintained encrypted and will not be used or passed to third parties. The individual can request for data to be removed at any time by emailing the event committee. All data will be electronically destroyed after two years from date of application. Please see item 20 of the attached rules/regulations for the event.*

*I/We acknowledge receipt and accept the conditions of Regulations enclosed and agree to abide by them. I have*

*completed and signed the risk assessment form overleaf.*

*.*

**Signature: …………………………………………………………………………………… Date: ………………………………………………………………**

Return Electronic Address: sturgestimothy@gmail.com

Return Postal Address: 44 Greenfield, Newbridge, Caerphilly. NP11 4QY

**ANNEX A**

**GENERAL RISK ASSESSMENT FORM (2019)**

***GUIDELINES***

***If you have a recent Risk Assessment already then that can replace this form***

This Risk Assessment is to be completed by all exhibitors and stands

Please consider what risk there may be to those building up the trade stand/exhibit and to members of the

public on Show day. If, in your opinion, there is no risk please print **NO RISK**.

***HAZARDS***

Please consider **ALL** possible risks including:-

Slipping/tripping e.g. Guy ropes & pegs. Moving parts of machinery e.g. Blades

Vehicles e.g. Forklifts, cranes Fumes/Fuel spillages

Electricity/Generators Gas/Gas Cylinders

Hot Fluids e.g. Refreshments Boilers/ovens/hobs

Display boards/racks/cabinets Sharp edges

Table coverings Rubbish/flammable substances

Hot Foods Smoking

|  |  |  |
| --- | --- | --- |
| **HAZARD** | **PERSONS AT RISK** | **CONTROLS TO MINIMISE RISK** |
| Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. |

**A FIRE EXTINGUISHER MUST BE PROVIDED AND FIRE RISK ASSESSMENT UNDERTAKEN IF THE STALL INCLUDES ANY TYPE OF HEAT SOURCE**

|  |  |
| --- | --- |
| **Company Name**  Click or tap here to enter text. |  |
| **Responsible Person**  Click or tap here to enter text. | **Contact Tel No**  Click or tap here to enter text. |
| **Date of Assessment**  Click or tap to enter a date. |  |
| **Assessor Name**  Click or tap here to enter text. | **Assessor Signature** |

***Please return with completed application form***

***Please retain a copy for your records.***

**ANNEX B**

**FIRE RISK ASSESSMENT**

**TO BE COMPLETED FOR EACH UNIT/STALL IN LINE WITH NATIONALLY RECOGNISED FIRE RISK ASSESSMENT GUIDES**

**A PREVIOUS AND CURRENT FIRE RISK ASSESSMENT CAN BE USED TO REPLACE THIS FORM**

**In order to comply with relevant fire safety legislation, you MUST complete a Fire Risk Assessment of your unit. The Risk Assessment needs to identify the fire hazards and persons at risk, you must endeavour to remove or reduce these risks and protect people from fire. Failure to comply with this requirement may result in your unit being prohibited from use. You must be able to answer YES to the following questions. This signed and completed form must be maintained available for inspection by the Fire & Rescue Service / Event Organiser / Council Officers at all times.**

You must undertake a Fire Risk Assessment for each unit, which must be suitable for the circumstances. You do not need to use this form and may use another method if you wish, however, this form is considered to be suitable for most market stalls and traders units.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| EVENT | | | A Day to Remember – South Wales Armed Forces Day | | | | | | | | | |
| UNIT NAME AND LOCATION | | | Waunfawr Park, Crosskeys, Caerphilly. NP11 7PH | | | | | | | | | |
| DATE/TIME | | | START | Click or tap to enter a date. | | | | FINISH | | Click or tap to enter a date. | | |
| UNIT DETAILS | | | PERSON IN CHARGE | | | Click or tap here to enter text. | | | | | | |
| TYPE AND USE OF UNIT | | | Choose an item. | | | | | | |
| SIZE  (Depth:Width metres) | | | Choose an item. | | | | | | |
| OCCUPANCY | | | STAFF | | Click or tap here to enter text. | |  | |  |
| PUBLIC | | Click or tap here to enter text. | | TOTAL | | Click or tap here to enter text. |
|  | | | | | | *DELETE AS APPLICABLE* | | ACTION/COMMENT | | | | |
| 1. Are adequate exits provided for the numbers of persons within the unit or stall?  *(Are your staff and customers able to evacuate easily if the normal exit is blocked?)* | | | | | | Choose an item. | | Click or tap here to enter text. | | | | |
| 2. Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations? | | | | | | Choose an item. | | Click or tap here to enter text. | | | | |
| 3 Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use. | | | | | | Choose an item. | | Click or tap here to enter text. | | | | |
| 4. If the normal lighting failed would the occupants be able to make a safe exit? | | | | | | Choose an item. | | Click or tap here to enter text. | | | | |
| 5. Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use? | | | | | | Choose an item. | | Click or tap here to enter text. | | | | |
| 6. Has the fire-fighting equipment been tested within the last 12 months? *Note: a certificate of compliance will be required at application* | | | | | | Choose an item. | | Click or tap here to enter text. | | | | |
| 7. Have your staff been instructed on how to operate the fire-fighting equipment provided? | | | | | | Choose an item. | | Click or tap here to enter text. | | | | |
| 8. Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit, and the exit locations? | | | | | | Choose an item. | | Click or tap here to enter text. | | | | |
| 9. Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG etc. and reduced the risk of them being involved in an incident? | | | | | | Choose an item. | | Click or tap here to enter text. | | | | |
| 10. Have you identified all ignition sources and ensured that they are kept away from all flammable materials? | | | | | | Choose an item. | | Click or tap here to enter text. | | | | |
| 11. Are the structure, roofing, walls and fittings of your stall or unit flame retardant? *Note: certificates of compliance will be required at application* | | | | | | Choose an item. | | Click or tap here to enter text. | | | | |
| 12. If any staff sleep in the stall is there a working smoke detector and a clear exit route at night? | | | | | | Choose an item. | | Click or tap here to enter text. | | | | |
| 13. Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, household candles, tea lights, etc.? | | | | | | Choose an item. | | Click or tap here to enter text. | | | | |
| 14. Do you have sufficient bins for refuse? Is all refuse kept away from your unit? | | | | | | Choose an item. | | Click or tap here to enter text. | | | | |
| 15. Are you aware that petrol generators may not be permitted on site? *(You must identify these in the comments box)* | | | | | | Choose an item. | | Click or tap here to enter text. | | | | |
| **Do You use LPG?** (If ‘No’ ignore questions 16-25) | | | | | | Choose an item. | | Click or tap here to enter text. | | | | |
| 16. Do you have an inspection / gas safety certificate for the appliances and pipework *(copy to be enclosed)* and are all hose connections made with “crimped” fastenings? | | | | | | Choose an item. | | Click or tap here to enter text. | | | | |
| 17. Are the cylinders kept outside, secured in the upright position and out of the reach of the general public? | | | | | | Choose an item. | | Click or tap here to enter text. | | | | |
| 18. Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides? | | | | | | Choose an item. | | Click or tap here to enter text. | | | | |
| 19. Are the cylinders located away from entrances, emergency exits and circulation areas? | | | | | | Choose an item. | | Click or tap here to enter text. | | | | |
| 20. Are the gas cylinders readily accessible to enable easy isolation in case of an emergency? | | | | | | Choose an item. | | Click or tap here to enter text. | | | | |
| 21. Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use? | | | | | | Choose an item. | | Click or tap here to enter text. | | | | |
| 24. Do you ensure that only those cylinders in use are kept at your unit/stall? *(Spares should be kept to a minimum and in line with any specific conditions for the event)* | | | | | | Choose an item. | | Click or tap here to enter text. | | | | |
| 25. Is a member of staff, appropriately trained in the safe use of LPG, present in the unit / stall at all times? | | | | | | Choose an item. | | Click or tap here to enter text. | | | | |
| If answer to any question is "NO", please detail below actions taken to remedy the situation. | | | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| Responsible Person: | | Click or tap here to enter text. | | | | | | | | | | | |
|  | |  | | | |  | |  | |  | |  | |

***PLEASE NOTE****: This document does not preclude you from prosecution or removal from the site should a subsequent inspection reveal unsatisfactory standards.*

**STAND REGULATIONS**

(**To be retained by Trader**)

**Regulations applying to Letting of Pitch Space**

Space for Stands will be allocated by the Event Committee on sites around the Show Ground and a perfectly level site cannot be guaranteed.

1. **COVER** –Stand exhibitors that intend to erect tents and marquees must make allowance for guy ropes in calculating space required and must be included in the frontage booked.

2. **SITE ALLOCATION** The Event Committee by its officers or servants will allocate sites. In no case can a Stand exhibitor beforehand select any particular site.

3. **FEES** The Event is free of any pitch fee. It is asked that a donation be made at the end of the event for the Royal British Legion Band of Wales using the envelope provided on arrival.

4. **CLOSING DATE FOR APPLICATION** – The closing date for application is Friday 31st Maybut the event committee reserves the right to close entries at an earlier date if fully booked.

5. **ELECTRICITY / LPG -** Details of electrical equipment or generators have to be declared with risk assessments when applying for space. Traders are responsible for ensuring that all electrical equipment on their stand is safe, e.g. PAT tested. Show stewards monitor the showground and may check electrical equipment as part of their duties. Traders must ensure that LPG cylinders are transported, connected, stored and changed safely, i.e. kept upright, positioned so that they cannot easily be knocked over or tampered with. Traders must not bring onto the showground more cylinders than they expect to use.

6. **GENERATORS** – A current certificate and proof of service record must be produced to the event staff if requested with the expiry date for generators stated along with a risk assessment.

7. **ARRANGING STANDS -** All Traders must be in the event ground and in the space allocated by 8.30am on Show Day. The event committee would be grateful if stands are set up prior to Event Day.

8. **REFUSAL -** The event committee, through its Administrator or show staff, or their duly appointed agents, shall have full and free right to refuse to accept any entry, to cancel any entry after being made and accepted, to refuse admission to the event ground of any proposed trader and/or to remove or order to be removed at the risk and expense of the trader, any stand which has been admitted to the event ground. There shall be no obligation upon the event committee or staff to make or offer any explanation or reason for any such action and the event committee or its agents shall not incur any liability or responsibility in the matter.

9. **COLLECTIONS -** No trader shall be permitted to take any collection or sell raffle tickets, be it for Charity or not, nor distribute handbills on the event ground except on the stand space allocated to the trader.

10. **FORFEITURE -** Any trader failing to exhibit by 8.30a.m. on event day shall forfeit the space to the event committee and the event committee or staff may reallocate the space to another trader.

11. **TICKETS -** Traders will receive tickets and car passes as confirmation that a pitch has been allocated. On the strict understanding that vehicles must be parked in the allocated parking spaces as indicated on event day.

12. **PARKING** – Except while unloading, vehicles will not be allowed to park in the avenues around stands and must be removed to the areas reserved for traders.

13. **MEMBERS** – Members of the event staff will also receive badges.

14. **CHEAPJACKS -** Selling of goods by auction, shouting to attract crowds or other behavior likely to annoy visitors is forbidden.

15. **LITTER -** Traders are responsible for leaving their space in a clean and tidy condition. Traders are encouraged to take waste away or deposit in the waste bins allocated. Any trader who removes turf or soil or breaks the soil for purpose of erecting or fixing exhibits must restore it in a matter satisfactory to the event committee officers or servants within two days of event day.

16. **EXCAVATIONS -** No excavation to be made without consent and where given traders must defray cost of reinstatement.

17. **DISCLAIMER OF LIABILITY -** Save for the death or personal injury caused by the negligence of the event committee, its servants or agents, the event committee will not be responsible for death, injury, diseases, damage or loss caused to any trader from whatever cause, death, injury, diseases, damages or loss arises. (Save as aforesaid) the trader shall indemnify the event committee against all claims, damages and expenses, whatsoever in any way arising out of the presence of the trader, his servants, agents, exhibits, vehicles or equipment on the event ground and shall assume full responsibility therefore.

18. **PUBLILC LIABILITY AND RISK ASSESSMENT -** Traders are advised to insure against fire and other appropriate risks not only as regards their own property but also against any third party claim. You must make available to the committee or its staff your Risk Assessment, equipment certificates, food safety certificates and evidence of your current Public Liability Insurance together with your insurance policy number upon request.

19. **SPACE AVAILABILITY -** A limited number of stands are available and a full description of the items to be displayed must be entered on the application form.

20. **DATA PROTECTION** – In accordance with GDPR any personal data collected during the application process will be stored, encrypted and retained by the event committee if the person has ‘opted in’ on the application form. Personal data will not be shared with third parties and will only be retained for two years in order to notify the persons of future events that they may be interested in attending. Persons can request to have their data removed from the database at any time by notifying the event committee by writing or by email. If the person does not opt in then all data relating to that person shall be removed after the event has finished.

21. **HEALTH & SAFETY RESPONSIBILITY AND MONITORING** – The event committee takes the view that traders hire a space from the event committee and are responsible for health and safety on the hired space. However, the event committee is committed to ensuring that the whole event is run safely and without risk to health and monitor the setting-up, management and taking-down of stands. Traders are expected to comply with any reasonable requests made of a event staff in respect of health and safety.

22. **FIRE** – Traders are responsible for assessing and controlling any fire risk they bring onto the event ground and this will be checked by the event staff who will be monitoring the event ground. Specifically, the event staff will be checking that electrical equipment is safe and in good condition, that LPG cylinders are being used and stored appropriately, that marquees / tents are fire retardant and that traders have a fire extinguisher.

***Acceptance of the foregoing provisions shall be a condition of entry.***