

# **Vendor Health and Safety Policy**

## **Farnley Community Centre – Christmas Lights Switch-On Market**

This policy outlines the health and safety expectations for all vendors participating in the Farnley Community Centre Christmas Lights Switch-On Market. It aims to ensure the wellbeing of all stallholders, volunteers, staff, and visitors, and to maintain compliance with relevant health and safety legislation.

### **1. General Responsibilities**

- 1 All vendors must comply with the Health and Safety at Work Act 1974 and other applicable regulations.
- 2 Each vendor is responsible for the safety of their own staff, stall, and equipment.
- 3 Vendors must follow all instructions provided by event organisers and designated safety officers.
- 4 Any accidents, incidents, or near misses must be reported immediately to the event organisers.

### **2. Stall and Equipment Safety**

- 1 Stalls, gazebos, tables, and equipment must be stable, secure, and suitable for outdoor use.
- 2 All electrical equipment must be PAT tested and in good working order.
- 3 Cables must be safely routed to avoid trip hazards, and any generators or electrical supplies must be properly protected.
- 4 Gas equipment (if applicable) must be certified, regularly maintained, and used in line with manufacturer's guidance.

### **3. Fire Safety**

- 1 Vendors must not obstruct emergency exits or access routes.
- 2 All stalls using naked flames, heating, or cooking equipment must have appropriate fire extinguishers on site.
- 3 No smoking or vaping is permitted within gazebos or enclosed spaces.

### **4. Food Hygiene (for Food and Drink Vendors)**

- 1 All food and drink vendors must hold a valid food hygiene rating and relevant local authority registration.
- 2 Food must be stored, prepared, and served in accordance with Food Standards Agency guidelines.
- 3 Clean hand-washing facilities and appropriate PPE must be available at all times.

### **5. Insurance and Documentation**

- 1 All vendors must provide evidence of valid Public Liability Insurance (minimum £5 million).
- 2 Vendors handling food, drink, or electrical equipment must provide relevant safety certification if requested.

### **6. Emergency Procedures**

- 1 In case of an emergency, vendors must follow the directions of event staff and emergency services.

- 2 First aid assistance is available on site; vendors should familiarise themselves with the location of first aid points.
- 3 Emergency contact details will be provided to all vendors prior to the event.

## **7. Acknowledgement**

By participating in the Christmas Lights Switch-On Market, all vendors confirm that they have read, understood, and agree to comply with this Health and Safety Policy and all reasonable instructions issued by the organisers.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_