

# Vendor Health & Safety Requirements

## Farnley Community Centre

Old Farnley & District Community Association trading as Farnley Community Centre  
Hillside Hall, Cross Lane, Farnley, Leeds, LS12 5AA

These requirements apply to all vendors participating in markets and similar events organised by Farnley Community Centre. They set out the minimum health and safety expectations for vendors, their staff, equipment and activities.

### 1. General Responsibilities

1. Vendors must comply with applicable health and safety legislation and requirements relevant to their activities.
2. Each vendor is responsible for the safety of their own staff, stall, stock, equipment and activities.
3. Vendors must follow reasonable instructions provided by event organisers, venue staff and designated safety personnel.
4. Accidents, incidents, dangerous occurrences and near misses involving a vendor, their staff, equipment or stall must be reported to the organisers as soon as possible.
5. Vendors must not do anything that could reasonably place visitors, other vendors, volunteers, staff or themselves at unnecessary risk.

### 2. Stall and Equipment Safety

6. Tables, gazebos, display structures and other equipment must be stable, secure and suitable for the conditions.
7. Gazebos must be appropriately weighted or otherwise secured. Vendors are responsible for providing suitable weights unless otherwise agreed.
8. Displays and stock must be arranged so that they cannot readily fall, topple or obstruct pedestrian routes.
9. Stalls must remain within the space allocated to the vendor and must not obstruct walkways, entrances, emergency exits or access routes.
10. The organisers may require unsafe equipment, displays or structures to be altered or removed.

### 3. Electrical Safety

11. Electrical equipment must be suitable for the intended environment and in good working order.
12. Where PAT testing or other electrical safety certification is applicable, vendors must be able to provide evidence on request.
13. Plugs, leads, extension cables and electrical accessories must be suitable for the equipment being used.
14. Cables must be routed and protected to prevent trip hazards, damage or contact with members of the public.
15. Electrical equipment must not be used if it is damaged, defective or otherwise unsafe.
16. Generators may only be used where approved in advance and must be operated safely and positioned to minimise risks from electricity, fuel, fumes, heat and noise.

## **4. Gas, LPG, Heating and Cooking Equipment**

17. Vendors intending to use LPG, gas, naked flames, cooking equipment or heaters must notify the organisers in advance.
18. Gas equipment must be suitable, properly maintained and used in accordance with manufacturer instructions and applicable safety requirements.
19. Relevant inspection, maintenance or certification evidence must be provided where requested.
20. Cooking and heating equipment must be positioned so that heat, flames, hot surfaces and fumes do not create an unacceptable risk to the public or neighbouring stalls.
21. Fuel, gas cylinders and other combustible materials must be stored and handled safely.
22. The organisers may prohibit the use of any gas, heating or cooking equipment where they consider the arrangements unsuitable or unsafe.

## **5. Fire Safety**

23. Emergency exits, fire exits, access routes and firefighting equipment must never be obstructed.
24. Vendors using naked flames, heating or cooking equipment must have appropriate fire-fighting equipment available where required.
25. Combustible materials must be kept away from heat sources and flames.
26. No smoking or vaping is permitted within gazebos or enclosed spaces.
27. Vendors must immediately follow instructions from event staff or emergency services in the event of a fire or other emergency.

## **6. Food Hygiene**

28. Food and drink vendors must comply with applicable food hygiene and food safety requirements.
29. Where applicable, vendors must be registered with the relevant local authority and be able to provide evidence of relevant food hygiene information or certification on request.
30. Food must be stored, prepared, cooked, transported and served in a manner that prevents contamination and maintains food safety.
31. Appropriate temperature control must be maintained where required.
32. Suitable handwashing, cleaning and sanitising arrangements must be available where required by the nature of the food operation.
33. Appropriate allergen information must be provided where required.

## **7. Trip Hazards, Access and Housekeeping**

34. Vendors must keep their allocated area tidy and free from avoidable hazards.
35. Boxes, packaging, stock and other materials must not be left where they obstruct walkways or emergency routes.
36. Cables, guy ropes, weights and other temporary equipment must be positioned and protected to minimise trip hazards.
37. Waste must be contained and removed in accordance with the event organisers' instructions.
38. Spills must be dealt with promptly and reported to event staff where they could affect other people.

## **8. Weather and Outdoor Conditions**

39. Vendors operating outdoors are responsible for ensuring their stall and equipment remain safe in the prevailing conditions.

- 40. Gazebos, signs, displays and lightweight items must be adequately secured against wind.
- 41. Vendors must comply with any weather-related instructions issued by the organisers.
- 42. The organisers may require stalls or equipment to be altered, secured or removed where weather conditions create a safety concern.
- 43. Where conditions cannot be managed safely, the organisers may alter, suspend or cancel the event.

## **9. Manual Handling and Personal Safety**

- 44. Vendors are responsible for using safe methods when lifting, carrying or moving their own equipment and stock.
- 45. Heavy or awkward items should be moved using suitable assistance or equipment where necessary.
- 46. Vendors should ensure that their staff and assistants are appropriately instructed for the tasks they undertake.

## **10. Insurance and Documentation**

- 47. Vendors must hold appropriate Public Liability Insurance of not less than £5 million unless an alternative limit has been expressly agreed in writing by the organisers.
- 48. Evidence of insurance must be provided upon request and may be required before trading.
- 49. Vendors using specialist, gas, electrical or cooking equipment must provide relevant safety documentation or certification where requested.
- 50. Vendors remain responsible for ensuring that their own licences, registrations, permissions and certifications are current and appropriate.

## **11. Emergency Procedures**

- 51. In an emergency, vendors must stop trading where instructed and follow the directions of event staff and emergency services.
- 52. Vendors should familiarise themselves with the location of emergency exits, access routes and first aid arrangements when they arrive.
- 53. First aid assistance is available on site; vendors should report any accident or injury promptly to event staff.
- 54. Emergency contact details and any event-specific emergency arrangements will be communicated to vendors where appropriate.
- 55. Vendors must not obstruct emergency responders or emergency access routes.

## **12. Incident Reporting**

- 56. Any accident, injury, near miss, fire, equipment failure or other significant safety incident must be reported to the event organisers as soon as possible.
- 57. Vendors must cooperate with reasonable requests for information following an incident.

## **13. Compliance and Organiser's Authority**

- 58. The organisers may inspect or raise concerns about a vendor's stall, equipment or activities where reasonably necessary for event safety.
- 59. Vendors must comply with reasonable safety instructions issued by the organisers.
- 60. Where a serious or immediate safety concern exists, the organisers may require the relevant activity or equipment to stop or be removed.

61. Failure to comply may result in the vendor being required to cease trading or leave the event.

## 14. Acknowledgement

62. By participating in a Farnley Community Centre event, vendors confirm that they have read, understood and agree to comply with these Health & Safety Requirements, the Vendor Terms & Conditions and all reasonable safety instructions issued by the organisers.

Vendor name: \_\_\_\_\_

Business/organisation: \_\_\_\_\_

Signature: \_\_\_\_\_

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