**Retford Healthy Sunday – Sunday 14th July 2024 (10am-2pm)**

Please complete all questions and return the booking form via email:  
[**chair@retfordbusinessforum.org.uk**](mailto:chair@retfordbusinessforum.org.uk)

**PLEASE ANSWER ALL QUESTIONS EVEN IF THE ANSWER IS 'NOT APPLICABLE'**

|  |  |
| --- | --- |
| **Contact Name** |  |
| **Company / Org / Charity (Name) trading as:** |  |
| **Address** |  |
| **Post Code** |  |
| **Contact Tel No:** |  |
| **Email [this will be used as the main contact method]** |  |
| **What will you be providing – e.g. leaflets, demonstration, health assessment** |  |
| **Electricity requirements** There are only a small number of stalls/pitches available with access to electricity. **Electricity required  Yes / No** | *If electricity is required, please provide a list of the appliances you wish to bring and the voltage of each (110v or 230v)*  *Please note, all electrical items must be appropriately* ***PAT TESTED and evidence will be required*** |
| **Do you require a** (pls. tick)?   * Stall * Pitch/space   3m x 3m   * Vehicle | Please state number required if more than one    Area required (if more than 3m x 3m)  Area required and reason |
| **Any special notes** |  |
| **INSURANCE** | **You will NOT be able to stand without Public Liability Insurance with a minimum value of £5m, valid for the date of the event. Please provide a copy of your document when returning this form.** |
| **Insurance Provider** |  |
| **Policy Number**  **Expiry Date** |  |
| **Food Businesses *only*** | *Provide evidence of registration with Environmental Health and Local Authority* |
| **Registered with** |  |
| **There is no cost for stalls or pitches/spaces in 2024** |  |
|  |  |
|  |
| **Additional Information** | **Stalls/pitches will not be accepted without provision of insurance details in advance of the event** |
|  | **Confirmation of your application acceptance will be sent to you on receipt**  **of a completed booking form, and all relevant documents.**  **Retford Business Forum reserves the right to decline any booking request. Retford Business Forum also reserves the right to change, amend, or cancel any arrangements relating to Healthy Sunday. In the event of the Retford Healthy Sunday being cancelled before or during Sunday 14th July 2024 no compensation will be considered or paid.** |
| **Queries & information** | **Please contact/visit:**  [**chair@retfordbusinessforum.org.uk**](mailto:chair@retfordbusinessforum.org.uk)  [**www.retfordbusinessforum.org.uk**](http://www.retfordbusinessforum.org.uk)  **www.bassetlawdistrictcouncil.gov.uk** |



**Template Health and Safety Policy   
and Risk Assessment**

The NMTF is the only national trade association for market and street traders, events retailers and mobile caterers in the UK.

This template risk assessment contains hazards associated with businesses that have a **general** **retail** component.

Every business is different and will have **unique hazards** that relate to the everyday operation of their style of retailing.

As a business owner, you have a legal responsibility under health and safety law to control the risks that lead to hazards developing.

In order to do this you need to think about what might cause harm to people interacting with you and your business during its operation.

You must take reasonable steps to prevent this from happening and regularly review that these processes are working effectively.

**Who needs a risk assessment?**

A risk assessment is something you are required by law to carry out for the safety of yourself and others.

You may be required to provide a written risk assessment as part of an application procedure to trade on a market or event.



**HEALTH AND SAFETY POLICY**

|  |  |  |
| --- | --- | --- |
| **This is the statement of general policy and arrangements for:** | [Business Name] | |
| **Overall and final responsibility for health and safety is that of:** | [Owner/Employer Name] | |
| **Day-to-day responsibility is delegated to:** | [Owner/Employee Name] | |
| **Statement of general policy** | **Responsibility of**  [Name / Title] | **Action / Arrangements**  [Customise to meet your own situation] |
| Prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities |  |  |
| Provide adequate training to ensure employees are competent to do their work |  |  |
| Engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health |  |  |
| Implement emergency procedures - evacuation in case of fire or other significant incident |  |  |
| Maintain safe and healthy working conditions, provide and maintain equipment, and ensure safe storage and use of substances |  |  |

|  |  |
| --- | --- |
| Health and safety law poster displayed: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What are the hazards? | Who might be harmed and how? | What is being done to minimise risk? | Supervised by whom? | To be actioned by | Action completed |
| Slips and trips | Owner/staff/public may be injured if they trip over or slip on objects or spillages | Housekeeping kept to a good standard  Storage items kept away from stall once set up  Equipment maintained to prevent poor performance  Any breaks/leaks reported to responsible person  Waste / spillages cleaned immediately to ensure a dry floor  All electrical cables are covered Suitable footwear is worn to prevent falls | Owner |  |  |
| Stall/gazebo | Owner/staff/public may be injured tripping over or part of the stall/gazebo falling over | Stall/gazebo is maintained to a good standard  Trained in erecting stall/gazebo correctly  Stall/gazebo is held down by stall weights  All loose threads or ropes are secured  Any damage is reported as soon as identified  Stall inspected monthly for any deterioration or faults | Owner |  |  |
| Manual Handling | Owner/staff may suffer injury from heavy lifting. Public may suffer injury through the mishandling of stock | Training undertaken by owner/staff for lifting  Loading and unloading is supervised  Heavy items are attended by two or more staff  Boxes containing stock are fit for purpose | Owner |  |  |
| Shock from electrical equipment | Owner/staff may be injured from faulty electrical equipment | Training undertaken to use equipment safely  Equipment is PAT tested on a regular basis | Owner |  |  |
| Subject to severe temperatures | Owner/staff may be subject to extremes of heat and sunshine, or cold, wet and icy weather | Appropriate clothing encouraged and/or provided  Business has severe weather policy for the stall | Owner |  |  |

|  |  |
| --- | --- |
| Signed: (Owner/Employer) | Date: |
| Subject to review, monitoring and revision by: | Every: |