 

**Retford Christmas Market – Sunday 29th December 2020**

Please complete all questions and return the booking form via email to:  
**organiser@retfordbusinessforum.org.uk**

**PLEASE ANSWER ALL QUESTIONS EVEN IF THE ANSWER IS 'NOT APPLICABLE' - you will also be required to complete, sign and return the attached Covid 19 Risk Assessment template (attached) with your booking form**

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| --- | --- |
| **Contact Name** |  |
| **Company / Org / Charity (Name) trading as:** |  |
| **Address** |  |
| **Post Code** |  |
| **Contact Tel No:** |  |
| **Email** |  |
| **Items you will be selling** |  |
| **Electricity requirements** There are only a small number of stalls/pitches available with access to electricity. If you require lights, please bring your own battery powered ones.  Electricity required  Yes / No | *If electricity is required, please provide a list of the appliances you wish to bring eg: kettle/hotplate and the voltage of each (110v or 230v)*  *Please note, all electrical items must be* ***pat tested*** |
| **Do you require a** (pls. tick)   * Stall * Pitch 3m x 3m * Vehicle | Area required (if more than 3m x 3m) |
| **All Locations are outdoors** |  |
| **INSURANCE** | ***You will NOT be able to stand without Public Liability Insurance 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** |  |
| **Cost** | **Stalls - £30 each**  **Charity – 1 stall free**  **Vehicle/Pitch – on request**  **Food / Drink - £60** |
| **Payment**  **For traceability of bookings please reference the same name on the bank payment reference as you use on this form.** | **All payments are to be made to**  **Retford Business Forum** |
| **Cheques – Made payable to Retford Business Forum** Return to North Notts BID, West Retford Hall, Rectory Road, Retford DN22 7AY  **BACS** *–* Please state reference RCM- followed by the company or name the stall is booked under on this form  **Account:** *Retford Business Forum CIC*.  **Sort Code:** *60-17-28*. **Acc No:** *90234162.  DEADLINE FOR PAYMENT IS:* ***FRIDAY 20th NOVEMBER***  Stalls/pitches will not be confirmed until payment is received |
| **Additional Information** | **Stalls/pitches will not be accepted without insurance details and fully completed Covid 19 risk assessment. Wherever possible, booking forms should be completed and returned via email with payment made via bank transfer. Please ensure your payment reference includes RCM followed by the company name or the name the stall is booked under.** |
|  | **Confirmation of your application acceptance will be sent to you on receipt of a completed booking form, all relevant documents and payment. Retford Business Forum reserves the right to decline any booking request.** |
| **Queries** | **Please contact:**  [**organiser@retfordbusinessforum.org.uk**](mailto:organiser@retfordbusinessforum.org.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 |  |  |

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| --- | --- | --- |
| Health and safety law poster displayed: |  | |
| First-aid box and accident book located:  **Accidents and ill health at work reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations** |  | |
| Signed: [Owner/Employer] | | Date: |

**RISK ASSESSMENT - COVID-19 (CORONAVIRUS)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 |
| Lack of awareness of COVID-19 | Enable transmission of the coronavirus to traders/staff/public | Inform ourselves about COVID-19 and social distancing  Learn about and how to recognise symptoms  Undertake a course from the Virtual College  Review guidance from the UK Government and the NMTF | Owner |  |  |
| Transmission of the coronavirus from objects, including equipment and stock | Enable transmission of the coronavirus to traders/staff/public | Ensure suppliers are ‘Covid Secure’  Clean equipment and stock with household disinfectant  Wear disposable gloves and use disposable cloths  Washing hands with soap and water  Wash clothing frequently, using warmest settings  More time to set-up and close-down  Work back-to-back or side-to-side, keep in groups  Increase frequency of surface cleaning  Pack all goods for in a carrier bag for the customer OR allocate a packing station, which is cleaned after every use  Ask customers not to touch items, if this happens item will be removed and cleansed | Owner |  |  |
| Transmission of the coronavirus from owner/staff/public | Enable transmission of the coronavirus to traders/staff/public | Wear a face covering if social distancing is not possible  Use sneeze guards for ‘touch points’ on the stall e.g. serving, packing and ‘order and collect’ points  Use signage to remind and reassure customers  Mark out the customer’s journey on the floor  Discourage crowding e.g. floor markings, verbal warnings  Have free hand sanitiser available to the public  Take card payments using a contactless reader  Cut down on number times needed to leave the stall  Stay in regular communication with other traders  Cooperate in good faith with management on health and safety measures for areas outside of my responsibility | Owner |  |  |

**RISK ASSESSMENT - GENERAL**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 cold temperatures | Owner/staff may be subject to cold, wet and icy weather | Warm clothing encouraged and/or provided  Business has severe weather policy for the stall | Owner |  |  |

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