

Bicester Christmas Lights Event

Thursday 30th November 2017



If you would like to have a charity or promotional stall at this year's event, please complete and return the form below by **Friday 10th November**:

Bicester Town Council, The Garth, Launton Road, Bicester, OX26 6PS ~ events@bicester.gov.uk

*If you do not send in a **completed risk assessment** and a copy of your **Public Liability Insurance** then your application will not be processed. Details of which are attached and can also be found on our website: www.bicester.gov.uk*

Submitting an application form does not guarantee you a stall.

PLEASE NOTE:

Bicester Town Council **does not provide tables, gazebos or electricity** for this event.



Name of Organisation: _____

Contact Name: _____

Contact Address: _____

Contact Telephone: _____

Contact Email: _____

Type of Stall: Charitable / Voluntary / Community / Commercial / Fair (Showman's Guild)

Registered Charity No: _____ (if applicable)

Please give details of what your stall activity will be:

The cost of each commercial pitch is **£50**. Payment must be made either in advance or during setup. Each charity, community or non-profit organisation pitch is free of charge.

Terms & Conditions

Bicester Town Council will allocate your pitch on a strictly first come first served basis. You will **not** be provided with gazebo cover but if you wish to bring your own gazebo it must be **no bigger** than 3m x 3m (gazebo's that exceed this size and have not been approved in advance may be taken down). Gazebo's need to be weighted. Setup time is from 3.00pm to ensure a prompt start at 4.00pm. Confirmation and further details will be sent/emailed to you by **Wednesday 15th November 2017**.

Please note: Priority will be given to Bicester based organisations and charities. Bicester Town Council reserves the right to refuse your application.

BICESTER TOWN COUNCIL – RISK ASSESSMENT



Mrs Laura Wilson
Events & Accounts Administrator
e-mail: laura.wilson@bicester.gov.uk

Council Offices,
The Garth,
Launton Road,
Bicester
Oxon, OX26 6PS

Telephone: 01869 252915
Fax: 01869 324554
Website: www.bicester.gov.uk

Please be advised that it is a requirement for all stallholders to consider risk assessment as a vital part of accepting a stall. Whilst each individual event is assessed by Town Council staff, each individual stall in attendance is not included within this. Therefore it is imperative that you read this memo and then complete the form attached and return it with your request to attend form. It is understood that most stalls are very low risk but a form is still required no matter how little is completed.

Why is it needed?

The purpose of this form is to help exhibitors think through the safety issues associated with their activities at the event so that it is not marred by incidents, accidents, hospital visits, investigations, insurance claims and prosecutions etc.

Health and safety law requires assessment of risks at places of work. Identifying and assessing the **risks** they create is essential and you need to assess the risks to your own staff/volunteers and others who may be affected such as visitors to your stall.

Risk assessment is nothing more than a careful look at what you do during your set up, during the event itself and a breakdown of how anything associated with your stall may cause harm to people. This will allow you to consider whether you have taken sufficient precautions or need to take more. Once you have decided that there are risks, you are required to take protective/preventative measures. Remember:

- A hazard is anything that has the potential to cause harm;
- Risk is the chance of harm actually being done (a measure of the danger associated with an activity)

Assessing the risks however is not an end in itself – **it is what you do to control the risks that is important and your knowledge of the operation of your stall is essential in controlling the risk and preventing accidents.**

All stallholders that have not supplied their own risk assessment must complete the attached form.

STEP ONE – Look for hazards and list them

Consider those hazards that may/will occur during the setup, operation and breakdown of your stall that could result in injury to volunteers, staff, customers or anyone else on site. You may also find it helpful to ask your staff what they think.

Examples might be:

- Bad weather – rain, groundwater, poor visibility, high wind
- Chemicals – cleaning materials, other substances etc
- Compressed gases – for demonstrations etc
- Electricity – temporary installations, wiring etc
- Environmental health – on-stall catering hygiene etc
- Falling objects – from gazebos, structures, exhibits falling over etc
- Fire – from flammable materials, catering equipment etc
- Fumes – from engines, generators, substances etc
- Obstacles at head height – cross beams etc
- Slipping – slippery surfaces, vehicle steps etc

Bicester is twinned with Neunkirchen-Seelscheid, Germany and
Canton des Essarts, France and Czernichow, Poland



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There may be other potential hazards not listed that are specific to your particular circumstances.

STEP TWO – Decide who might be harmed and how

It is unnecessary to list individuals, only the type of people who may be harmed and how many. For example:

Employees / volunteers / other stallholders / visitors

Please pay particular attention to those people who may be vulnerable such as:

Disabled / lone workers / non English speaking persons / young persons / new or expectant mothers

STEP THREE – Evaluate the risks and control them

Consider whether you have already taken precautions to control the risks that have been identified by providing:

- Adequate information, instruction or training
- Adequate systems or procedures (method statements etc)

Also consider whether the precautions eliminate the hazard altogether by:

- Meeting the standards set by legal requirement or with recognised industry standard
- or*
- Reducing the risk so far as is reasonably practicable

STEP FOUR – What further action is necessary to control risk?

Consider what action could reasonably be taken to manage identified risks that are deemed not to be adequately controlled, if possible in the following order:

- Remove the risk completely
- Look for a lower risk option
- Prevent access to the hazard (for example: use a temporary safety barrier during setup)
- Organise work to reduce exposure to hazard
- Issue personal protective clothing/equipment if required
- When you have decided what to do, record your findings on the attached sheet making sure what you say is realistic, achievable and effective. You should also tackle the most serious problems first.

PLEASE ENSURE THIS FORM IS COMPLETED AND RETURNED WITH YOUR APPLICATION FORM.

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FORM

Assess your hazard using the scale from 1 to 3 with 1 being low risk and 3 being high risk. An example has been completed in **bold** to assist.

Activity	Hazard	Who might be harmed and how	Measures to control risk	Risk rating	Result
Setting up gazebo	Gazebo poles	Volunteers assisting in setup	Safety gloves worn, instruction manual available to volunteers	1	

Public Liability Insurance

ALL stallholders must provide a copy of their PUBLIC LIABILITY INSURANCE along with their RISK ASSESSMENT.



This fact sheet gives help and support for organisations hoping to attend the event.

Public Liability Insurance – A Helpful Guide

What is it?

It is often known as General Liability Insurance. It covers **claims** made **against you** by a **third party** for **personal injury or property damage** arising from an **accident**.

Who needs it?

If you are an **organisation** confirming a stall at one of our events, it is a condition of the booking that you have valid public liability insurance. Many other event organisers will have the same condition. If you are the **event organiser**, you will also need to look into your insurance needs, most likely it will be a condition of the venue that you are covered. In addition, the **venue** will also need to be covered for public liability.

If an **accident** should happen and a **claim** is made and you are found to be **liable**, it is good to know you are covered. It is a legal requirement in most cases.

What level of cover do I need?

That is the five or ten million pound question. It sounds like a lot but it would cover you if someone was injured because of your faulty equipment, for example. For stallholders, it is up to you. Frequent event goers, perhaps would be advised to go for a higher amount, depending on your activities.

What will it cost?

For a yearly insurance you will pay approximately £100, depending on the insurer you go with, the number of events you are attending and the level of cover you would like. You may also be buying a bundle of other business insurances at the same time.

Insurance for the organiser will be considerably higher. As in this case you are insuring based on the number of people attending the event.

Reducing the risks

Insurance is all about risk. You can do a lot to mitigate any risk. The more you do to mitigate risk, the less chance anyone will be able to say that it was your fault. You should do a **risk assessment**. This is your plan to work from. So that you can be aware of and reduce potential risks.

There are rules and regulations around everything. They can at times be obstructive but they are often in the best interests of the public - your customer.

One of your jobs will be to **assess the risk** associated with running your stall. It may well be a condition of your policy to have a written risk assessment. If you do not do this the insurer may not pay out if an accident occurs.