

Conditions Of Acceptance

All event participants which include all exhibitors, performers, traders, funfair operators and entertainers are advised to read the following conditions prior to accepting a contract for participation in a Caerphilly County Borough Council (CCBC) event, and shall be collectively known as participants.

ALLOCATION OF PITCHES

Caerphilly County Borough Council will only book pitches at events upon receipt of a correctly completed application form, along with all necessary supporting documentation and payment being made as requested by the events team. Participants will be allocated a pitch to fit in with the layout of the event site. Whilst every endeavour is made to allocate suitable pitches to participants, and to inform them of their location prior to attendance at an event, it may be necessary to relocate pitches if changes have to be made to the site layout due to circumstances beyond the council's control. These changes could occur prior to the event or on the day of the event.

Any pitches not occupied by the start of the event may be re-let and all fees paid by the original participant shall be forfeited.

Big Cheese Only – Craft Folk Pitches

At the Big Cheese event a number of trade pitches are allocated and managed by Craft Folk. In addition to abiding to the information in this document you should also refer to Crafts Folk's terms and conditions. If there are any contradictions between Craft Folk and Caerphilly County Borough Council's terms and conditions, Caerphilly County Borough Council's will take precedence.

ARRIVAL & REMOVAL OF EXHIBITS

The site opening and closing times vary for each event. All exhibits must be brought onto the event site by a set time unless previous notification is given to the event organisers and accepted. Please check with the event organiser if you are unsure about trading times at a particular event, however specific details on an event including trading times, parking and site access will be issued to participants on email prior to all events. Generally participants are given a 2 hour time slot to set up their stand. It is not imperative that participants are onsite for the 2 hour period, it will depend on the length of time it takes for participants to set up their stand. We do expect participants to access and egress the site as quickly as possible to avoid onsite congestion. Please ensure that vehicles are unloaded and moved to the designated car park as soon as possible.

All stands must be open for public display by the promoted start time of the event and all vehicles must be removed from the site no less than 30 minutes before the official event opening time.

Spaces will be allocated by CCBC prior to your arrival on the event site. All pitches will be labelled and event organisers/ stewards will be onsite to assist you. Participants are forbidden from altering the location and position of their pitch on arrival at the event site.

All participants requiring heavy items or materials must provide their own means of unloading and loading at the designated loading and unloading points. Caerphilly County Borough Council is unable to provide staff to assist with any loading or unloading of such items or materials. Participants are advised to use the necessary means of safely unloading or loading heavy loads in order to avoid any damage to the site and persons involved in these operations. This is particularly important where weather leading up to event may restrict access onto grassed sites, in particular the Big Cheese and Risca events. The use of manual hand held trolleys is advised as a back up at all events.

Any mechanical means of loading and unloading must have proof of a current Certificate of Safety and be operated by suitably qualified operators, including any ropes, chains and lifting tackle. All lifting plans and safety certificates must be made available on request and it should be made aware to the event organiser in advance if you need to use such equipment.

Participants shall not be permitted to dismantle any stand or exhibit from the site until the promoted finish time of the event, unless agreed with the event organisers. All exhibits and stands must be removed from the site no more than two hours after an event has finished.

SITE SPECIFIC INFORMATION

Caerphilly Big Cheese Festival – Access is via the Town Centre end of the site NOT Nantgarw Road for all participants who have a pitch on the event. Musicians, Reenactors and funfair operators should confirm access and parking with their coordinator.

The event will be operating a **one-way system** through the event site. All participants should therefore ensure that they access site via the top end of Crescent Road and leave via the bottom end by Nantgarw Road at all times during the loading and unloading times. Traders will then be required to go through the town centre one-way system to gain access to the top end of Crescent Road to park in Crescent Road Car Park or follow the exhibitor signs to the Twyn School to park. If the grassed site does become inaccessible, due to the weather prior to or during the event, a **one way system** will operate on Crescent Road.

Caerphilly Food Festival & Caerphilly Christmas Market – The event will be operating a *one way system* through the site entering from the Southern end of Cardiff Road in Caerphilly. All participants should therefore ensure that they access the site via this end and leave via the Northern end (Castle Street) for loading and unloading. If your stall is located within the Twyn car park, you can access this off Market Street to avoid going onto Cardiff Road.

Risca Park Events – There are two access points onto Tredegar Park in Risca and a steward will direct you on the day to the correct entrance.

Blackwood Town Centre Events - The event will be operating a *one way system* through the site entering from the Southern end of High Street and exiting from the Northern end.

VEHICLES & EVENT PARKING

No participant's vehicles will be allowed to access the event sites unless they are displaying a valid site pass. This pass must be displayed in the vehicle window at all times. If parking in a school car park please ensure a contact number is indicated on the pass to ensure that CCBC can contact you if there are any issues.

The site passes do not offer free parking in any CCBC Pay and Display car parks or school car parks at any CCBC events. The passes are purely a means of accessing event sites and school car parks where applicable. Any participants who park in pay and display car parks must pay the illustrated fees as any parking fines will not be reimbursed by CCBC.

Where the CBCC events team arrange parking at local schools, if fees are required these must be paid to the cashier at the venue. Please ensure that if you park at a local school that CCBC have hired for the event that you do not park outside of the instructed times. The schools will generally be closed 1 hr after the event has closed to the public.

All participants will be issued with one car pass which will allow the vehicle to access the designated loading and unloading points on the event site up until 30 minutes before the official start time of the event. Any exhibits or goods required after this time must be carried onto the site.

The event officials have the authority to request the removal of vehicles from the event site, outside the designated times, if they deem necessary.

No vehicle may return to the designated loading and unloading points on the site for the collection of exhibits before the official closure of the event and when it is safe to do so. This could vary from the end of trading time if the site is still congested with members of the public.

Access and parking restrictions on the event site may be imposed in the event of adverse weather and/or poor ground conditions.

All vehicles accessing any part of the site will restrict their speed to no more than walking pace and will keep their hazard lights on whilst in motion.

All vehicles accessing the site will comply with any one-way systems and traffic management plans implemented both pre arranged and those decided on the day, and comply with any instructions and directions given by event officers and stewards.

A 3.1m emergency access route must be kept clear at all times during the set up, get out and during the event.

Participants should be mindful of where they park during events and take into account the residents who live in the vicinity.

LAYOUT OF EXHIBITS

Participants and all displays must remain within their allocated stall/pitch boundaries as indicated on the event application form. Participants must be mindful of neighbouring stalls and avoid blocking access or encroaching on other participant's space.

There is no acceptance at any CCBC event to locate any part of your display outside of your stall pitch, unless agreed by the event team. Participants onsite staff are not permitted to trade/ interact with members of the public outside of their stall pitch, all business must be conducted within the stall pitch.

Where, in the opinion of the Event Organiser an exhibit obstructs the view or in any way interferes with the amenities of an adjoining participant, or presents a risk of causing personal injury, the Officials or Stewards of the Council may request such exhibits to be removed to a position which will alleviate the cause of complaint. Structures should not be placed outside of the allocated pitch and no large external structures such as umbrellas and gazebos should be brought onto the event site unless agreed otherwise with the event organisers in writing. Encroachment of ropes, pegs etc. shall not be permitted to protrude across walkways.

If a participant does not wish to be placed adjoining another particular participant, he must state this clearly in writing on the event application form. Any special requests in terms of site location can be submitted on the application although there is no guarantee that this will be undertaken.

All participants' exhibits and associated props will remain on the site at the sole risk of the participant. Where events are more than one day, any products left within the pitches are at the sole risk of the participant. We do have security at our events to look at onsite structures but cannot be held responsible for the safety and security of participant's products and exhibits. Please check with the event organisers if you have any queries.

No stock should be located on the ground at events. It is advisable that in wet weather stock is located off the ground and participants wear appropriate footwear.

Some events are sited on an Ancient Scheduled Monument and at no time shall participants erect posts, poles or insert pegs into the ground without the written approval of the Council and CADW.

Such events are those that take place in Caerphilly Town Centre or in and around the Caerphilly Castle site.

EVENT STRUCTURES & FURNITURE

Event structures may vary from event to event and could alter from those stated on the initial booking form. Generally pitches are 3m by 3m in a stall or marquee; however an image of the structure that has been booked for the event will be issued to you in your information pack prior to an event.

Lighting in the marquees and stalls can be difficult, especially during the winter months, it is therefore advised to use battery operated lighting in your stall to enhance the natural light. Street lighting is located at the event sites or tower lighting is hired in.

The erection of personal stalls is prohibited at CCBC events unless agreed via the event application process.

If personal trailer units are permitted onto the event site it is the sole responsibility of the owner and should be secured at the end of trading. CCBC are not responsible for any damage that could occur at an event. Valuable items should be removed overnight if the event is a two day event.

Tables and hand wash facilities will only be provided if requested on the application form at the agreed fee.

EVENT SURFACE

Participants must accept that the ground may be uneven or sloping, either through natural causes or other conditions and will take this into account when assessing the risks associated with their exhibit. Events take place on a variety of surfaces including grass sites, main roads and car parks and the obstacles that come with these surfaces such as drains and speed bumps, which cannot always be avoided. Stalls will be located on level ground where possible. It is the participants' responsibility to liaise with the event organiser to determine the ground surface prior to an event.

ELECTRICITY SUPPLY

An electricity supply will only be available at certain events and on certain parts of the event site, and for certain uses. A request for electricity should be made on the application form, where applicable. Layout plans are devised based on which participants require electric, so early notification is essential. Late requests may not be accommodated.

Caerphilly County Borough Council will make every effort to ensure that the electricity supply complies with all relevant health and safety regulations but cannot be held responsible for its failure due to circumstances beyond the Council's control.

All portable appliances must be tested by a competent person, who has the authority to carry out these checks, to ensure compliance with the British Standard Code of Practice and European product standards relevant to that type of appliance. These tests should be carried out prior to the event and be stamped with the appropriate pass label. Any portable appliances that are brought onto the site that have not been tested; may be tested at the event by Caerphilly County Borough Council agreed contractors with a charge being made to the owner of the appliance. **No persons will be permitted to utilise electrical equipment at the event that is not deemed safe by the contractors' onsite. All electrical equipment must be agreed by the onsite electricians prior to connection.**

The electrical contractors will supply electricity to the nearest convenient point on the stand for those participants who will be provided with electricity. In the absence of a fixed electrical supply, generators hired in by Caerphilly County Borough Council that are compliant with Health and Safety regulations will be used. Cabling must be safely routed through structures by participants.

A maximum power supply will be allocated to stalls. No stallholder should attempt to go above this maximum limit without agreement from the event organiser.

Generators should only be hired in by Caerphilly County Borough Council, no persons are permitted to bring their own generator onto the event site unless agreed in writing with the event officers.

LIQUID PETROLEUM GAS (LPG)

LPG is permitted at Caerphilly County Borough Council event sites, however it has to be agreed with the event organisers via the application process. An LPG & Fire Risk Assessment form must be completed and an in date LPG safety certificate issued.

WELFARE FACILITIES

Toilets are located at all event sites, whether these are portable hired in toilets or public toilets. Please ask a member of the events team or a steward to direct you when onsite.

WASTE DISPOSAL

Participants must place their surplus literature, litter and rubbish, including food waste, which must be properly wrapped, in the waste bins placed around the site by the Council. Any participant leaving litter or waste strewn will be liable for the additional cost of employing the Council's refuse collection service to remove such waste.

Rubbish must not be allowed to accumulate inside or immediately outside marquees or stalls but should be removed and placed in the bins/refuse areas provided.

At certain events there may be food waste bins and cardboard recycling skips provided. Participants must use the correct means of disposing rubbish.

CCBC have a responsibility towards reducing plastic waste. Where possible no plastic should be used at CCBC events. Alternative containers should be considered.

Participants will be responsible for the clearance of ground space allocated to them of all refuse / litter which shall be removed to the satisfaction of the Council within two hours of the event finishing. All Participants must comply with Environmental Health regulations.

All participants should be vigilant and ensure that suspicious packages are reported to the event organiser or event steward.

CONDUCT AT THE EVENT

Participants shall at all times comply with any request of Officers and/or Stewards and/or Servants of Caerphilly County Borough Council in the enforcement of the Rules and Regulations of the Council. Failure to do so, or any abuse directed at the Officers, Stewards or Servants of the Council, may result in immediate expulsion from the site of that participant for the remainder of the event and potentially future events.

Council officials from trading standards, environmental health and health and safety will be onsite at most events and any requests should be dealt with appropriately. If any activities being carried out on the event site are deemed inappropriate, or unsafe, the officers have the authority to request that the trader ceases trading until they are satisfied that any issues have been dealt with appropriately.

There is a no smoking policy at all CCBC events in all marquees and stalls.

No dogs are permitted in marquees at CCBC events (except guide dogs).

If traders sell out at the event they must remain onsite during trade times. Literature can be displayed and orders taken if applicable. A sold out sign is a minimum requirement out of courtesy.

HEALTH AND SAFETY

All participants have a legal obligation to conduct their business in such a way as to not compromise the health and safety of themselves or others, and to cooperate with the council to ensure that any statutory obligations are met.

All participants are responsible to assess and control risks as required under the Management of Health and Safety at Work Regulations 1999.

Caerphilly County Borough Council's Stewards and Officials have the power to stop the running of any activity, engine, other machine, apparatus or generator that, by reason of smoke, noise, smell, may be considered by them to be a nuisance or considered to pose a serious risk of causing personal injury or ill health.

ADVERTISING, PHOTOGRAPHS, PUBLICITY

No participant or other person shall affix any banner or other advertising material on any part of the site, other than on the space for which he or she has paid and been allocated / agreed in writing with the event officer. Nor shall any participant offer goods for sale or distribute literature except on his or her stand unless agreed in writing with the event officer. The Council reserves the right to require that any banner or advertising material be removed if deemed inappropriate by the Council.

No raffle tickets, draw tickets, lucky dips or lottery tickets may be sold unless participants have gained prior permission in writing from the Councils Licensing Department; who are contactable on 01443 866750.

Participants shall not transmit or allow the transmission or reproduction of radio or recording apparatus or any other means of any part of the event or programme content without the previous written consent of the Council. Likewise participants shall not tape or permit the taking of photographs of the event or programme content without the previous written consent of the Council

The Council is consented to use any photograph or photographic image of any individual or group of individuals programme or exhibition content at its discretion in any poster advertisement, publicity material or programme.

The showing of sound films, videos, reproduction of music, etc. may only be carried out by special consent in writing from the Council.

CATERING / HOT FOOD & DRINK

At all events, unless agreed with the event organiser during the application process, under no circumstances may participants or anyone else acting on their behalf be permitted to sell or receive money for refreshments. All catering arrangements are subject to individual concessions and contracts which are agreed during the application process.

At all events, no products such as water and cans of pop should be sold unless agreed with the event organisers. All products must be applicable to the business that you are booked in with. The council will approve all applications submitted to sell food and drink products and contact the trader if there are products deemed unsuitable to be sold at the event.

Some town centre events do not permit the sale of hot food and drinks. You will either be notified of this on receipt of your application or you may enquire with the events officers prior to submitting an application.

ALCOHOL TRADERS

Where alcohol is permitted to be sold at CCBC events, suppliers of alcohol must apply for a Temporary Event Notice (TEN), which have an associated cost. Persons considering serving a TEN must note that there are limitations on the number of TENs that can be submitted by specified groups of individuals. It is advised that participants discuss how and when TENs may be submitted with the CCBC Licensing section.

Please contact CCBC licensing department on 01443 866750 if you require the TEN document for completion or if you have any queries in relation to Licensing at the events. Please ensure that you look into this now in order to allow enough time for the notice to be approved ready for the event that you are applying for.

A TEN must be applied for by the participant on notification of a successful pitch for any permitted on sales and off sales pitches. If samples wish to be offered both on and off sales should be applied for on the TEN, even when only off sales is permitted at the event in terms of sales.

No alcohol samples or sales should be made to any persons under the age of 18. In order to ensure this signage should be erected around your pitch stating that all persons who appear under the age of 21 will be asked for identification.

- It should also be noted that the following, among other things, are offences under the Licensing Act 2003:
 - the sale or supply of alcohol to children under 18 years of age
 - allowing the sale of alcohol to children under 18
 - knowingly allowing the consumption of alcohol on the premises by a person aged under 18
 - allowing disorderly behaviour on the premises
 - the sale of alcohol to a person who is drunk
 - obtaining alcohol for a person who is drunk
 - knowingly allowing a person aged under 18 to make any sale or supply of alcohol unless the sale or supply has been specifically approved by the premises user or any individual aged 18 or over who has been authorised for this purpose by the premises user
 - knowingly keeping or allowing to be kept on the premises any smuggled goods which have been imported without payment of duty or which have otherwise been unlawfully imported

In exceptional circumstances if an event is to be conducted between the hours of 23.00 and 05.00 the following morning a further license may be required. Advice must be sought from CCBC licensing section.

Please read and comply with further advice given at www.tradingstandardswales.org.uk or if you require further information regarding these issues, please contact Caerphilly's Licensing Department on 01443 866750.

Events will vary with some permitting the sale of alcohol for onsite consumption and others just for off sales and samples. Please be aware that when offering samples you must apply for on and off sales. The application process will determine which events you can apply for to sell alcohol at and in what format.

Where alcohol is permitted to be sold for onsite consumption it must be dispensed into a plastic glass. Cartons, glass bottles or cans are not permitted. To help reduce plastic waste, CCBC may introduce hard plastic glasses and a deposit/charge system. All alcohol sellers will be expected to

support such schemes which may include extra staff requirements to manage such systems. Details will be issued to alcohol sellers as and when necessary.

A full list of exhibitors who have applied for a temporary event notice will be supplied to the Event Organiser by the Licensing Department prior to the event. Those exhibitors who have not obtained the notice will not be permitted to exhibit. It is against the terms and conditions to sell alcohol "on-site" or for the intention to be consumed "on-site" without prior agreement with the Council.

Any events held in Tredegar Park in Risca do not permit any alcohol traders to attend for on or off sales.

CHARITY TRADERS

Any participants wanting to raise money through the sale of raffle tickets and similar fundraising methods should clarify with the local authority's licensing department the legality of doing so. Please contact Caerphilly Licensing Department on 01443 866750.

For those charity groups wishing to collect please note that there is a strict street collection policy in operation at the events. A number of permits, allocated on a first come first serve basis, for those charities who wish to have an active collection presence on site at the events can be applied for.

If an active collection has not been applied for or if you have been unsuccessful in your application, it is prohibited for your charity to collect money on the event site, other than in the remit of your stall. Collections on stalls should not be active collections and should only consist of a collection box on the table.

All charities whether operating under one of the collection permits or via their stall, should not carry out any aggressive collections i.e. shaking the collection tins. All collections should be voluntary made from visitors attending the event.

No alcohol can be given as prizes at the events. There may be a no alcohol policy at some events.

ANIMALS

Permission must be obtained in writing from the Event Organiser to exhibit any animals' wild, domestic or livestock of any description. Any such animal being exhibited must be subject to any legislation enforced by the Department for Environment, Food & Rural Affairs, the Council and the Health and Safety Executive.

Animal display should ensure that appropriate handwashing facilities are available for members of the public.

Animal displays must display information on their business at the events to indicate how they work in the community and in educational environments. They should endeavour to educate visitors about their business and the animals in attendance.

REFUSAL OF APPLICATIONS

Caerphilly County Borough Council reserves the right to refuse any application whatsoever, whether received prior to or after the closing date set for applications to be received. Caerphilly County Borough Council further reserves the right to cancel any application, which may have been accepted, without any reason being given.

RE-LETTING OF UNOCCUPIED SPACE

Any space not occupied by the participant, on the day of an event by the official start time, may be re-let with the fees for the space paid by the original exhibitor being forfeited.

PAYMENTS

Payment is by credit/debit card and must be made for the full amount in one payment including any electric, table(s) and hand wash requirements.

Payment should not be made until we have confirmed that you have been successful in your application.

The participant agrees that on completing an application form and returning it, they are requesting to be accepted into an event. On receiving confirmation that they have been successful, payment must be made as requested by the events team and within the given timeframe.

Any payments outstanding after the allocated date will result in the space being cancelled and reallocated.

After payment has been made, if a participant can no longer attend an event they must inform the events team in writing. If the cancellation is received 2 weeks prior to an event a refund will be made minus a £20 administration fee. i.e. If an event is taking place on Saturday 2nd May the cancellation must be made in writing no later than Friday 17th April. If an event is taking place on Saturday 25th & Sunday 26th July the cancellation must be made in writing no later than Friday 10th July.

Any cancellations received after the 2-week notice period will result in the full payment being forfeited.

All unsuccessful applications will be retained on a reserve list to fill cancellations if they arise.

Failure to attend the event with no given notice could result in your details being removed from the events database and you will not be asked to participate in any future CCBC events.

Where an event is a two-day event, failure to attend on both days could result in your details being removed from the events database and you will not be asked to participate in any future CCBC events.

Failure to comply with all the payment terms, the conditions of acceptance & event safety management policy and the event trader's selection policy, could result in your details being removed from the events database and you will not be asked to participate in any future CCBC events. (A copy of the event traders selection policy can be forwarded on request)

SUB-LETTING

No participant shall sub-let the whole or part of the pitch allocated without prior permission being given in writing by the Event Organiser.

Where subletting is permitted, the public liability insurance documentation, gas safety certificates and food hygiene ratings for all participants will need to be submitted.

STATUTORY REQUIREMENTS

It is the responsibility of the participants to comply with all relevant Health and Safety, Environmental Health, Trading Standards, Trade Description, Customs and Excise rules, Regulations, Codes of Practice and Acts of Parliament and any subsequent amended Legislation Guidance publications not listed in this document.

LIABILITY

Insofar as permitted by law, Caerphilly County Borough Council, its Officers and Servants shall not be responsible to any person whatsoever whilst entering, on or leaving an event site, for any

damage or loss however caused to the property of such persons, or for any injury, fatal or otherwise to any such person. Caerphilly County Borough Council, its Officers and Servants shall not be responsible for any accident, damage or loss, however caused, that may occur to any participant, his employees, or to any animal, article or property brought into the site or whilst entering on or leaving or being carried onto, on or out of the site. All participants shall be solely responsible for any loss, injury or damage that may be down to, or occasioned by, or arising from any animals, article or property exhibited or brought into the site by him or her and he or she shall indemnify the Council against all actions, law suits, expenses and claims on account of, or in respect of any such damage or injury, which may be so caused or occasioned.

CANCELLATION

Should the event be cancelled prior to the start of the event, as a result of extreme weather, all stallholders will be given a full refund for their stall pitch.

Should the event be cancelled part way through i.e. The event runs on the Saturday but not the Sunday, or vice versa, all stallholders will be refunded for 25% the total cost of their pitch fee and 25% the total cost of their electrical requirements (if applicable).

No loss of earnings or reduced sales resulting in the cancellation of the event may be sought from the council.

If stock is damaged at the event due to the weather and / or conditions out of the event organiser's control, the council will hold no responsibility. No loss of earnings resulting in damaged stock may be sought from the council.

Event Safety Management Policy

It is the policy of Caerphilly County Borough Council to ensure so far as is reasonably practicable that an environment is created and maintained at all times during the setting up and running of all Caerphilly County Borough Council events which is both safe and healthy for the benefit of all. The prevention of all accidents/incidents, particularly those involving personal injury or damage to equipment and property is recognised as being essential to the efficient running of all Caerphilly Council events.

Caerphilly County Borough Council commits itself to the implementation of the Health and Safety at Work Act 1974 and relevant health and safety regulations, and actively seeks to comply with the Health and Safety Executive publication 'The Event Safety Guide.'

Caerphilly County Borough Council, with the aid of all participants, will assess the risks to the health and safety of all who may be affected by any activity carried out at Caerphilly County Borough Council events. These risk assessments will enable any necessary preventative and protective measures to be taken to ensure a safe and healthy environment at the event.

Caerphilly County Borough Council will provide adequate information, training and instruction as is necessary for all stewards to ensure the safe running of all operations and activities at Caerphilly County Borough Council events.

PERSONNEL RESPONSIBLE FOR HEALTH & SAFETY

The Events Management & Working Group will have overall responsibility for all planning aspects of health and safety at Caerphilly County Borough Council events and shall so far as is reasonably practicable ensure that everybody under their control is familiar with Caerphilly County Borough Council's Event Safety Management Policy and will encourage at all times the co-operation of all

members, stewards, volunteers, contractors, sub contractors, entertainers, exhibitors, traders, participants and members of the public for their commitment to the same. The Events Management & Working Group will act on health and safety guidance and advice received from Caerphilly County Borough Council's health and safety officers.

For the duration of any Caerphilly County Borough Council run event, The Event Organiser will have overall responsibility for the management of the event and act in accordance with the provisions determined by the Event Management & Working Group for the safe running of event.

Stewards

Stewards will assist with the implementation and enforcement of this policy statement, and assist in dealing with emergencies and major incidents at the events. A Head Steward will be appointed and be onsite for the duration of event to manage and instruct all stewards in their duties and responsibilities.

Participants

All participants are required to conform to this document in order to maintain the highest standard of Health and Safety practically possible. Participants must take reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts or omissions. The co-operation of participants will be paramount in achieving so far as is reasonably practicable a safe and trouble free event.

Participants Responsibilities

No participant should misuse, fail to use or recklessly interfere with any equipment provided by Caerphilly County Borough Council or others in the interests of health and safety under statutory obligations or otherwise.

All participants should note that the Management of Health and Safety at Work Regulations 1999, requires co-operation and co-ordination between all parties and Caerphilly County Borough Council in so far as the requirements on both to carry out adequate written risk assessments covering the work to be carried out, and to implement any procedures as required by the above legislation, and also inform all those concerned of these assessments and procedures where necessary.

All participants must carry out a risk assessment for the work that they intend to undertake at the event and ensure that adequate control measures are implemented. These risk assessments can be requested at any time for inspection by the health and safety officer, before, during or after an event.

Contractor's Responsibilities

The responsibilities of contractors are set out in the Council's notes for contractor's publication and will be issued to contractors engaged in work at the event upon an order being confirmed with the council.

Health and Safety Officer

The Health & Safety Officer shall be responsible for helping the event organiser comply with health and safety legislation, ensuring that they respond directly to the event organiser.

The Health & Safety Officer shall be responsible for: -

- a. Providing guidance and advice on Health and Safety matters;
- b. Promoting safety consciousness and awareness to all participants at Caerphilly County Borough Council events.
- c. Liaising with all persons, Medical, Fire Authority, HSE and other appropriate Council departments including environmental health, emergency planning and trading standards, if necessary, to communicate any health and safety issues.

- d. Advising on accident prevention techniques and assisting in incident investigations where requested by the events team.

Equipment

A current Certificate of Safety for each item of machinery or device will be kept with the machine and be available for inspection at all times. (e.g. service, test or inspection certificate, or in the case of fairground or inflatable devices, ADIPS or P.I.P.A Approved)

Plant, machinery and inflated equipment must only be operated and demonstrated after ensuring that adequate precautions are taken to protect the operator, bystanders and passengers. Operators must be told that unsafe operation will not be allowed and may lead to possible legal action by the enforcing authority. All machinery used must comply with the Provision and Use of Work Equipment Regulations 1998.

Guidance on standards to be achieved in respect of machinery safety is contained in BS EN ISO 13857:2008 and BS EN 60204-1, and any guidance issued by the HSE. There must be a sufficient number of council stewards and machine operators available to control the public during any demonstration. Operators should be told to cease their activities should any person encroach into a danger area. When positioning ropes, fences and barriers to restrict the access of persons into potential danger area, an adequate margin of safety must be observed. In particular, account must be taken of the risks to those persons from materials, which may be ejected from any machinery being used.

Any plant, machinery or equipment used prior to, during, or after the event should only be operated by an adult who is fully trained in its safe use. Use by inexperienced or untrained persons is not permitted. Passengers must not be carried on vehicles and machines unless they are designed or adapted for that purpose. Any use of equipment by persons under 18 is prohibited and it is the contractors/machine owners responsibility to ensure that this is enforced.

All static exhibits must be erected in a way that ensures they do not present a risk to any person during the event (including erection and dismantling, and transportation) so far as is reasonably practical.

Personal Protective Equipment (PPE)

The correct protective clothing/equipment must be worn at all times when participants, including exhibitors, traders, contractors, sub contractors, entertainers and performers, are engaged on any activity for which protective clothing/equipment is required. PPE required to be worn must be detailed within the participants risk assessments.

All such protective clothing/equipment must comply with the requirements of the Personal Protective Equipment at Work Regulations 1992 (as amended).

SERVICES

Electricity

All temporary low voltage distribution systems (415V or less) on the site will be subject to the Electricity at Work Regulations 1989.

All electrical installations should be carried out by a competent electrician familiar with the requirements of the above legislation and should operate to the standards recommended by the Institution of Electrical Engineers. Installation will be certified before use by a competent person. Appropriate measures must be taken to avoid trailing cables presenting a hazard.

Anyone who provides electrical apparatus for their own or anyone else's demonstration, etc., must, before it is connected to the electrical supply, arrange for its inspection and relevant testing by a competent electrician hired in by CCBC and documentation should show the date of the test

and the name of the person carrying out the test. All equipment should be connected to the supply through a Residual Current Device (RCD) and all cables and connections where not protected by a weatherproof structure shall be of such construction or as necessarily protected as to prevent, so far as is reasonably practicable, danger arising from such exposure.

Socket outlets should not be overloaded; extension leads should not be used. All requests for electricity should be based on the number of sockets that are required for the number of items being brought to an event. All mains connected portable and transportable electrical equipment should be installed and used in accordance with HSG 107 Guidance Note, maintaining portable and transportable electrical equipment.

All temporary installations must be safely disconnected and removed from the site after the event.

Electrical Distribution System

Participants are also warned of the danger from the distribution of high or low voltage systems throughout the event sites. Participants are asked to check on the position of all cables, above and below ground, prior to erecting stands, marquees, signs or flagpoles.

Liquid Petroleum Gas (LPG)

No participants are permitted to bring LPG onto the event sites unless agreed with the event organisers in writing.

All participants including contractors, exhibitors, traders and caterers who are permitted to use LPG, must comply with the Guidance Notes referred to below in respect of the storage and use of any LPG containers that they bring onto the premises. Any full or empty cylinders not in current use must be kept in an adequate storage as described in the guidance referred to below and not on the stand, exhibit or in the caterers kitchens and trailer units.

No LPG cylinders should be kept inside any building. The gas from these cylinders should be piped to the appliances being used. All pipe work should be rigid whenever possible with the shortest possible amount of rubber tubing used. All rubber tubing used should conform to BS3212. Hose connection should be secured with the correct hose clips at all times. If there is temporary or permanent storage of LPG on the site then this storage must comply with LPG Association code of practices (CoP) in particular CoP 1 and CoP 24. All use of LPG on site should be in accordance with HSE Guidance Note CS6 'The storage and use of LPG on construction sites'.

Participants are required to ensure that their gas appliances have been recently examined and tested by a competent person and labelled to indicate the examiner's name and date of examination.

Anyone using LPG must complete a Fire risk assessment form and supply an in date LPG safety certificate.

CATERING & FOOD PARTICIPANTS

Trading Standards Officers will be attending the events held by the Caerphilly County Borough Council events team and will be ensuring that Trading Standards Laws are being complied with. Trading Standards Laws are varied and include the following areas, Food Standards, Animal Feed, Weights & Measures, Pricing, Fair Trading, Trade Marks, Product Safety, Toys, Cosmetic Products, Candles and Textiles, amongst others. You are advised to ensure that all your goods are priced, labelled and sold in accordance with all the relevant legislation.

All food and drink sold must comply with the Food Safety Act 1990 as amended, all legislation made under it and all other relevant Food Standard legislation. Also the Weights and Measures Act 1985 and the Weights and Measures Packaged Goods Regulations 2006.

No cocktail sticks are permitted to be used to offer samples. Tea stirrers are an alternative option, which have been used at events.

Traders are only permitted to attend CCBC events if that have a food hygiene rating of 3 or above. Details of your Food Hygiene Rating of a 3 or above must be provided during the application process and the Caerphilly Food Safety Record must be completed before you are accepted onto any event.

Anyone with a Food Hygiene rating below a 3 will not be accepted at any Caerphilly County Borough Council events. If the rating is reduced after having been selected to attend an event, maybe as a result of a new inspection, the trader will no longer be permitted to attend the event. If a business has not been rated when they apply to attend an event they will not be accepted for any events until they have been inspected and a rating of a 3 or above has been granted. It is the responsibility of food traders to ensure that CCBC are informed of any changes to their food hygiene rating after their initial application has been submitted. If you attend a Caerphilly County Borough Council event with a rating of below a 3 you will be asked to leave the event. No refunds will be issued at this stage.

If you sell food then it is vitally important that you are aware of your obligation to provide allergen information to customers. You may wish to carry out the free allergen training on the Food Standards Agency website, please see the link to this below along with a link to the Agency's Allergen Resources web page. In addition to this, a link is also included for Food Labelling Training which you may wish to undertake. Any claims that you make on your labels, menus, chalkboards or vans such as 'British Pork' 'Welsh Beef' 'Dairy Ice-Cream', 'Burger' etc will be checked by Trading Standards and if you are unable to verify these claims at the time of inspection you will be subsequently asked to provide traceability information.

If you have any further queries please contact your local Trading Standards Department.

<http://www.food.gov.uk/business-industry/allergy-guide/allergen-resources#toc-1>

<http://allergytraining.food.gov.uk/>

<http://labellingtraining.food.gov.uk/>

All static/mobile caterers and food participants must ensure that they comply with all the relevant Food Hygiene and Food Standards Regulations including:

- Regulation (EC) 178/2002
- General Food Regulations 2004
- Regulation (EC) 852/2004
- The Food Hygiene (Wales) Regulations 2006
- The Food Safety Act 1990
- The Food Information To Consumers Regulation (EC) 1169/2011
- All other applicable EC food legislation

All caterers and food participants must be registered with their local authority, whose name must be confirmed during the application process. Caerphilly County Borough Council will only accept registered traders subject to their operation being considered safe by the council's environmental health department.

All caterers and food participants should be aware that Caerphilly County Borough Council's environmental health officers will make inspections prior to and during the events to ensure that "Food Operators" understand and comply with the relevant legislation.

When onsite, environmental health officers may wish to see food hygiene training certificates for persons handling high risk foods along with Food Safety Management or HACCP documentation you may have e.g. SFBB and your current food hygiene rating certificate.

The following items of equipment will be required if open foods are handled:

- Equipment capable of holding high risk chilled foods below 8°C. (i.e. a fridge, ice blocks and insulated container)
- Equipment capable of holding high risk frozen foods below –18°C. (i.e. a freezer)
- A thermometer for checking the temperature of chilled and frozen high risk foods.
- A thermometer for checking the core temperatures of any high risk foods cooked on site. (e.g. a probe thermometer)
- Food grade antibacterial probe wipes or their equivalent to sanitise any probes used on high risk foods.
- Convenient access to hand washing facilities. At the very least basins of hot water, a bowl, antibacterial soap and drying facilities will be required. It is recommended that portable wash hand basins are provided. (CCBC can offer these to hire as per the event application forms)
- Adequate means of preventing cross contamination from any raw food to ready to eat food e.g. colour coded boards, knives etc.
- Antibacterial surface cleaner / wipes to clean work surfaces.
- A means of properly cleaning any utensils used.
- Hygienic means of allowing tasters, if you intend to offer them.
- Any other item considered necessary to maintain food safety.
- Protective clothing, which should include head covering.

If the above facilities are not available for inspection on the day, you may be requested to provide them, to enable you to continue trading.

If you require any further information regarding these issues, please contact your local Environmental Health Department, or officers from the Food Safety Section on 01443 811304.

All establishments selling Food and/or Drink must comply with the above Food Hygiene Regulations and applicable food standards legislation. Guidance on health and safety in catering is available from the HSE website www.hse.gov.uk/catering.

ALL EVENT PARTICIPANTS

All items sold must be:

- Safe
- Price marked
- Sold in accordance with weights and measures law
- Accurately described
- Labelled according to specific product requirements

Participant Stand Safety

No Pesticides and other substances hazardous to health should be kept at pitches.

Any lifting appliances used/demonstrated must be examined and documented as with electrical apparatus and gas appliances.

All temporary structures including marquees, buildings, information boards, fences and gates must be soundly constructed, erected and safe for their intended purpose and comply with the latest and relevant codes of practice. All tentage must have a current Fire Safety Certificate which must

be available at all times for inspection. Exhibitors must give regard to the stability of their exhibits and ensure that they are secured against any form of collapse.

Stalls that have been erected by competent suppliers, hired by CCBC must not be tampered with. Stalls are weighted accordingly and therefore no weights or bars from the structure should be moved at any time. Failure to comply with this request could put the public in danger and also could result in traders being liable for any damage caused due to negligence.

Petroleum product storage must be in accordance with standards laid down by the fire prevention department of the local Fire Authority.

Helium gas cylinders must be adequately secured to prevent them from falling over onto persons, or being subject to accidental damage or direct sun exposure.

Vehicle Exhibits

Participants are not allowed to demonstrate or exhibit any vehicles on the event site during the event without prior authorisation.

Excavation

Participants will not be allowed to excavate in any part of his/her stand without written permission from both Caerphilly County Borough Council and CADW, where events take place on the ground of the latter. It is imperative that all participants check the position of underground services prior to any excavation works being carried out.

Where written permission is granted all fence, post and flagpole holes must be filled and reseeded or turfed where applicable.

Contractors and sub contractors

Participants are responsible for ensuring that their contractors and sub contractors are aware of and follow all relevant Health and Safety Legislation together with the Caerphilly County Borough Council's Health and Safety Policy and the Event Safety Management Policy. All contractors and sub contractors must carry out a risk assessment for the work that they intend to undertake at the event and ensure that adequate control measures are implemented. These risk assessments can be requested at any time for inspection by the health and safety officer.

Health and Safety at Work Act 1974

The ruling of the Event Organiser and the Health and Safety Officer on the safety of any exhibit or part of an exhibit, shall be immediate and final. Consent to the working of an exhibit shall not relieve any participant of liability as laid down in the relevant legislation and regulations.

Caerphilly County Borough Council holds participants wholly responsible for the observance of statutory legislation and regulations governing the safety of machinery or equipment exhibited by them.

Vehicles

No motor vehicles, cycles, or all terrain vehicles of any kind, may be taken on to the event site without prior written authorisation and a valid pass. Those vehicles used for set-up must be removed from the site before the prescribed time on event days.

All traders will be issued with a high vis vest (unless participants have their own) during set up and get out which must be worn when outside of the vehicle. A fee will apply if participants do not have their own.

Fire safety & precautions

Participants bringing their own tentage, where authorised, must ensure that it has been treated with a suitable fire retardant and in the case of a large marquee, a plan showing all fire exits must be submitted for approval by the local Fire Authority.

All trade pitches must have an appropriate fire extinguisher(s) sited in a prominent position and in full view.

Fire/Emergency Procedure

1. In the event of a fire, evacuate the pitch or area immediately.
2. Report the fire to the Information or Communication Centre by the quickest means available and the fire authority will be informed.
3. Move to the Emergency Muster area, highlighted in the site plan.
4. Keep all spectators well clear of the area.
5. Observe and comply with instructions given by the event organiser or emergency services.

Participants should not attempt to tackle a fire unless they have been trained in the use of fire extinguishing equipment and it is safe to do so.

Accidents/First Aid

The priorities are: -

- The Safe Treatment of the injured person.
 - Immediate actions to prevent a recurrence.
 - Report to the Event Organiser.
 - Investigation.
1. First aid provided at events by appropriately qualified and trained staff is available at a designated location at each event.
 2. An event accident book will be kept in the First Aid Centre and/or event Control Centre which will be clearly sign posted around the site, and full details of all accidents must be recorded as soon as possible after the incident including the name and address of the injured person.
 3. In the event of any accident the Event Organiser should be informed immediately. The Health & Safety Officer will be responsible for investigating the accident and recommending the necessary action following any accident, when informed to do so by the events team.
 4. A hazard book will be kept in the Event Control Centre and must be used to report all incidents, dangerous occurrences and potential hazards.

Animals

In the interest of Safety, unauthorised movement of animals during the show period will not be allowed.

Any animals brought to a Caerphilly Council events should follow guidelines and advice produced by the Health and Safety Executive. Visit www.hse.gov.uk for further information.

Participants are not permitted to bring dogs or any other animals onto the event site unless previously agreed with the Event Organiser, where they must be kept under strict control at all times.

Guides dogs are permitted on the event site.

INSURANCE

Public Liability Insurance

Public Liability Insurance cover has been taken out by the Council for the event to indemnify the council against claims to the value of £5m. However, it is still the responsibility of participants to ensure that they have their own individual liability and indemnity cover policies to cover against claims made by members of the public.

Capital Insurance

It is the responsibility of all participants, contractors and sub contractors to ensure that all their equipment and machinery has adequate third party, fire and theft insurance cover.

Certification

Any funfair and amusement rides will require proof of a valid insurance certificate and will be subject to the guidelines issued by the HSE.

AGREEMENT TO ABIDE BY THIS DOCUMENT

All participants are expected to read and comply with the 'Conditions of Acceptance for Participants' and the 'Event Safety Management Policy.'

It is the participants' responsibility to read and agree to these terms.

By completing and signing your event application form you are agreeing to the terms outlined in this document.