

## Explanatory Notes to Trade Exhibitors and Stallholders at Gravesend and Rochester Ploughing Match

This year we will be under the scrutiny of Medway Council Safety Advisory Group.

We value your support and hope that you are used to these sorts of procedures

The Ploughing Match Committee would bring to your attention that exhibitors and stallholders should ensure that they have done all that is required by relevant regulatory and enforcing bodies before attending the match. Failure to do so may mean they are turned away or not allowed to operate their stand. The committee may check compliance in this area on the day of the match.

The Committee cannot always know what individual stands are providing but the following notes can act as a guide or signpost for further advice: -

A Health and Safety policy should be drawn up and/or Risk assessments should be carried out based on each stand's activities.

Public Liability insurance must be in place where appropriate.

Food sellers or suppliers must consider registering with their local authority.

Food sellers or suppliers must complete the attached food hygiene form.

**Please note this applies to any food products that are sold, given, raffled, or donated, you do not have to be SELLING the food products**

Food sellers or suppliers must ensure that they have the appropriate Food Hygiene Certificate and that they clearly display ingredients (e.g. This product may contain nut oil).

Alcohol sellers or suppliers should obtain a Temporary Event Notice licence (a "TEN") from Medway Borough Council.

Machinery and equipment used on individual stands may require further safety/inspection certification. Consideration must be given as to whether adequate insurance cover is in place on all vehicles coming onto the Match site.

Trade Stand holders bringing marquees should ensure that they have an appropriate Fire Extinguisher

Useful information can be found on the HSE website and pro forma risk assessment sheets downloaded. You can also see on this site the HSE publication HSE, ISBN 0717624536 "The Event Safety Guide"

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