



## Health & Safety & Risk Assessment Questionnaire

Event date : 7th July 2012

All Contractors/Stall holders/ etc MUST complete and return Section A & B on pages 1 & 2

All Food Suppliers and Caterers MUST complete and return Section A & B & C on pages 1, 2, 3 & 4

All Bands/Entertainers/Performers MUST complete and return Section A & B & D on pages 1, 2 & 5

All Forms to be completed and returned by no later than Monday 11<sup>th</sup> June 2012

### Section A – General Information

Business/ Organisations Name :

Address :

Postcode :

Address : (contact address if different from above)

Postcode :

Contact Name :

Contact Name on Day of Event :

Will you be providing a Temporary Structure i.e. gazebo/Marquee, trailer etc

Yes  No  If yes please describe this ?

Goods, service or performance being provided :

Will your service or performance specifically involve working with children at the festival?  
If Yes please provide copies of all relevant CRB documentation

Yes  No   
 copies attached

Arrival and Departure :

Date you wish to arrive on site :

Please note it may be possible by prior arrangement to set up from Thursday 5th July 2012 onwards

Please indicate the approx. time of day you plan to arrive :

Please indicate the date you wish to leave the site :

Please note you must be clear of the site by no later than 5pm on Sunday 8<sup>th</sup> July 2012

Please indicate the approx. time of day you will wish to leave the site :

Saturday : Sunday :

Signature of the person completing this form :

Name : (block capitals)

Date :

Position in Company/Organisation :

#### Checklist

All organisations	I have completed Section A & B Pages 1 and 2	<input type="checkbox"/>
Food & Catering Organisations	I have also completed Section A, B & C on Pages 1,2,3 & 4	<input type="checkbox"/>
Bands / Entertainers / Performers	I have also completed Section A, B & D Page 1, 2 & 5	<input type="checkbox"/>

## Section B – Health & Safety Questionnaire

### Insurance

Please supply a copy of your Certificates of Insurance

Employers Liability Insurance

Public Liability Insurance

### Risk Assessments

All participants must supply a copy of their Risk Assessment for their participation in this event

Risk Assessment attached

### Fire Equipment

Please complete this section if your risk assessment indicates a fire risk or you will be cooking at the event

What type of fire extinguishers do you have on your stall? Please list all that apply

**Note :** *It is recommended that you provide suitable and sufficient fire extinguishers – Dry powder minimum 2kg or 9 litre water/AFF certified to BS EN3*

Do you have a fire blanket on your stall/etc?

Yes  No

**Note :** *This is an essential requirement for any stall using deep fat fryers*

### Electrical Equipment

If you will be using your own electrical equipment :at the festival

Has all the portable electrical equipment been PAT tested?

Yes  No

*If yes please enclose a copy of the Portable Appliance Test (PAT) certificate*

Are external electrical plugs or sockets rubberised?

Yes  No

**Note :** *It is a recommendation that your equipment has rubberised plugs and sockets*

**Generators** – *Please note : If you plan to use your own generator please contact the festival organisers as these will have to be approved and inspected separately.*

### Gas Safety

Are you using LPG or equivalent?

Yes  No

If **yes** please state quantity in kg to be stored on the stall/etc

**Note :** *You must not exceed 2 x 35kg at any one time*

**How are the containers restrained in use?** (e.g. kept in a compound or chained to the frame etc)

**How is your ancillary pipe work secured to gas bottle and equipment?** (e.g. screwhead/circlip)

**What length of flexible hose is to be used?**

Thank you for your help

Food suppliers / Caterers please now complete section B on Pages 3 & 4

Bands/Entertainers/Performers please now complete Section C on page 5

**When completed please return this form by no later than Monday 11<sup>th</sup> June to :**

Jenny Collins e-mail : [jennycollins10@aol.com](mailto:jennycollins10@aol.com)

or post to : 26 Peterborough Road, Langtoft, Peterborough, PE6 9LL

## Section C – Food Safety Questionnaire

Please provide a complete list of all the food (s) and /or drink (s) items that you intend to sell from your stall.

**Note :** Please include the name & address of suppliers of ready cooked foods i.e. cooked meats (please attach additional list if needed)

### Registration

Are you registered with a Local Authority as a Food Business?      **Yes**         **No**  

If yes which authority are you registered with?

### Cross Contamination

Do you have ready to eat food and raw food on your stall?

**Yes**         **No**  

If yes how do you ensure separation of raw and ready to eat foods?

Do you have separate equipment for raw and ready to eat food? (such as trays, tongs or scales)

**Yes**         **No**  

How do you identify which equipment is for raw and which is for ready to eat foods? (i.e. colour coding)

### Cooking

On your stall will you be (please tick all that are appropriate)

If none please go to question about 'Taste Samples'

Cooking Food            Cooling Food            Re-heating food     

How will you ensure that food is fully cooked, cooled and re-heated?

Do you keep temperature monitoring records?

**Yes**         **No**  

Do you use a probe thermometer?

**Yes**         **No**  

**Note :** You must ensure the probe is cleaned and disinfected before and after use

Will food that has been kept hot after cooking be kept at above 63 degrees Centigrade?

**Yes**         **No**  

**Note :** It is possible that checks will be made on your stall during the event and that samples of your high risk foods may be sent for microbiological testing

Do you intend to provide "TASTE" samples for your customers?

**Yes**         **No**  

If **YES** how will these be served to customers?

### Personal Hygiene

What arrangements have you made for hand washing on the stall? (including type of soap and hand drying method)

**Note :** You **must** ensure that you have a wash hand basin available and in use supplied with hot water, soap and with suitable hand drying facilities (preferably disposable)

Please describe the type of protective clothing provided for people working on your stall?

*Note : You **must** supply suitable clean protective clothing*

## **Cleaning**

*Note : You must ensure that you clean regularly throughout the event – this may be checked on Including undertaking environmental swabbing of surfaces and equipment.*

Please describe the arrangements for cleaning equipment, including frequency

Please specify the chemicals/materials used for cleaning? (i.e. Sanitiser, detergent, disinfectant and other materials)

## **Water Supply**

*Note : There is no supply of mains water to the festival site, but we can supply a water supply from a certificated supply at an additional cost*

**Do you use water for the preparation of cold drinks and foods? (including washing salads)**

**Yes**  **No**

**How is water for food preparation and cleaning equipment to be kept on the stall? (please provide details)**

- Containers used
- Method of cleaning (container)
- Where do you intend to obtain your water supply?

## **Food Hygiene Training**

Please provide details of Food Hygiene Training for all members of staff (*continue on separate sheet if necessary*)

## **Food Storage**

Please provide details of storage arrangements for food (*including chilling facilities, protection against pests (insects/rodent)*)

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**or post to : 26 Peterborough Road, Langtoft, Peterborough, PE6 9LL**

## Section D – Performers / Entertainers Questionnaire

### Equipment

Will you be bringing any of your own equipment for use during your performance (*including instruments, stage props etc*)      **Yes**      **No**  

If yes what equipment will you be bringing with you:

### Electrical Equipment

If you will be bringing and using your own electrical equipment :

Has all the portable electrical equipment been tested?   **Yes**      **No**  

*If yes please enclose a copy of the Portable Appliance Test (PAT) certificate*

Are external electrical plugs or sockets rubberised?   **Yes**      **No**  

**Note :** *It is a recommendation that your equipment has rubberised plugs and sockets*

### Special Effects

If you will be using an special effects or equipment during your performance please provide details below :

### Licensing requirements for Children and Young People

Are any of your performers under 16 years of age :

**Yes**      **No**  

**If Yes please answer the following questions in this section :**

How many performers are under 16 years of age?

Will every child be accompanied by their parent/legal guardian?      **Yes**      **No**  

**If No the child/children will be required to be accompanied by an approved Chaperone.** Please provide the following information :

Chaperone's Name :

Chaperone's Address :

Chaperones contact telephone number

Chaperones E-mail address:

The name of the local authority (if any) which has approved the appointment of the Chaperone for the purposes of a licence :

The number of children to be in the charge of the chaperone

How many male children and how many female children will they be supervising?      ..... Male      ..... Female

### Performance

Will your performance include anything that may not be suitable for a family audience?

*(i.e. similar to the 9pm Television watershed or Parental Guidance warnings on Videos/Films this would include song lyrics etc)*

**Yes**      **No**  

If Yes – please provide details :

Is your performance likely to encourage the audience to create a mosh or circle pit etc :

**Yes**      **No**  

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