



Bedford Park Festival 2023

Stallholder's Staff Health & Safety Guidelines

In case of emergency contacts:	
Chris Bradley (Health & Safety)	07773 816712
Vicky Brooke (Site Manager)	07909 688362
Nicola Chater (Festival Administrator)	07801 099547

Responsibilities

- Please ensure that the festival is safe for the public. Please pay particular notice to keeping areas free from trip hazards and that personal belongings are safe from theft.
- St Michael & All Angels Church, The Festival Administrator, their agents and anyone associated with the organisation of Green Days shall not be responsible for any loss or damage to merchandise or personal property or for injury to any person.

Preparation

- Green Days takes place on Acton Green which may be slippery when wet, so wear appropriate footwear
- Your stall must fit within the booked area
- Gazebos must be secured to prevent movement in high winds

Safeguarding/ Children

- All stallholders are expected to make appropriate provision for those who may be classed as a vulnerable person particularly children, young people, those with a disability, or are pregnant.
- Do remember that if any situation is an emergency, or a child or adult is in immediate danger, the matter should be reported immediately to the police and/or social services.
- During Green Days, please bring lost children to the church information tent. An announcement will be made to the public via the PA system.

Fire Safety

If you discover a fire (no matter how small):

- immediately raise the alarm to a festival coordinator or member of security
- telephone the emergency services
- attack the fire if possible within your capability using the appliances provided, but without taking personal risk
- if it is not possible to attack the fire, or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is "People before Property".
- ensure clear access for the emergency vehicles.
- The fire assembly point is: BEDFORD CORNER

Fire Extinguishers

- If you are cooking, you will be responsible for providing adequate fire safety equipment, such as a fire blanket and/or a fire extinguisher. Extinguishers are also available on the green at the **Stage** and **BBQ**.

First Aid

- First Aiders will be available on the day. If you need support from a professional, either call our first aid cover team, or 999. Chris Bradley (H&S coordinator) can be contacted on 07773 816712.
- First aid boxes are located in St. Michael and All Angels Church:
 - Vestry: In the green cupboard on top of the safe
 - Office: On the shelf by the window
 - Downstairs Kitchen
 - Upstairs Kitchen
 - Church: At the back next to the hymn books
- **Automated External Defibrillators (AEDs) are available:**
 - 1. In the church in the Parish Office corridor, near the Green Room**
 - 2. Turnham Green Tube Station**
- The Accident Book is located in the Parish Office. All accidents and incidents must be entered in the Accident Book.

Violence, Vandalism, Theft and Anti Social Behaviour

- Please consider your personal safety, and the safety of others around you, when dealing with any incident. It is much safer to call the Police and let them deal with it than risk being injured.

Protective Security

- The threat level in the UK stands at SUBSTANTIAL meaning a terrorist attack is assessed to be likely. Churches, along with businesses and other places of public gathering, are asked to be alert.
- Staff should be vigilant and check under chairs, tents and behind furniture for any suspicious packages.
- What to do on finding a suspicious item:
 - Do not touch suspicious items.
 - Move everyone away to a safe distance.
 - Prevent others from approaching.
 - Safely communicate instructions to staff, business visitors and public.
 - Use hand-held radios or mobile phones away from the immediate vicinity of a suspect item, remaining out of line of sight and behind hard cover.
 - Notify the police.
 - Ensure that whoever found the item or witnessed the incident remains on hand to brief the police.
- And, in the event of an attack follow these guidelines:
 - RUN to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...
 - HIDE. It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...
 - TELL the police by calling 999

Money Handling

- Use contactless payments where possible
- Please avoid using money boxes and instead use money belts as these are more secure
- Keep money secure and out of sight
- In the event of a theft or attempted theft do not attempt to tackle the thief but please immediately inform the police and event co-ordinator
- Keep as little cash as possible at the event
- Do not disclose any information about cash handling procedures to members of the public

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Food Hygiene

- We expect that if you are selling food, you will have the relevant food hygiene training, certification and risk mitigations in place. For food allergens, you must have a notice either stating:
 - exact ingredients with allergens highlighted in **bold**, or
 - *“FOOD ALLERGIES & INTOLERANCES - Please speak to our staff about the ingredients in your meal, when making your order”* should be

Litter

- Stallholders must keep their stalls and surrounding area clean and tidy and must sort, bag and tie their rubbish at the end of the day in-line with recycling procedures outlined on the day.

Electrical

- Ensure that no electrical cables interfere with walking areas and that no liquids could spill into electrical equipment