



Theatre Royal Winchester
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Hat Fair 2024

Stall Holder Document Definitions

RISK ASSESSMENT (All Traders)

All traders need to submit a risk assessment for their stalls. If you don't have one you can fill in our template form. Please be sure to mention all the hazards involved with having your stall at an outdoor event, as well as any hazards / risks posed by your products (e.g. the risk of being burned by hot food). Then outline what you plan to do to mitigate these risks – e.g. what you would do to secure items in inclement weather, keeping walkways around your stall clear, not letting your refuse build up, securing electrical cables etc.

*COVID 19 health and safety procedures must be included, or submitted as part of the Risk Assessment.

Please note a 'no risk posed' risk assessment will not be accepted.

PUBLIC LIABILITY INSURANCE (All Traders)

All traders must have public liability insurance for the duration of the event, any trader without valid insurance will not be permitted to trade.

Non-food and drink traders must provide PLI for a minimum of £2 million, all traders selling food and drink must provide PLI for a minimum of £5 million.

If your current PLI will expire prior to the event please send us your current certificate and send us the renewed copy of your certificate once it is available. Please note that without a copy of your valid insurance certificate you will not be permitted to trade at the event.

P.A.T. CERTIFICATES (All Traders)

All electrical items must have valid PAT tests at the time of the event. Equipment bought within 1 year can provide receipts as proof of purchase.

If your current PAT certificates expire prior to the event please send us your current certificates and send us the renewed copy of your certificates once they are available.

*Please note that electrical appliances will be checked at the event and those without a valid PAT sticker will not be permitted to be used at the event.

H.A.C.C.P. / METHOD STATEMENT (All Traders)

Hazard Analysis and Critical Control Point (HACCP) documents must be submitted by any trader selling food intended for public consumption.

Your HACCP documents should outline your systems for keeping food safe throughout its storage, transportation and cooking process.

As HACCP documents do tend to be extensive we do not expect you to send them all to us. If you would prefer, an overview would be acceptable but please be aware that you should have all HACCP documents with you at your stall throughout the event in case of inspection by the local authority. If Environmental Health is not satisfied with your health and safety documents they may decide to shut down your stall.

If you would like further information on HACCPs please follow the link below to the Food Standards Agency; <http://food.gov.uk/business-industry/caterers/haccp>

GAS SAFETY CERTIFICATES (Food Traders)

All gas appliances must have valid Gas Safety Certificates for the time of the event. If your current certificates expire prior to the event please send us your current certificates and send us the renewed copy of your certificates once they are available.

If we do not have the relevant documentation prior to the event then you will not be permitted to trade. Gas appliances will also be checked for valid test stickers during the event. All gas cylinders must be stored safely and should be securely attached to stakes or similar fixed points.

LOCAL AUTHORITY REGISTRATION DOCUMENT (Food Traders)

Your Local Authority Registration Document is the document telling us which local authority your kitchen is registered with. Any document or link showing which local authority you're registered with is acceptable, for instance your food hygiene rating.

FOOD HYGIENE CERTIFICATES (Food Traders)

All personnel working on a stall selling food should have a food hygiene certificate to prove they have the knowledge to handle, prepare and store foods correctly.

PERSONAL ALCOHOL LICENCE (Bars Only)

Needed for all stalls selling alcohol. The nominated person responsible for the selling of alcohol at the stall must supply proof of their personal licence qualifying them to sell alcohol.