

Brackley Festival of Motorcycling

14th August 2016



In aid of Warwickshire & Northamptonshire Air Ambulance and local Charities

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BFoM 2016 Stall Holder Information and Risk Assessment

The Venue: Magdalen College School St Johns Site, High Street, Brackley.

14th August 2016, 10:00 – 17:00

Car Passes and Wristbands

Please make sure you bring your passes/wristband with you on the day for all helpers/staff and display them appropriately to assist marshals and traffic management.

As replacement wristbands will be chargeable.

Site information for contractors, exhibitors and stallholders

We must provide a safe site at Magdalen College School and in the Town Centre for all people attending the event therefore we need to ensure that all contractors, exhibitors and stallholders work with us by following some basic guidelines and rules:

General Rules

- Make sure you have carried out a Risk Assessment and have public liability insurance cover – **copies of these must be returned with your Booking Form.**
- Please ensure your pitch/area is kept tidy
- Please remove and take away any rubbish you generate
- Please ensure if you are using an electrical device, it is safe and is not going to be affected by adverse weather
- Any electrical equipment used on site will require a Portable Appliance Test certificate If you are using a generator, gas or flammable materials ensure you have the correct basic fire fighting equipment
- Please ensure that you do not obstruct paths and roadways
- Please ensure you stay within your agreed pitch area
- There is only parking on site for ONE VEHICLE PER STALL/PITCH all others will need to be removed from site before 08:30 as we have very limited parking on site, you may be required to remove all vehicles from site
- Please be on site to set up in plenty of time, the gate is open at 06.00. You may arrive on Saturday 13th August if you prefer.
- If you are playing music covered by copyright or using a radio other than for personal use you must be covered by a PRS licence
- Please have an enjoyable and successful day

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Vehicles and Site Access

The main vehicle gate will close at 09:00 to all but emergency and official vehicles

All vehicles on site will need to be parked up by 09:00

No movement will be allowed except in an emergency until approximately 17.30

Announcement will be made once the site reopens for vehicle movement

If during these times you need to move a vehicle you will need to gain permission from the organisers and have marshals to guide you to the nearest exit.

Why Do We Need Risk Assessments?

For BFoMC to stage this event we must comply with the Health and Safety at Work Act, which requires us to ensure the safety of all persons attending the event. It is also part of the terms of our insurance policy to comply with all safety legislation.

Because of this we require you to carry out a Risk Assessment of the space you will be using and any process that you may undertake to ensure the safety of all attending the event.

A Risk Assessment is only meant to identify a hazard and to put control measures in place to reduce that hazard. An example is included to assist you in filling out the Risk Assessment Form.

Please note this is an important part of the booking process and we will not be able to continue with your booking without a completed Risk Assessment Form.

It is your responsibility to carry the necessary public liability insurance.

You must send a copy of your public liability insurance with your Booking Form.

It is your responsibility to carry out a Risk Assessment. A Risk Assessment form is provided if you do not have your own

You must send a copy of the Risk Assessment with your Booking Form

Guidance for Risk Assessment Forms - Please use the following notes and examples to help you

Identifying the Hazards

All hazards should be identified. A hazard is something with the potential to cause harm, and should be assessed by the amount and degree of harm they could cause.

The following should be taken into account.

Any slipping, tripping or falling hazards
Fire risk hazards
Chemicals or other substances hazardous to health
Moving parts of machinery in use
Electrical safety hazards i.e. generators, portable

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appliances, wiring and connections Manual handling hazards High noise levels Any risk from specific activities or demonstrations Any vehicle movements Crowd intensity Structures

This list is only a guide and not exhaustive. Care should be taken to identify any other hazards associated with your activities.

Example Form (old example RA chart to be added)

Contact Details

Name: Amy Mickley – Booking Coordinator

Post: 89 Meadow View, Potterspury, Towcester, Northants NN12 7PJ

Email: amymickley@hotmail.co.uk

Tel: 07703 984542 (after 18:00 please)