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**Hartgrove House,
Nr Shaftesbury,
Dorset
SP7 0JY**

To: Trade Stand Holders & Service Suppliers

January, 2010

HEALTH & SAFETY AT EVENTS IN 2010

There are specific H&S requirements which are applicable to BE Events and some other activities and venues, whether you are trading or providing a service. Based on your insurance validity, you will be allocated an approval number, which expires with your cover, once you have submitted the evidence requested below. This scheme entails your records to be held centrally so that, at activities with which I have a connection, the same number can be quoted without our having to hassle you on the ground.

Please complete the 'yellow' H&S certificate attached and return it to me, together with copies of the relevant insurance documents which undisputedly show the validity dates and that they refer to your business. (You can use the fax if that is more convenient). An approval number will be allocated once the correct documents are received. Tradestands will still be liable to produce them to any H&S Enforcement Officer that visits the event so they must accompany you.

For traders who do not have adequate insurance yet, I have summarised 3 of the cheaper options below. These brokers have been a welcome find for many of you, I am told, but you should obviously carry out your own research: Combined Market Traders' Insurance Association - Harry de Costa; National Market Traders' Federation; Marketinsure Starter – Bill/Matthew Imber

	CMTIA	NMTF	MIS
Telephone	02085 545273	01226 749021	08706 066668
Public & Product Liability Cover	£47 basic	£88	£50
Employer's Liability [EL]	£25 extra	or £132 for 2 employers' names	
Food Vendors	no	yes	no
Key restrictions [Employer = ER]	-1 stall & site per day -2 names max as ERs -For EL to be operative, ER must be present	-Any number of sites per day -4 names max as ERs -ER does not have to be present	-Any number of sites per day -12' x 12' tent max. -No sale from mobile units -ER does not have to be present

We are no longer permitted to allow you on the site unless the valid certification is held by us beforehand and an approval number issued, which should be quoted with your application.

We wish you a rewarding season

With every good wish,

Yours sincerely

Jeremy Langlands

HEALTH AND SAFETY DECLARATION

Yellow 2010

for tradestands & service providers

Send to: Jeremy Langlands, Hartgrove House, Nr Shaftesbury, Dorset, SP7 0JY or fax to 01747 811837

or email to jeremylanglands@talktalk.net

Trading Name:	Type(Company/Sole Trader etc
A Contact Name and Postal Address:	
Landline Telephone Number:	Mobile number:
E-Mail Address:	Website:

We have applied to attend an Event which is run in a manner that conforms to current Health & Safety legislation. We acknowledge the Organisers' responsibilities and will comply with their instructions and the requirements to bring with us:

- a First Aid kit adequate to cover the type of injuries we (or a third party) could receive from our driving or running our tradestand.
- basic fire fighting equipment relevant to whatever fire hazard we may be bringing to the event;
- evidence of our Third Party (Public) Liability insurance cover;
- our Employers' Liability insurance WHICH WILL BE CLEARLY DISPLAYED if we employ anyone
- our H & S policy as we employ 5 people or more
- the Local Authority's certification if we are a catering stand

We will produce these items whilst on site if we are asked so to do

Description of Activity/Trade:	Number of Employees:
Evidence of My Third Party (Public) Liability Insurance Cover is attached Yes/No Details of Insurer, exclusions & policy limits are all shown	Expiry Date:
My Employers' Liability Insurance Certificate is attached Yes/No Details of Insurer, exclusions & policy limits are all shown	Expiry Date:
Our H & S Policy is attached as we employ 5 or more people Yes/No	Our Local Authority Certification is attached as we are a catering stand Yes/No
A Risk Assessment is attached for anyone employing/engaging 5 or more people Yes/No	Approval Number [JL Use]
Signature	Date
To confirm I have read the above, and agree to comply.	