



Safety Plan (abridged)

All traders must read this document before booking.

Take note that –

- a) Suspect/sub standard apparatus must not be used or connected to the mains supply. Traders take responsibility for the integrity of their own equipment.
- b) All equipment that is 'live' must be attended at all times.
- c) No members of the public shall have access to areas of equipment that contains voltages above 12v.
- d) Combustible material, liquids etc may not be stored next to live equipment, and where used should be appropriately stored.
- e) Floor cables are to be kept away from gangways and away from public access therefore avoiding any trip hazards.
- f) No overhead wires will be allowed unless installed by the organizers rigging crew.
- g) No fuel-powered generators will be allowed inside the building.
- h) No mains will be used outside unless by fuel powered generators, which will be inspected by members of staff for safety prior to use.

Physical Risks

Some of your equipment will be heavy. The stewards will ensure that these items are stacked correctly and safely by the traders. Items such as aerials on display shall be positioned to ensure that the public does not get harmed. Some may have to be roped off to exclude public access with the appropriate signage etc.

Gangways

Gangways will be kept clear and will be patrolled by the stewards to ensure that this is adhered to. Gangways must be maintained to at least 2m wide.

Emergency exits

All building emergency exits and routes will be maintained and unobstructed. Prior to commencement, Kempton staff may announce the exits and emergency procedure.

Stewards

In addition to the Kempton security staff the organizers will provide 8 stewards who will be wearing brightly coloured armbands for clear identification. Their duties will be to –

- a) Control the entry to the trader car park.
- b) Direct the queues of clients.
- c) Ensure that the H & S requirements are met.
- d) Help coordinate emergency situations.
- e) Ensure that gangways and exits are kept clear of equipment and rubbish.

Waste

Any rubbish must be cleared by each trader at the end of the day.

Lost children

Lost children should be taken to the office that will be situated by the client entrance. Parents will be contacted over the public address system.

Communications

The organizers will have their own communications network that will link into the security staffs systems

Emergencies

Kempton personnel will announce all emergencies over the public address system.

First aid

All first emergencies will be coordinated by Kempton personnel including the provision of first aid points, ambulance access etc.

The risks to the general public and to traders have been assessed as being low to medium and the control measures in place ensures that they have been minimised to as far as is reasonably practicable. Please adhere to the above to ensure that accidents do not happen.