

SECTION 2.3

VENDOR SAFETY & COMPLIANCE SHEET

DON'T PANIC FESTIVAL 2026

All vendors must read, sign, and display this sheet within their unit.

1. ARRIVAL & SETUP (SUNDAY/MONDAY)

- **Access:** All vehicle movements must be marshalled. Max speed: **5mph**.
- **Timing:** All units must be in position and vehicles removed to the designated trader parking by **09:30 AM Monday**.
- **Ground Protection:** Use boards if the ground is soft. You are responsible for any significant turf damage in your pitch.

2. FIRE SAFETY & LPG

- **Extinguishers:** Every vendor **must** provide their own serviced fire extinguisher (Dry Powder for general, Foam/Wet Chemical for fats/oils) and a Fire Blanket.
- **LPG Cylinders:** Must be stored upright, outside the unit, in a well-ventilated area, and secured against falling.
- **Gas Safety:** You must have a valid **Gas Safe (LPG) Certificate** available for inspection by the Safety Officer (John Stanley).

3. ELECTRICAL SAFETY

- **PAT Testing:** All electrical equipment must have a current PAT test sticker.
- **Cables:** No "daisy-chaining" of leads. All outdoor cables must be protected by cable ramps or matting to prevent trip hazards.

4. HEALTH & HYGIENE

- **Documentation:** You must have your Food Hygiene Rating (min. 4 stars preferred) and Public Liability Insurance (min. £5m) available on-site.
- **Handwashing:** Dedicated handwashing facilities with hot water, soap, and paper towels are mandatory for food prep.

5. ENVIRONMENTAL (THE 'TOWEL DAY' PROMISE)

- **No Single-Use Plastics:** Plastic straws, stirrers, and polystyrene containers are prohibited. Use compostable alternatives.
- **Waste:** You are responsible for your own greywater and oil disposal. **Do not** pour anything into the recreation ground drains or hedgerows.
- **Bin Bags:** Please clear your pitch of all litter before leaving on Tuesday.

6. RISK ASSESSMENTS

- IF YOU DO NOT HAVE YOUR OWN RAMS THEN PLEASE USE EITHER OF THE THE TEMPLATES PROVIDED BELOW.*

7. INCIDENTS & EMERGENCIES

- **Medical:** Report any customer injuries at your stall to **Event Control** immediately via a steward.
- **Emergency:** If you need to evacuate, turn off all gas/power and move to the field boundaries. **Do not** attempt to move your vehicle until authorized by a Marshal.

VENDOR ACKNOWLEDGMENT

I confirm that I have read the Don't Panic Festival Safety Requirements and that my unit complies with all UK Fire and Food Safety legislation.

Trading Name: _____

Print Name: _____ **Sign:** _____

DON'T PANIC FESTIVAL RISK ASSESSMENT TEMPLATE

Risk Charts (1–5 Index)

Method - each risk is scored on:

- Likelihood (chance of occurring)
- Impact (severity if it occurs)

Risk Score = Likelihood × Impact

Scores help prioritise mitigation actions.

Likelihood Scale

Score	Likelihood	Description
1	Rare	Very unlikely to occur
2	Unlikely	Possible but not expected
3	Possible	Could occur occasionally
4	Likely	Expected to occur sometimes
5	Almost Certain	Expected to occur regularly

Impact Scale

Score	Impact	Description
1	Minor	Minimal disruption or cost
2	Low	Small operational impact
3	Moderate	Noticeable disruption or cost
4	Major	Serious operational or financial effect
5	Severe	Threatens viability or delivery

Risk Rating Matrix

Impact / Likelihood	1	2	3	4	5
5 Severe	5	10	15	20	25

4 Major	4	8	12	16	20
3 Moderate	3	6	9	12	15
2 Low	2	4	6	8	10
1 Minor	1	2	3	4	5

Risk Level Guide

Score	Risk Level	Action Required
1 - 4	Low	Monitor
5 - 9	Moderate	Manage with controls
10 - 15	High	Active mitigation needed
16 – 25.	Critical	Immediate management required

Risk CHART TEMPLATE example

Risk	L/hood	Impact	Score	Level	Mitigation
Key staff loss/illness	2	5	10	High	Cross-training / Standby staff
Supply cost increases	2	3	6	Mod	Shop in bulk / change supplier



GUGGLETON FARM ARTS

Health and Safety
Executive

Assessment carried out by:

Date assessment was carried out:

Date of next review:

ACTIVITY:

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done