

Withington Estate, Glos. GL54 4BG Tel: (01242) 890 451 Fax: (01242) 890 469
e-mail: horsetrials@withington-manor.com web: www.withington-manor.com

03 February 2010

There are specific H&S requirements which are applicable to British Eventing Events and some other activities and venues, whether you are trading or providing a service.

Please fill in the form on the reverse of this letter and, together with copies of the relevant insurance, **which undisputedly show their validity dates and clearly refer to your business**, as well as other documentation as specified, and return them to Jeremy Langlands. Based upon the correct and valid documents being received, you will be allocated an approval number, which expires with your insurance cover.

Once the approval number has been allocated, please quote the number on the application form that accompanied this letter. Whilst this may appear rather a long winded system, the advantage of this scheme is that the approval number can be utilized at any event where Jeremy Langlands officiates.

For traders who do not have adequate insurance, three possible options are outlined below. Naturally you must carry out your own research.

Company	Combined Market Traders' Insurance Assoc.	National Market Traders' Federation	Marketinsure Starter
Contact Name	Harry de Costa		Bill or Mathew Imber
Telephone	02085 545 273	01226 749 021	08706 066 668
Public & Product Liability Cover	£47 basic	£88 or £132 for 2 employers' names	£50
Employer's Liability	£25 extra		
Food Vendors Covered	No	Yes	No
Key restrictions [Employer = ER] [Employer's Liability = EL]	<ul style="list-style-type: none"> • 1 stall & site per day • 2 names max as ERs • For EL to be operative, ER must be present • Companies cannot be insured 	<ul style="list-style-type: none"> • Any number of sites per day • 4 names max as ERs • ER does not have to be present 	<ul style="list-style-type: none"> • Any number of sites per day • 12ft x 12ft tent max • No sale from mobile units • ER does not have to be present

You will not be permitted access to the site unless valid and acceptable documentation is held by Jeremy Langlands beforehand and an approval number has been issued.

Please note that all tradestands will still be liable to produce all the documentation to any H&S Enforcement Officer that visits the event so these must accompany you to the site.

HEALTH AND SAFETY DECLARATION – 2010

(For Trade Stand & Service Providers)

To: Jeremy Langlands (Hartgrove House, Nr Shaftesbury, Dorset SP7 0JY)
 (Tel: 01747 811 835 Fax: 01747 811 837 Email: jeremylanglands@talktalk.net)

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

We are applying to attend a British Eventing affiliated Event which is obliged to run in a manner which conforms to current Health & Safety legislation. We acknowledge the organiser's responsibilities and will comply with 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 trade stand.
- 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, if we employ anyone, WHICH WILL BE CLEARLY DISPLAYED.
- Our H & S policy if we employ 5 people or more
- Our 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. Any queries about these requirements, can be referred to the Event's local Environmental Health Office (01285 623 467) or to Jeremy Langlands.

Description of Activity/Trade:	Number of Employees:
Evidence of My Third Party (Public) Liability Insurance Certificate is attached. Yes <input type="checkbox"/> No <input type="checkbox"/> <small>Details of the Insurer, exclusions & policy limits are all shown</small>	Expiry Date:
My Employers' Liability Insurance Certificate is attached. Yes <input type="checkbox"/> No <input type="checkbox"/> <small>Details of the Insurer, exclusions & policy limits are all shown</small>	Expiry Date:
As we are a catering stand, our Local Authority Certification is attached. Yes <input type="checkbox"/> No <input type="checkbox"/>	
As we employ / engage more 5 or more people, the following is attached: 1. Risk Assessments: Yes <input type="checkbox"/> No <input type="checkbox"/> 2. Health & Safety Policy: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Signature:	Date:
Approval Number: (Jeremy Langlands Only)	
To confirm I have read the above, and agree to comply.	