



COVID SAFETY ARRANGEMENTS

The safety and health of all who attend the Christmas Fair, stallholders, customers and Fair personnel is of paramount importance. Dulwich College is committed to delivering a safe and happy fair that is fully compliant with all Government guidelines.

To do this well we need all stallholders and volunteers to work with us: compliance with these arrangements is a condition of us entering into a contract with each stallholder.

The Fair will be held along the length of Hunts Slip Road, which will be closed for the event and is long and dead straight with good visibility along its length. Stalls will be located along the pavements, with pedestrians moving along the roadway. There is a single private residence along the road length. Access for emergency vehicles will be along the roadway.

What we are doing:

- The Fair site will open on Sunday 29 November to the public from 11am – 3pm and to stallholders from 7am
- The layout of stalls is designed to facilitate queueing (and prevent overlapping queues), encourage free-flowing movement and minimise bunching round stalls
- Entrance and exit points at either end of the road will be controlled to manage numbers accessing the Fair and to prevent overcrowding
- The layout will enable easy, non-crowded queuing for those waiting to enter the site of the Fair in order to manage queues and ensure social distancing inside the Fair
- Customers will be expected to hand sanitise on entry, to wear face masks, follow social distancing rules and avoid groups of more than six people
- A one-way system will be in place with clear signage: the roadway will be split in half by temporary road safety barriers; there will be breaks in the barriers at regular intervals
- An army of volunteers has been recruited who will be readily identifiable and will maintain regular communication with customers directly and politely, to ensure that rules are followed.
- A formal briefing for all volunteers will be provided to ensure that everyone understands the overall aims and plan, and their individual responsibilities for management
- Posters will be prominently displayed at all key points to communicate the rules for the public
- The NHS Test and Trace QR code will be available at entry points and visitors will be required to scan on admission
- A separate QR code will be available to download a plan of the Fair
- Extra time has been assigned to ensure safe and easy set up and clear down for the entire site
- Timings and access arrangements have been designed to ensure that ease of unloading at every stall to avoid congestion
- Extra space has been planned to each stall to ensure no crowding for stallholders
- Vehicles delivering to stalls will have access from 7am to 9am, the road will be closed thereafter to all except emergency vehicles
- A first aid point will be Located at S000 (close to the railway bridge towards the Alleyn Park Road Entrance (West)), including a defibrillator.

Stallholders must:

- Comply with all relevant COVID-19 rules and government guidelines and wear face coverings
- Perform a COVID-19 risk assessment for their stall (we can provide a risk assessment template if needed)
- Remind yourself of your obligations to customers
- Provide hand sanitiser on your stall for customers
- Take card payments only to avoid cash handling; it is good practice to have a designated pay point, ideally with sneeze guard
- Use signage as necessary to remind and reassure customers and minimise handling of items
- Clean stall equipment, and surfaces, including storage boxes and display stands thoroughly and keep your stall tidy with any equipment/stock not required on the stall carefully stored away
- Avoid hand to hand contact with customers and via items being purchased
- Do all you can to avoid crowding at your stall
- Arrive promptly at designated times, at the correct entrance, clearly displaying your Stall Number in the vehicle windscreen to avoid close contact with Fair personnel and prevent them having to speak through car windows: no Stall number, no access.
- Stallholders must locate their stall within the designated and numbered area.
- Remove vehicles from the site by 9am at the latest, other than vehicles pre-authorized to park on the site
- Some limited parking spaces, only accessible from the site itself, will be available to book on a first come, first served basis – vehicle parking will be locked once the event begins, and access to vehicles will not be possible until the Fair has ended; all items must be removed to stalls by 9am at the latest; please ensure you have everything you need from your vehicle
- Think through the number & positioning of your staff to ensure 2m distancing behind the stall if not of same household
- Those selling food & drink for consumption on site must:
 - Update your HACCP
 - Wash hands frequently
 - Regularly clean and disinfect objects & surfaces that are touched
- Those selling alcohol to ensure you have your TEN for inspection if required
- Never at any time block the access roadway

At the end of the Fair, please:

- Be patient and follow directions for vehicle movement from Fair personnel: as soon as it is safe and the public have left the site we want to move you through as quickly as we possibly can and will manage traffic to ensure ease of access and swift getaway for everyone.
- Park and pack up with consideration for others whilst continuing to comply with Government guidelines to reduce the risk of transmission of the virus.
- Take away all your rubbish

Thank you for your understanding.

We are really looking forward to welcoming you to what we very much hope will be a great day for all - a special day in difficult times.