

PLEASE RETURN TO: Mrs A Steenton, Mulberry Barn, Ostlers Meadow, Hanbury, Droitwich, Worcestershire, WR9 7DZ or **EMAIL:** hcstradestands@gmail.com

EXHIBITOR RISK ASSESSMENT FOR TRADE STANDS
Fire and General Hazards and Risks
HANBURY COUNTRYSIDE SHOW – SATURDAY 6th JULY 2019

As part of the ongoing Health & Safety aspects of this year's Show, it is incumbent on trade stand holders to provide a risk assessment of their displays and to ensure that all current rules, regulations and statutes are strictly adhered to:-

Trading Names: _____

Responsible Person: _____

Date Assessment Undertaken: _____

Operational Activity (Please indicate which description most reflects the activities of your stand)

Retail Outlet **Static Display** **Demonstrations**

Hazards associated with above activity: (Please tick one or more of the following)

Sources of ignition/heat	<input type="checkbox"/>	Dry Combustibles	<input type="checkbox"/>	Hot Surfaces	<input type="checkbox"/>	Flammable Liquids	<input type="checkbox"/>	LPG	<input type="checkbox"/>
Large numbers of people	<input type="checkbox"/>	Electrical equipment	<input type="checkbox"/>	Smoking (outdoors only)	<input type="checkbox"/>	Work at height	<input type="checkbox"/>	Use of Sharps	<input type="checkbox"/>

Please read the following points, if you have taken all reasonable actions to fulfil these points please sign.

- a) I/We confirm that we hold current and appropriate levels of third party and employee liability insurance for such an event.
- b) Where appropriate we hold Health & Safety and Hygiene Certificates applicable to all of the latest regulations.
- c) Where applicable we have a generator on site and this will be protected with the appropriate guards and the public will have no access to it.
- d) We confirm that the public will be protected from any items sold off the stall that are hot etc., and will be protected from any fires or other cooking facilities.
- e) That all items/produce will be strictly labelled according to British and European regulations and legislation.
- f) Fire equipment where necessary will be provided by the stallholder and if applicable specific safety items will be to hand.
- g) Other specific items that ought to be brought to the Show organiser's attention.
- h) First Aiders, Horse Ambulance and fire extinguishers will be located on the Showground and we have been informed by the Society where these locations are.

DECLARATION:

I have completed the exhibitor stand risk assessment and understand the requirement for ensuring that the necessary controls for eliminating or minimising risk are put in place. I have completed all pages of this form and apply for the trade space; I agree on behalf of myself/named business to comply with the rules and conditions of Hanbury Countryside Show Society which I have read and understood. It is the responsibility of those attending the Show within the trade stand areas to ensure that all regulations applying are met and no claims against the Society will be considered. Any major or minor incidents occurring within the area that you are located should and will be reported to an official of the Society immediately.

Signed:

Date:

**ASSESSMENT FOR TRADE STANDS
HEALTH AND SAFETY DECLARATION
HANBURY COUNTRYSIDE SHOW – SATURDAY 6th JULY 2019**

Trading Name/s: _____

Responsible Person: _____ Position/job title: _____

Date Assessment Undertaken: _____

Health and Safety Requirements

We fully understand and accept the requirement, as a condition of entry into Hanbury Show, each exhibiting member or employee of the Company, any contractor/sub-contractor, supplier, or other party whose presence and/or activity is associated with our undertakings to comply with the Health & Safety at Work Act 1974 and all other current, relevant legislation, established guidance relating to safety at public events and Hanbury Show's rules and procedures as outlined in the Safety Policy Statement which we have read. (Safety Policy Statement can be downloaded from the Show website)

We also recognise the duty at all times to ensure that the actions of any person undertaking work associated with the Company's stand(s) shall not endanger the health and safety of themselves or others at all times.

The Company **has / has not** a current health & safety policy - a copy **can / cannot** be provided upon request. (please circle)

Signed: **Date:**
(Person responsible for safety matters)

Name (Block capitals):

Insurance policies and certification: I confirm that the following documents are current and will remain valid for the duration of the Show:

Public Liability Insurance YES / NO
Employers Liability Insurance YES / NO

**PLEASE ENCLOSE ALONGSIDE THIS FORM A
COPY OF YOUR INSURANCE CERTIFICATE/S**

DECLARATION:

We have fully evaluated our exhibit as being compliant with Hanbury Show's requirements and have carried out a risk assessment as attached.

We confirm that our stand staff and others have been given sufficient information, instruction and training to enable them to work in a competent and safe manner.

All staff, including contractors and sub-contractors have been informed of potential risks on site.

We agree to liaise with the Showground Manager, Health & Safety Officer, or other person(s) authorised by the Society to ensure the health and safety of all parties who may be affected by our actions or inactions.

We accept that the Society may suspend any activity which they consider contravenes its rules and procedures for safety and agree to take any action required of us aimed at ensuring compliance

Signed: **Date:**

Please fill in the below table or send in a copy of your standard risk assessment.

	Hazards and Risks	Persons at Risk	Control Measures
Before, On and After Show Day			