

**APPLICATION
CLOSING DATE:
FRIDAY
7th JUNE 2024**



**BOOK
ONLINE!**
www.hanburyshow.co.uk

**77th ANNUAL SHOW
SATURDAY 6th JULY 2024**

Park Hall Farm, Hanbury, Redditch, Worcs, B96 6RD

Public attendance: 14,500

FOOD MARQUEE

APPLICATION FORM

2024 Stand Prices (excluding caterers)

Stand Space (Frontage x Depth)	Price	Tickets	Car Passes
3m x 2m	£135 + VAT (£162)	2	1
6m x 2m	£235 + VAT (£282)	3	1

ONE vehicle parking space will be allocated to each stand, the parking area will be located next to the marquee. Parking will be limited. Strictly no vehicle movement during show hours

Enquires can be emailed to: tradestands@hanburyshow.co.uk

Or contact Annette Steenton on 07841 499663

WiFi will be made available to all traders at no extra cost. Organisers have invested heavily in an improved the WiFi service. Despite this WiFi connectivity cannot be guaranteed.

Please Note: There is poor mobile, 3G & 4G reception on the showground

Stands selling food must enclose alongside their application their Local Authority Registration details and provide a copy of their current FHS certificate. Or an FHS exemption letter from the relevant Local Authority

HANBURY COUNTRYSIDE SHOW SOCIETY LTD

TRADE STAND

TERMS & CONDITIONS

STAND INFORMATION:

APPLICATION CLOSING DATE:

- All Applications for trade space should be made **NO LATER than FRIDAY 7th JUNE 2024**. Applications will be closed once space is filled even if prior to the closing date.

PAYMENTS:

- **Bookings will only be secure and confirmed once full payment is made.**
- Payment made via BACS: Account Name Hanbury Countryside Show Society Ltd, Account Number 71574660, Sort Code 30-99-90. Please state 'TS' and business name as payment reference.
- Alternatively, payment can be made by cheque to Hanbury Countryside Show Society. (Subject to cheque being returned from the bank the exhibitor will be charged a handling fee of £10 plus additional bank charges).

INFORMATION REQUIRED:

- Application forms and supporting documents should be posted to: **Mrs A. Steenton, Crosswinds, Westonhall Road, Stoke Prior, Bromsgrove, Worcestershire, B60 4AQ.** or emailed to tradestands@hanburyshow.co.uk.
- **No Applications will be processed without a returned booking form, a signed completed risk assessment form, health & safety declaration and proof of insurance.**
- The completed application form must clearly state the size of the stand required, with details of all vehicles, trailers, gazebos, tents, etc which form part of the stand. Where tents are to be erected, sufficient space must be allowed to include tent guy ropes. **Please note that all sites are in the open, on grass, NO Electricity is provided (except Food and Craft Marquees).** Water will be available from taps on the Showground.

STAND POSITIONS:

- To assist in allocating suitable positions the type of stand should be stated (e.g. Display Caravan, Marquee, and Machinery etc.) The nature of the exhibitor's business should be specified, as well as the activities to be carried out on the stand apart from selling, e.g. demonstrations of stated items.
- Sites shall be allocated in such positions and in such order as the Society deem fit.
- Without prejudice to the generality of the above, the Society will use its best endeavours to ensure that early applicants receive priority of position.
- Hanbury Countryside Show Society accepts no responsibility for any conflict of interest between trade stands and/or the duplication of a similar type stand, but will try to position stands sympathetically and considerately.

TIMINGS & PASSES:

- Trade stand pitches will be available from 10.00am on Friday 5th July or by prior arrangement with the Secretary. Any exhibitor or goods arriving earlier will be turned away.
- Trade stand vehicle passes are only valid until 8.30am on Saturday 6th July. Admittance is **STRICTLY BY PASS ONLY**. After 8.30am, all vehicles entering the Showground will be required to use the free public parking area.
- Passes and wrist bands will be posted out approximately three weeks prior to the Show.
- Vehicle passes will be issued to each stand. Additional vehicles arriving on the morning of the Show will be refused entry. If more vehicle passes are required they must be requested in writing before June 7th 2024.

- **Exhibitors must not commence dismantling any part of their trade stand exhibit before 6.00pm without prior permission from a Society Officer.**
- Exhibitors shall be responsible for clearing the site by 5.00pm on Monday 8th July 2024.

VEHICLES:

- There is a maximum speed limit of 10mph on the showground at all times.
- **Vehicles MUST be included within rented space if required to stay with stand.**
- All vehicles must display their trade stand pass with the correct details on. Any vehicle not parked in the appropriate place after 9.00am will be removed.
- A designated trade stand vehicle parking area will be provided – this will be clearly marked on the site plan provided.
- The Society reserves the right to restrict vehicle movement in adverse weather conditions.
- Vehicles re-entering the showground for the removal of stands will be at the discretion of the Society and **NOT BE BEFORE 6.00pm** once the public has departed.

FURNITURE HIRE:

- No furniture will be provided unless pre-ordered on the application form. TABLES : £12.00 + VAT each, CHAIRS : £6.00 + VAT each.
- Hired furniture will be placed on the stand pitch on Friday 5th July and can either be left on the pitch after the Show or taken to the Secretaries Marquee.
- Where hired furniture is not returned or is returned broken, the Society will charge the trader for this lost equipment.

HEALTH & SAFETY AND LIABILITY:

- All applicants for the Hanbury Countryside Show are to fully understand and accept the requirement, as a condition of entry into Hanbury Show, that any party whose presence and/or activity is associated with the exhibitor's undertakings will 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)
- All exhibitors have a duty at all times to ensure their undertakings (or anyone acting on their behalf) do not endanger the health and safety of themselves or others.
- All persons acting on behalf of the exhibitor must have received sufficient information, instruction and training to enable them to carry out their work in a competent and safe manner.
- Any activities considered by the Society to have potential to cause harm may be suspended and exhibitors agree to follow the directions of the Show Officials.
- All incidents (major or minor) occurring at the show are to be reported to a Show Official immediately.
- Exhibitors are solely responsible for the safe custody of their property. The Society, its officers and staff disclaim any responsibility and all liability in respect of loss (including damage, theft, fire, accident, etc). The Society strongly recommends that all Trade Exhibitors arrange adequate insurance to cover any loss.
- Exhibitors **must** have public liability insurance cover.

MARQUEES:

- Marquees may be booked direct through The Marquee Company of Worcestershire on 07899 805150 www.themarqueecompany.co.uk.
- If a marquee/s is hired please provide the following information no later than 7th June 2024:
 1. Name and contact details for contractor supplying the structure.
 2. Copy of the contractor's public liability insurance certificate and risk assessment.
 3. Arrival times and date the structure will be erected and removed.
 4. Size and type of structure being supplied.
 5. Location within the stand pitch.

GENERATORS & GAS:

- **The use of petrol generators is strictly forbidden.**
- The Society reserves the right to ask for what they regard as unsuitable or unsafe generator equipment to be removed.
- To avoid the risk of nuisance to traders/the public; we request that you provide the quietest generator available, have suitable means of noise suppression and be mindful of siting the generator. Details of size, means of noise suppression & details of certification must be available for inspection.
- All electrical equipment used must display a current PAT certificate. All electrical circuits must be protected by a 30mA RCD. All electrical equipment used must have been electrically tested within the previous 12 months and have safety certification available for inspection.
- The use of suitable gas appliances is permitted. Any device fuelled by liquid petroleum gas (LPG) must ensure gas connections and pipes have been tested and certificated by a 'Gas Safe' engineer annually. The certification must be available for inspection. Installations must comply with UKLPG Code of Practice CoP24 Part 3. The cylinders are to be disconnected/connected by competent persons only using the correct tools and leak tested prior to use.
- No smoking signs must be in place and observed.
- Unless authorised in writing by your point of contact, no more than two LPG cylinders (totalling 200KG) are permitted per unit.
- Propane cylinders must be located only in the open air and must not be used inside marquees, tents or other enclosures. Butane appliances and cylinders may be used within a marquee. Cylinders must not be changed during the show.
- LPG cylinders must be stored vertically on firm, level ground at least 1 metre from any structure or heat source, in the open air, with no obstructions in the vicinity to impede ventilation. Cylinders must be restrained in a suitably designed cylinder stand. Cages or surrounds made of wood or other combustible material are not acceptable.
- All flexible hose must be labelled with either BS3212 or BSEN1763 and the regulator must be labelled with BS3016 or BSEN12864. Hoses must not exceed 1.5m in length between the regulator and appliance.
- All cooking appliances must be located away from flammable materials including marquee walls.
- The Society reserves the right to ask for what they regard as unsuitable or unsafe gas equipment to be removed.
- Exhibitors must have a fire extinguisher suitable for their stand activities available on their stand.

CONDUCT & USE OF STAND SPACE:

- All rubbish must be placed in bins and skips provided. All exhibitors must clear their site of litter after the event. Any litter which has been left will be subject to a clearance fee.
- **Notice:** Please ensure all used cable ties are placed in bins; we recommend the use of brightly coloured cable ties which can easily be seen on grass. Discarded cable ties pose a threat to farm animals and wildlife.
- Traders are not permitted to remove turf or dig up ground in any part of the Show area without the permission of a Society Officer. All holes must be filled in after use and turf replaced in a satisfactory manner. Any work which the Society must carry out to restore the ground will be charged to the exhibitor.
- Sites may not be transferred and no Exhibitor shall sublet, exchange or part with the possession of the site or stand allocated to him without the written permission of the Secretary.
- No person shall:
 - offer for sale any articles, display posters or distribute any pamphlets, other than from an exhibitor's stand.
 - accost others or call attention to goods or services in such a manner as to cause annoyance to exhibitors or to the public.
 - use radio or other equipment causing interference to the Society's equipment.
 - make any charge for admission to an exhibitor's stand.

- use any public address system or internal combustion engine or provide recorded or live music audible outside his stand during the hours of 9.00am to 6.00pm on Show Day without the prior written permission of the Secretary. (The Society reserves the right to withdraw such permission should a justifiable complaint be made).
- exhibit any animal on a stand without the prior written permission of the Secretary.
- All exhibitors and their representatives entering the Showground will be subject to the Rules and Regulations of the Society, which they are deemed to have accepted, and also to instructions of the Society's Officers and Staff.
- Any person contravening these rules is liable to expulsion from the showground foregoing any fees paid to the Society.

FOOD & DRINK:

- Exhibitors providing edible foodstuffs/catering on their stands whether the food is for sale or not are reminded that they must conform to the requirements of EU Hygiene Legislation, the UK Food Safety Act, the Food Hygiene (England) Regulations and any statutory amendments. Environmental Health Officers will be in attendance at the show and they have the power to stop trading and prosecute if they deem it necessary.
- All Stands selling food **MUST** enclose alongside their application their Local Authority Registration details and provide a copy of their current Food Hygiene Rating Scheme certificate, or an FHRs exemption letter from their Local Authority. Applications will not be accepted until such documentation has been received.
- All stands handling food **MUST** provide their own hand washing facilities - there are none provided.
- If you are selling alcohol a copy of your TEN must be supplied with your application.
- Hospitality - Exhibitors may supply small scale hospitality free of charge to the public, this is however limited to drinks and finger food. The intention to provide hospitality needs to be noted on your application form.

WIFI & PHONE SERVICE:

- WiFi will be made available to all trade stands, no charge will be made for this service. A password will be provided to allow access to the network. If WiFi is required please ensure you mark YES on the application form.
- **Important:** the organisers have invested heavily in an improved WiFi service. Despite this WiFi connectivity cannot be guaranteed.
- There is poor mobile, 3G & 4G reception on the showground.

CANCELLATIONS:

- In the event of an exhibitor notifying the Secretary that he/she is unable to attend before **June 7th 2024**, the Society will refund the charges paid, less a 10% administration fee. If the cancellation is made after **June 7th 2024** there will be no refund.
- If the Show is cancelled due to poor weather (where the field is considered unusable by the organising committee), disease pandemic or any other reason outside the Society's control, the Society will refund the booking fee minus 10% to cover administration costs.

GENERAL NOTICES:

- Tickets and passes will be allocated as shown on the price list displayed on page 1.
- Trade Stand Exhibitors will be provided with a trade stand number which will be marked on the Show site map. A copy of the map will be supplied alongside the passes. Maps will also be made available to the public in the Show Programme and on large boards at the entrances.
- All exhibitors will have a free entry in the trade stand exhibitors list printed in the Show Programme.
- Data Protection (GDPR). All data provided for the purpose of exhibiting at the Hanbury Show will be stored on the show's system and data will be retained and used to keep exhibitors informed about the show. The show will publish information about the exhibitors in the show programme.
- The show may, from time to time and at its discretion use photographs of trade stands for marketing purposes and may name and publicize the presence of exhibitors at the show.

PLEASE NOTE THAT ALL TRADE STANDS MUST BE PAID FOR WHEN BOOKING.

BOOKING FORM – HANBURY COUNTRYSIDE SHOW - SATURDAY 6th July 2024

PLEASE RETURN TO: Mrs A. Steenton, Crosswinds, Westonhall Road, Stoke Prior, Bromsgrove, Worcestershire, B60 4AQ

TRADING NAME & ADDRESS:

.....

..... Postcode:

Tel: Mobile:

Website:

Email:

Please book me trade space as below. I agree to conform to regulations, which I have read.

Signed: _____ Name in block letters:

Date:

PLEASE STATE THE NATURE OF YOUR BUSINESS (in 20 words or less)

.....

.....

.....

All exhibitors will have a free entry in the trade stand exhibitors list printed in the Show Programme

FOOD MARQUEE - Covered Trade Space on grass

FRONTAGE (in metres)..... **DEPTH** (in metres).....

STAND FEE inc VAT £ _____

TABLES approx. 6` trestle (£14.40 inc VAT each) £ _____

CHAIRS (£7.20 inc VAT each) £ _____

ELECTRICITY (£60.00 inc VAT) (please specify what you require) £ _____

ADDITIONAL TICKETS @ **£16.50 each** £ _____

TOTAL COST (from charges listed) £ _____

TOTAL ENCLOSED £ _____

=====

Cheques Payable to: "Hanbury Countryside Show Society"

(Post-dated cheques will not be accepted)

Will you require WiFi signal for remote card payments? YES / NO

A password will be provided to allow access to the network

WiFi provider: PointLink Broadband Ltd

Will you be using a Generator? YES / NO

The use of petrol generators is strictly forbidden

Will you be using Gas? YES / NO

OFFICE USE

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H&S ASSESSMENT FOR TRADE STANDS

HANBURY COUNTRYSIDE SHOW – SATURDAY 6th JULY 2024

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 Name/s: _____

Responsible Person: _____

Position/job title: _____

Date Assessment Undertaken: _____

FIRE AND GENERAL HAZARDS AND RISKS:

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		Dry Combustibles		Hot Surfaces		Flammable Liquids		LPG	
Large numbers of people		Electrical equipment		Smoking (outdoors only)		Work at height		Use of Sharps	

DECLARATON:

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

I _____ on behalf of _____ confirm:

TICK

- That we will hold appropriate levels of Public Liability (required) and Employer Liability (if required) insurance for the duration of the event and have provided evidence.
- That we will take adequate actions to ensure that the public will be protected from any harm as a result of any action we may or may not take, or item sold from our stand and we have completed a suitable and sufficient risk and fire risk assessment for our stand and enclose with our application. Should our stand or operations change before the show, we will provide the organiser with revised assessments.
- That where we are providing any food or beverage we have a HACCP in place, our staff are appropriately trained and we will display allergen information. We will provide our own hand washing facilities.
- That we will be using our own diesel generator, that will have been electrically tested along with any distribution and appliances and be protected both with RCD protection and appropriate physical safeguards and we will ensure the public will have no access to it.
- That all items/produce for sale will be strictly labelled according to British and European regulations and legislation in force at the time of the show.
- That we will have suitable firefighting equipment on our stand in line with our fire risk assessment.

- That we have brought to the attention of the show organiser any other information that may give rise to a hazard or concern at the show.
- That upon arrival at the show our staff will familiarise themselves with any potential risks on site and any emergency information.
- 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.
- That all staff, including contractors and sub-contractors have been informed of potential risks on site.
- That we will comply with all rules and regulations of the show which we have received and understand.
- That 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.
- That 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
- That we 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.
- That we have completed all pages of this form and apply for trade space.
- That we ensure that all regulations applying are met and no claims against the Society will be considered.
- That any major or minor incidents occurring within the area that we are located should and will be reported to an official of the Society immediately.

Please ensure you complete and return with your application the following:

- Risk assessment and fire risk assessment (you may provide your own or use provided template).
- Copy of your Public Liability (and Employers Liability Certificates as applicable). Certificate must be current and will remain valid for the duration of the Show
- Food suppliers** – Copy of your HACCP documentation & Hygiene certificates etc.

Signed: _____

Date: _____

(Person responsible for safety matters)

Name (Block capitals): _____

FOOD & DRINK SUPPLIERS:

Name under which food business is registered: _____

Local authority with which food business is registered: _____

Food hygiene Rating Score: _____

Date of last inspection: _____

RISK ASSESSMENT

HANBURY COUNTRYSIDE SHOW – SATURDAY 6th JULY 2024

It is a requirement of the Show (and in many cases a legal requirement) that any organisation or individual wishing to exhibit as a trade stand or similar provides a suitable and sufficient risk assessment of their proposed undertakings at the Hanbury Countryside Show. The below assessment form is intended as guidance only to assist you consider the hazards related to your stand. This does not absolve you from your legal obligations or responsibilities or transfer such.

Your assessment needs to identify the significant hazards that may be posed by your stand and your operations to anyone on the showground, including you and your staff as well as visitors. You must endeavour to remove or reduce these risks to protect people from injury.

The completed and signed form must be submitted to the event organiser as well as maintained available on your stand for inspection by the Regulatory Services / Event Organisers upon request.

You do not need to use this form; you may use another method if you wish.

Activity/Hazard/Consideration	Tick if you have this hazard.	Explain who may be harmed and what you do to reduce the effect of the hazard to a safe level
Accessibility for those less able <i>Detail considerations and measures put in place to enable everyone to be able to access your stand safely in line with the Equality Act 2010.</i>	<input type="checkbox"/>	
Alcohol <i>If you sell or provide alcohol on your stand detail how you ensure it is not served to minors and how you uphold the licencing conditions. Note if you intend to sell alcohol on your stand this must be agreed with the Show before booking.</i>	<input type="checkbox"/>	
Chemicals <i>If you use or have chemicals present on your stand – these may include everyday cleaning products; you should complete COSHH assessments for each product. Explain how you prevent injuries occurring from these chemicals.</i>	<input type="checkbox"/>	
Children <i>Consider how you ensure children may be effected by your stand or products and how you ensure they are not exposed to such hazards.</i>	<input type="checkbox"/>	
CoViD-19 <i>Explain the measures you are implementing on your stand to ensure good hygiene of your staff and customers and how you are managing the hazard in line with the current government guidelines.</i>	<input type="checkbox"/>	

<p>Demonstrations Describe any demonstrations of products or services and how you ensure no hazards are presented to your staff or visitors.</p>	<input type="checkbox"/>	
<p>Electricity Detail how you ensure your electrical equipment is safe, will not cause injury to your staff or customers and will not start fires.</p>	<input type="checkbox"/>	
<p>Erecting and Dismantling your stand Explain measures taken to ensure the safety of your staff and those around you during this process and how you fulfil your responsibilities under the Construction (Design and Management) Regulations.</p>	<input type="checkbox"/>	
<p>Evacuation or Emergency Explain how you have considered suitable exit points from your stand in case of emergency and how your staff are briefed on these exists including where to go to in the event of an evacuation. Ensure you provide instruction to staff of what to do in an emergency and how to raise the alarm.</p>	<input type="checkbox"/>	
<p>Fire Please ensure you have completed and provided the required Fire Risk Assessment</p>	<input type="checkbox"/>	See separate Fire Risk Assessment
<p>Flag poles or raised equipment Detail measures you have in place to ensure the use of flag poles or raised equipment is done so safely. Note there are a number of overhead cables on the showground.</p>	<input type="checkbox"/>	
<p>First Aid Provision Detail what measures you have in place to ensure you have suitable and sufficient first aid for your staff whilst erecting and dismantling your stand.</p>	<input type="checkbox"/>	
<p>Food Explain measures taken to ensure food supply, storage etc is safe. Please provide your HACCP and completed food stand booking documentation with this risk assessment.</p>	<input type="checkbox"/>	

<p>Ground Conditions <i>Explain how you asses and deal with different ground conditions; such as very wet shows or uneven ground to ensure your staff and customers are not injured</i></p>	<input type="checkbox"/>	
<p>Hot Liquids <i>If you have or create hot liquids on your stand consider what measures you take to ensure your staff and customers are not scalded etc.</i></p>	<input type="checkbox"/>	
<p>Hygiene <i>Explain what measures you take to ensure good hygiene for your staff and customers. All food stands must provide their own handwashing facilities.</i></p>	<input type="checkbox"/>	
<p>Items on Display <i>Describe the items you have on display and if they may pose a hazard to staff or customers what measures you take to prevent these injuries. Especially consider if children access the stand.</i></p>	<input type="checkbox"/>	
<p>Lone Working <i>What measures do you take to ensure the safety of any staff working alone.</i></p>	<input type="checkbox"/>	
<p>LPG/Gas Heat Sources <i>Detail what gas sources and quantities you have on your stand and measures to ensure they are used safely.</i></p>	<input type="checkbox"/>	
<p>Manual Handling <i>Explain measures you take to prevent your staff being injured whilst carrying out manual handling (lifting, carrying, pushing, pulling etc) setting up, running or dismantling your stand.</i></p>	<input type="checkbox"/>	
<p>Naked Flames/Heat Sources <i>If you have naked flames or heat sources on your stand, detail how you ensure these do not set other items/stand alight or how you prevent accidental contact of the flame/heat/hot surfaces with people.</i></p>	<input type="checkbox"/>	

<p>Noise <i>If your stand or process creates excessive noise detail how you manage this to prevent hearing damage to your staff or disturbing other stands. Note: Use of PA systems is prohibited without express written consent from the show.</i></p>	<input type="checkbox"/>	
<p>Overcrowding <i>Do you have limited space on your stand or attract large crowds during demonstrations? Explain how you manage your customers/ audience to prevent injury or causing hazards to other stands or visitors.</i></p>	<input type="checkbox"/>	
<p>Power Tools & Plant and Machinery <i>If you use power tools or plant and machinery whilst erecting and dismantling or demonstrating on your stand, how do you ensure the equipment is correct for the job and in a safe condition and your staff have been trained in its use.</i></p>	<input type="checkbox"/>	
<p>Public Access to Staff only areas or on-stand hazards <i>Explain what hazards you may have on your stand that may injure others if they access them and how you prevent this.</i></p>	<input type="checkbox"/>	
<p>Racking and Shelving Stability <i>If you use any racking, shelving, suspended items or display units, how do you ensure they remain stable and will not topple, fall or collapse especially if ground conditions are uneven or strong winds dislodge etc..</i></p>	<input type="checkbox"/>	
<p>Sharp Items (such as knives) <i>What measures do you take to ensure those using such items do so safely or others do not have access to them.</i></p>	<input type="checkbox"/>	
<p>Slips and Trips <i>Explain what you do to ensure your staff and customers do not slip or trip whilst in your stand. Don't forget to consider trailing cables and low-level displays.</i></p>	<input type="checkbox"/>	
<p>Smoke, Fumes or effects that may cause offence <i>Explain how you ensure any smoke, fumes or effects that may be produced from your stand are controlled to ensure they do not affect others or pose harm. If you are using gas or burning fuel ensure you have considered the risk of carbon monoxide.</i></p>	<input type="checkbox"/>	

<p>Temporary structures <i>Do you erect a gazebo or marquee? Consider how you have selected the structure as being suitable and how you set it up and remove it safely and measures to ensure it is suitable for use at all times whilst on this site. All structures should be rated to at least 30mph wind gusts and have appropriate anchorage.</i></p>	<input type="checkbox"/>	
<p>Vehicle movement <i>Consider how you avoid injuring someone from the movement of your vehicle on-site and how you avoid getting injured.</i></p>	<input type="checkbox"/>	
<p>Weather conditions <i>Explain what you do to accommodate very hot, or cold or very windy conditions etc. that may affect your staff or stand structure.</i></p>	<input type="checkbox"/>	
<p>Working at Height (any height where you are not stood on the ground) <i>Detail if you must carry out at working at height whilst setting up, using or dismantling your stand, and how you will do this safely.</i></p>	<input type="checkbox"/>	
<p>Waste <i>Explain what waste you produce and how you dispose of it safely.</i></p>	<input type="checkbox"/>	
<p>Other Hazards <i>Detail here any further hazards specific to your stand and measures you will take to control the risk. Use further pages if necessary.</i></p>	<input type="checkbox"/>	

Company/Stand Name:	
Responsible Person – Print Name:	
Position in Company:	
Signature:	
Date:	

PLEASE NOTE: This document does not preclude you from prosecution or removal from the site should any inspection reveal unsatisfactory standards.

Further guidance can be accessed on the Health and Safety Executive's website:
<https://www.hse.gov.uk/simple-health-safety/risk>

FIRE RISK ASSESSMENT

HANBURY COUNTRYSIDE SHOW – SATURDAY 6th JULY 2024

In order to comply with relevant fire safety legislation you MUST complete a Fire Risk Assessment of your unit/stand in line with nationally recognised fire risk assessment guides.

The Risk Assessment needs to identify the fire hazards and persons at risk, you must endeavour to remove or reduce these risks and protect people from fire. Failure to comply with this requirement may result in your unit/stand being prohibited from use.

You must be able to answer YES to the following questions. This signed and completed form must be submitted to the event organiser as well as be maintained available for inspection by the Fire & Rescue Service / Event Organiser upon request.

You must undertake a Fire Risk Assessment for each structure, which must be suitable for the circumstances. You do not need to use this form and may use another method if you wish, however, this form is considered to be suitable for most standard temporary structures.

Type & use of unit					
Size (m2)					
Maximum capacity	Staff		Public		Total

Question	Yes/No	Additional actions / Comment
<i>Are adequate exits provided for the numbers of persons within the unit or stall? (Are your staff and customers able to evacuate easily if the normal exit is blocked?)</i>		
<i>Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?</i>		
<i>Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use/</i>		
<i>If the normal lighting failed would the occupants be able to make a safe exit? (Consider back up lighting)</i>		
<i>Do you have an adequate number of appropriate fire extinguishers/fire blankets available in prominent positions and easily available for use?</i>		
<i>Has the fire-fighting equipment been inspected within the last 12 months? Note: a certificate of compliance will normally be required</i>		
<i>Have your staff been instructed on how to operate the fire-fighting equipment provided?</i>		

<i>Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit, and the exit locations?</i>		
<i>Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG etc. and reduced the risk of them being involved in an incident?</i>		
<i>Have you identified all ignition sources and ensured that they are kept away from all flammable materials?</i>		
Question	Yes/No	Additional actions / Comment
<i>Are the structure, roofing, walls and fittings of your stall or unit flame retardant? Note: certificates of compliance will normally be required</i>		
<i>If any staff sleep in the stall is there a working smoke detector and a clear exit route at night? Note : Persons should not be allowed to sleep within a high risk area and some Authorities and events do NOT allow any sleeping within units.</i>		
<i>Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, household candles, tea lights, etc.?</i>		
<i>Do you have sufficient bins for refuse? Is all refuse kept away from your unit?</i>		
<i>Are you aware that petrol generators are not permitted on site?</i>		
<i>Do You use LPG? (If 'No' ignore questions remaining questions)</i>		
<i>Do you have an inspection / gas safety certificate for the appliances and pipework (copy to be available for inspection) and are all hose connections made with "crimped" fastenings?</i>		
<i>Are the cylinders kept outside, secured in the upright position and out of the reach of the general public?</i>		

<i>Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?</i>		
<i>Are the cylinders located away from entrances, emergency exits and circulation areas?</i>		
<i>Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?</i>		
<i>Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use?</i>		
<i>Do you ensure that only those cylinders in use are kept at your unit/stall? (Spares should be kept to a minimum and in line with any specific conditions for the event)</i>		
<i>Is a member of staff, appropriately trained in the safe use of LPG, present in the unit / stall at all times?</i>		
If you answered any questions 'No'; please detail below actions taken to remedy the situation: (continue on separate sheet if necessary)		

Company/Stand Name:	
Responsible Person – Print Name:	
Position in Company:	
Mobile Number:	
Signature:	
Date:	

PLEASE NOTE: This document does not preclude you from prosecution or removal from the site should any inspection reveal unsatisfactory standards.

Further guidance can be accessed:

Fire Risk Assessment Guidance for Open Air Events and Venues.

www.gov.uk/government/uploads/system/uploads/attachment_data/file/14891/fsra-open-air.pdf

Guidance on Temporary Structures, Large Tents and Marquees.

www.muta.org.uk/MUTAMembers/media/MUTAMembersMedia/PDFs/MUTA-s-Best-Practice-Guide,-November-2014.pdf

Code of Practice 24 – Part 3: Use of LPG for Commercial Catering Events, Street Food & Mobile Catering (Sept 2017)

www.uklpg.org/shop/codes-of-practice/code-of-practice-24-part-3