

Suffolk Show 2010

Guidelines for Trade Stand Exhibitors

- Using the guidelines shown, please consider what risk there is to those building-up and breaking down trade stands and also for during open Show time.
- In order to comply with **The Regulatory Reform (Fire Safety Order) 2005**, all tradestands must give due consideration to the possibility of fire and must include this within their Risk Assessment.
- Outline the steps you propose to take to minimise that risk using a format as shown.
Please note this is for guidance only, you will probably need more space than is provided in order to record all the necessary details.
- For more guidance please visit www.hse.gov.uk
- If in your opinion there is no risk please print **NO SIGNIFICANT RISK**.

Please return the form (enclosed in your Tradestand Folder), completed, to the Show Office by **30th March**.

Tickets will not be issued until your completed Risk Assessment form has been received.

Hazard	Who might be harmed	Is more needed to control the risk
Look only for hazards, which you could reasonably expect to result in significant harm under the conditions on your tradestand. Use the following examples as a guide.	There is no need to list individuals by name – just think of about groups of people who may be affected:	For hazards listed, do the precautions already taken:
Slipping/tripping hazards Chemicals (e.g. battery acid) Moving parts of machinery (e.g. blades) Ejection of material (e.g. wood chippings, flint, cooking fat) Work at height Pressure systems Vehicles (e.g. fork-lift trucks) Electricity Dust (e.g. from grinding) Fumes (e.g. vehicle engines) Manual handling Noise Livestock on stand Lifting operation Erection of structures – structures falling down, blocking gangways.	Tradestand staff Maintenance personnel Contractors People sharing your tradestand space Operators Cleaners Members of the public Pay particular attention to : Staff with disabilities Visitors Children Inexperienced staff Lone workers – they may be more vulnerable	<ul style="list-style-type: none"> ▪ Meet the standards set by a legal requirement? ▪ Provide & wear protective equipment, where necessary ▪ Comply with a recognised industry standard? ▪ Represent good practise? ▪ Reduce risk as far as reasonably practicable? ▪ Have you provided: <ul style="list-style-type: none"> ▪ Adequate information, instruction or training? ▪ Adequate systems or procedures? <p>If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place.</p> <p>Where the risk is not adequately controlled, indicate what more you need to do (please provide an 'action list')</p>
Fire hazard e.g. combustible materials (rubbish, flammable substances, LPG etc) and ignition sources (flames, smoking etc)	As above	<ul style="list-style-type: none"> ▪ Means of escape; fire detection and alarms. ▪ Fire fighting equipment and fire evacuation plan.

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Build Up, Break Down & Open Show

RISK ASSESSMENT FORM

It is important if you have a working display on your tradestand that you assess all the possible risks and make sure you have adequate controls in place to minimise them. Checks may be made that all controls are in place over the two days of the Show.

Guidelines for this form are in your 'Tradestand Information and By-laws', within your Tradestand Folder.

Please use this form as a guide for recording all your risk assessment details, you may require more space.

Company Name:	
Address:	
Responsible Person:	
Date Assessment Undertaken:	
Signature of Assessor	

Hazard	Persons at Risk	Controls to minimise risk
Fire Risk Assessment		
*Liquefied Petroleum Gas (LPG) on site. Yes/No (please circle)	Cylinder size	

***Must be completed**

PTO.....

Please tick any of the following, if they are applicable to your stand:

	Complex Structure
	Structures over 4m high
	Using Heavy Lift Equipment
	Cooking on the stand – <i>LPG bottles must <u>not</u> be stored within structures</i> NB: Please attach a copy of your current CORGI certificate for your appliance
	Animals / Birds on the stand (<i>Please list birds/animals</i>)

I / we have read the 'No Smoking Signs Guidance' within the 'Tradestand Information and By-laws' and will comply with **The Smoke-free (Premises and Enforcement) Regulations 2006** requirements. www.smokefreeengland.co.uk/resources

Please note that failure to comply with the new law is a criminal offence, enforceable by the local council.

I / we have sufficient level of public liability insurance and have attached a copy.

Signed Date