HEATHFIELD AGRICULTURAL SHOW TRADE STAND RISK ASSESSMENT TEMPLATE 2025

We have a duty of care and need all our traders and exhibitors to help us with event safety by identifying potential hazards on their stand, assessing how serious any harm caused could be, and how likely it is that an injury could occur from a hazard.

We need to know that you've taken reasonable steps to identify and minimise risk. Under health and safety law, we all have a duty to do all that is reasonably practical to ensure the health, safety and welfare of our employees and of anyone else that may be harmed by our work activities or our workplace.

It's therefore a requirement of our Terms & Conditions that each stallholder (including their subcontractors) completes and submits a risk assessment form. This needs to be submitted in good time before the show along with proof of your public and products liability insurance cover. If your insurance renewal time falls between now and the event, then you'll need to re-submit when the new documents are issued.

Please complete this form in full and upload it with your application or return it by email to your section organiser:

- General Trade Stands/ Food & Beverage Marquee: <u>tradestands@heathfieldshow.org</u>
- Arts & Crafts Marquee: <u>arts.crafts@heathfieldshow.org</u>
- Farmers Market: farmersmarket@heathfieldshow.org

Exhibitor Name			
(Add stand location			
if known)			
Date of arrival on	Date of	Stand	size
site	departure		
	from site		
Name of person in		Contact number	
charge		on site	
Description of			
stand/unit			
Maximum number	Maximum	Total	maximum
of staff	occupancy	occup	bancy
	(public)		

GENERAL HAZARDS (consider risks to your own staff and to customers, other exhibitors and visitors)

The following list is a guide to the elements you should consider, others may apply:

Slipping and tripping	Manual handling	Working at height
Machinery use	Dust, fumes and chemicals	Falling objects
Electrical equipment	Overcrowding	Vehicles
Rubbish	Weather conditions	Effects of noise
Livestock	Fire (ignition sources, flammable substances, LPG use)	

In your Control Measures listed, include information about compliance with relevant legal standards, recognised industry standards and training that has been undertaken.

WHAT ARE THE HAZARDS	WHO COULD GET HARMED AND HOW	SEVERITY OF THE RISK HIGH, MEDIUM, LOW	CONTROL MEASURES (HOW YOU WILL REDUCE THE RISK)
			×
lease add additional sheet if re	quired.		
RE SAFETY			

CHECKLIST	TICK TO CONFIRM	COMMENTS
My stand has adequate exits which will be available, unobstructed and unlocked at all times when the stand is in use.		
I have adequate fire extinguishers/fire blankets, they have been maintained as required, they're easily seen and available for use.		
My staff have been trained on what to do in case of fire.		
I have identified combustible materials and have reduced the risk of them being involved in an incident.		
The structure, roof, walls and fittings of my stand are flame retardant. Are certificates of compliance available?		
I have adequate provision for managing rubbish and have considered fire safety in how I manage this.		
I know that petrol generators are not permitted on site.		

LPG – ONLY COMPLETE THIS SECTION IF YOU USE LPG

CHECKLIST	TICK TO CONFRIM	COMMENTS
	CONFRIM	
I have an inspection / gas safety certificate for the appliances		
and pipework and will keep a copy for inspection purposes. All		
hose connections are made with 'crimped' fastenings.		
The cylinders are kept outside, secured in the upright position		
and out of the reach of the general public. They're away from		
entrances, emergency exits and circulation areas.		
The cylinders are readily accessible to enable easy isolation in		
case of emergency.		
I will ensure that only those cylinders in use or likely to be in		
use are kept at my stand.		
Appliances are fixed securely on a firm, non-combustible, heat-		
insulating base and surrounded by shields of similar material		
on three sides.		
I will ensure that gas supplies are isolated at the cylinder as		
well as at the appliance when the apparatus is not in use.		
My staff have been trained in the safe use of LPG.		
Responsible person:		
SIGNATURE PRINT NAME		DATE
POSITION IN COMPANY		

Please note: Notwithstanding the content of this document, any exhibitor deemed to have unsatisfactory standards or provisions and who fails to remedy to the satisfaction of our Health & Safety Officer will not be permitted to trade and risks removal from site.

More information to help you complete this form and make sure you're following best practice can be found here: https://www.hse.gov.uk/simple-health-safety/risk/index.htm

Fire risk assessment guidance for open air events like ours:

https://www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues

Guidance around temporary demountable structures:

https://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm

Guidance for the safe use of LPG at events:

https://www.ncass.org.uk/wp-content/uploads/2020/06/lpg-installation-in-marquees_v5.pdf