

TRADE STAND RISK ASSESSMENT TEMPLATE 2024

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 £5m 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 become available so we have proof of up-to-date cover.

Please complete this form in full and return it by email to tradestands@edenbridge-show.co.uk

See final page for sources of further advice and guidance.

EDENBRIDGE & OXTED

AGRICULTURAL SHOW

Celebrating the country way of life since 1837



EXHIBITOR NAME (ADD STAND LOCATION IF KNOWN)					
DATE OF ARRIVAL ON SITE		DATE OF DEPARTURE FROM SITE		STAND SIZE	
PERSON IN CHARGE				CONTACT NUMBER ON SITE	
DESCRIPTION OF STAND/UNIT					
MAXIMUM OCCUPANCY (STAFF)		MAXIMUM OCCUPANCY (PUBLIC)		TOTAL MAXIMUM OCCUPANCY	

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FIRE 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 – Complete this section only if you use LPG

CHECKLIST	TICK TO CONFIRM	COMMENTS
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 that will help you complete this form and ensure that you're following best practice is here:
<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

Guidance around temporary demountable structures:
<https://www.hse.gov.uk/event-safety/temporary-demountable-structures.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 for the safe use of LPG at events:
<https://www.ncass.org.uk/resources/legal-compliance/gas-safety/the-law/>

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