



TRADE STAND ADDITIONAL DOCUMENTATION

Thank you for booking to join us at the Dairy Show on 4th October 2023!

Within this pack is additional information we require from you prior to the Show.

It would be most appreciated if these copies were scanned and returned via email.

ALL Trade Stand's **MUST** complete and return the following:

- Risk Assessment to include Fire Risk Assessment
- Public Liability Certificate
- Contractor Details

Please return to:

Lucy Champion

lucy.champion@bathandwest.co.uk

Society Office, The Showground, Shepton Mallet, Somerset BA4 6QN

RISK ASSESSMENT FORM

Company Name _____

Correspondence Address

Telephone Number _____ Responsible Person _____

Assessment Date _____ Signature _____

Potential hazards	People/groups at risk	Size of risk High, Medium Low	Measures in place to reduce the hazards or risks	Further actions needed to reduce risk & by whom

Using the guidelines shown below please consider the hazards and risks to other trade stands and persons whilst you are building up your trade stand and to members of the public and staff whilst you are operating as a business. Outline the steps you propose to take to minimise the hazards and risks.

Significant hazards	People/Groups at risk	Size of risk high, medium low	Measures in place to reduce the hazards or risks	Further actions needed to reduce the risk
Slipping/tripping hazards, Chemicals (e.g. battery acid) Moving parts of machinery, electricity, combustible items.	Staff, contractors, maintenance personnel, cleaners, members of the public etc. Pay attention to inexperienced staff and lone workers	You will have to decide on the level of risk and take the appropriate action/control measures	These are measures you have already taken to safeguard against the risk or hazards	Training, procedures, monitoring, provide information, instruction and training. Reduce the risk as far as reasonably practicable

A COPY OF YOUR PUBLIC LIABILITY INSURANCE CERTIFICATE MUST BE RETURNED WITH THIS FORM

INSURANCE - It is **imperative** that all Trade Stand owners have their own insurance. Please note that it is recommended that all stands have a minimum public liability insurance cover of £2.5 million.

Fire Risk Assessment
Trade Stand Exhibitors

Name of Exhibitor:

Contact No. on site:

Location on site:

In order to comply with relevant fire safety legislation, you MUST complete a Fire Risk Assessment of your stand or unit.

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 will result in you being removed from the site. You must be able to answer YES to the following questions.

This signed and completed form must be always available for inspection by the Fire & Rescue Service / Event Organiser / Council Officers.

1. Are adequate exits provided for the numbers of persons within the unit or stall? <i>(Are your staff and customers able to evacuate easily if the normal exit is blocked?)</i>	Yes	No
2. Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?	Yes	No
3. Are the exits maintained available, unobstructed, and unlocked when the premises are in use?	Yes	No
4. If the normal lighting failed would the occupants be able to make a safe exit? <i>(Consider back up lighting such as torches)</i>	Yes	No
5. Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?	Yes	No
6. Has the fire-fighting equipment been tested within the last 12 months? <i>Note: a certificate of compliance will normally be required</i>	Yes	No
7. Have your staff been instructed on how to operate the fire-fighting equipment provided?	Yes	No
8. 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?	Yes	No
9. Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled L.P.G. cylinders etc and reduced the risk of them being involved in an incident?	Yes	No
10. Have you identified all ignition sources and ensured that they are kept away from all flammable materials?	Yes	No
11. Are the structure, roofing, walls and fittings of your stall or unit flame retardant? <i>Note: certificates of compliance will normally be required</i>	Yes	No
12. If any staff sleep in the stall, is there a working smoke detector and a clear exit route at night? <i>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>	Yes	No
13. Are you aware that you must not stock or sell certain items, e.g. fireworks, garden flares, household candles, tea lights, Chinese Lanterns etc?	Yes	No
14. Do you have sufficient bins for refuse? Is all refuse kept away from your unit?	Yes	No
15. Are you aware that generators are not permitted on site?	Yes	No

If you use LPG

16. Do you have an inspection/gas safety certificate for the appliances and pipework (<i>copy to be available for inspection</i>) and are all hose connections made with "crimped" fastening?	Yes	No
17. Are the cylinders kept outside, secured in the upright position and out of the reach of the general public?	Yes	No
18. Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of a similar material on three sides?	Yes	No
19. Are the cylinders located away from entrances, emergency exits and circulation areas?	Yes	No
20. Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	Yes	No
21. Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use?	Yes	No
22. Do you ensure that only those cylinders in use are kept at your unit/stall? <i>Any spares should be kept to a minimum and in line with any specific conditions for the event</i>	Yes	No
23. Is a member of staff, appropriately trained staff in the safe use of LPG, present in the unit/stall at all times?	Yes	No

If the answer to any of the above questions is "NO", please detail the actions you have taken to remedy the situation.

Exhibitor/

Responsible Person: _____

Signed: _____

Date: _____

Designation: _____

Company: _____

PLEASE NOTE

THIS DOCUMENT DOES NOT PRECLUDE YOU FROM POSSIBLE PROSECUTION OR REMOVAL

FROM THE SITE BY THE ORGANISERS, SHOULD A SUBSEQUENT INSPECTION REVEAL UNSATISFACTORY STANDARDS.