



TRADE STAND ADDITIONAL DOCUMENTATION

Thank you for booking to join us at Grassland UK on 6th May 2021!

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 Stands **MUST** complete and return to the following:

- Risk Assessment to include **Covid 19 controls**/ Fire Risk Assessment
- Public Liability Certificate
- Contractor Details

Please return to:

Sarah Edwards

sarah.edwards@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. Covid 19 (Social Distancing measures/sanitizer points/customer touch point cleaning if appropriate/staff PPE (Masks are compulsory inside Buildings)	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

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 available for inspection by the Fire & Rescue Service / Event Organiser / Council Officers at all times.

- | | | | |
|-----|--|-----|----|
| 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 at all times 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, i.e. 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 |

