



# THE MONMOUTHSHIRE SHOW

## SUNDAY 20<sup>TH</sup> AUGUST 2023

### HEALTH & SAFETY ASSESSMENT FOR TRADESTANDS

In line with Health & Safety requirements of Monmouthshire Show 2023, it is incumbent on all exhibitors/ trade stand holders to provide a risk assessment of their displays and to ensure that all current rules, regulations and statutes are met.

**Trading Name/s:**

**Responsible Person:**

**Position/Job Title:**

**Date Assessment Undertaken:**

**Operational Activity** - Please indicate which description most reflects the activities of your stand:

**Retail Outlet: Yes/No**

**Static Display: Yes/No**

**Demonstrations: Yes/No**

**Hazards associated with the above activity:** (Please select all applicable options)

Sources of Ignition/heat		Dry Combustibles		Hot Surfaces		Flammable Liquids		LPG	
Large Numbers Of People		Electrical Equipment		Smoking (Outdoors Only)		Work At Height		Use of Sharps	

#### **DECLARATION:**

**Please read the following points. If you have taken all reasonable actions to meet each point please sign.**

**Signed:** \_\_\_\_\_  
(Person responsible for safety matters)

**Date:** \_\_\_\_\_

**Name (Block capitals):** \_\_\_\_\_

#### **TICK**

☐

We will hold appropriate levels of Public Liability insurance (required) and Employer Liability insurance (if required) for the duration of the event and have provided evidence of this.

☐

We will take adequate actions to ensure that the public will be protected from any harm as a result of any action we may or may not take, or item sold from our stand, and we have completed a suitable and sufficient risk and fire risk assessment for our stand, which we enclose with our application. Should our stand or operations change before the show, we will provide the organiser with revised assessments.

☐

Where we are providing any food or beverage, we have a HACCP in place, our staff are appropriately trained and we will display allergen information.

☐

All electrical appliances that we use will be tested and protected with RCD protection.

☐

All items/produce for sale will be strictly labelled according to British and European regulations and legislation in force at the time of the Show.



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- ☐ We will have suitable firefighting equipment on our stand in line with our Fire Risk Assessment.
- ☐ We have brought to the attention of the show organiser any other information that may give rise to a hazard or concern at the Show.
- ☐ Upon arrival at the Show our staff will familiarise themselves with any potential risks on site and any emergency information.
- ☐ Anyone involved with our stand has been given sufficient information, instruction and training to enable them to work in a competent and safe manner.
- ☐ All staff, including contractors and sub-contractors have been informed of potential risks on site.
- ☐ We will comply with all rules and regulations of the Show which we have received and understand.
- ☐ We agree to liaise with the Show Secretary, Health & Safety Officer, or other person(s) authorised by the Monmouthshire Show Society Ltd to ensure the health and safety of all parties who may be affected by our actions or inactions.
- ☐ We accept that the Society may suspend any activity which they consider contravenes its rules and procedures for safety and agree to take any action required of us aimed at ensuring compliance.
- ☐ We have completed the Exhibitor Stand Risk Assessment and understand the requirement for ensuring that the necessary controls for eliminating or minimising risk are put in place.
- ☐ We have completed all pages of this form and apply for trade space.
- ☐ We will ensure that all regulations are met and no claims against the Society will be considered.
- ☐ Any major or minor incidents occurring within the area that we are located should and will be reported to an official of the Society immediately.

**Please ensure you fully complete this document, including the Risk Assessment and Fire Risk Assessment and return with your application along with the following:**

#### **FOOD & DRINK SUPPLIERS:**

Name under which food business is registered: \_\_\_\_\_

Local authority with which food business is registered: \_\_\_\_\_

Food Hygiene Rating Score: \_\_\_\_\_

Date of last inspection: \_\_\_\_\_



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### RISK ASSESSMENT FOR TRADESTANDS

Any organisation or individual wishing to exhibit/trade at Monmouthshire Show needs to provide a suitable Risk Assessment that covers all activities undertaken at Monmouthshire Show, including exhibit set up and take down. This assessment form is for guidance to help you consider any hazards relating to your stand.

Please ensure you have identified any hazards posed by your stand and/or your activities and make every effort to remove or reduce these hazards to protect yourselves, your staff and the general public from risk of injury or harm.

This completed and signed form must be submitted along with your application form. It should be reviewed and maintained leading up to the Show and must be available, along with all required evidence, for inspection upon request on the day of the Show.

Activity/Hazard/Consideration	Tick if you have this hazard	Explain who may be harmed and what you do to reduce the effect of the hazard to a safe level
<b>Accessibility for those less able</b> Detail the considerations and measures that you put in place to enable everyone to be able to access your stand safely in line with the Equality Act 2010.		
<b>Alcohol</b> If you sell or provide alcohol on your stand, detail how you ensure it is not served to minors and how you uphold the licencing conditions. <b>If you sell or provide alcohol on your stand, you must have a valid TEN and be able to produce it on the day of the Show. Sale or provision of alcohol must also be agreed with the Show before booking.</b>		
<b>Chemicals</b> If you use of have chemicals present on your stand, including everyday cleaning products, you should complete COSHH assessments for each product. Explain how you prevent injuries occurring from these chemicals.		
<b>Children</b> Consider how you ensure children may be affected by your stand or products and how you ensure they are not exposed to such hazards.		
<b>COVID-19</b> Explain the measures you are implementing on your stand to ensure good hygiene of your staff and customers and how you are managing		



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the hazard in line with current government guidelines.		
<b>Demonstrations</b> Describe any demonstrations of products or services and how you ensure no hazards are present to your staff or visitors.		
<b>Electricity</b> Detail how you ensure your electrical equipment is safe, will not cause injury to your staff or customers and will not start fires.		
<b>Erecting and Dismantling Your Stand</b> Explain measures taken to ensure the safety of your staff and those around you during this process and how you fulfil your responsibilities under the Construction (Design and Management) Regulations.		
<b>Evacuation or Emergency</b> Explain how you have considered suitable exit points from your stand in case of emergency and how your staff are briefed on these exits including where to go in the event of an evacuation. Ensure you provide instruction to staff of what to do in an emergency and how to raise the alarm.		
<b>Fire</b> Please ensure you have completed and provide the required Fire Risk Assessment.		See separate Fire Risk Assessment on following pages.
<b>Flag Poles or Raised Equipment</b> Detail what measures you have in place to ensure the use of flag poles or raised equipment is safe.		
<b>First Aid Provision</b> Detail what measures you have in place to ensure you have suitable and sufficient first aid for your staff whilst erecting and dismantling your stand.		
<b>Food</b> Explain measures taken to ensure food supply, storage, etc is safe. <b>Please provide your HACCP, Hygiene Certificates, copy of current FHRS, etc. with your application.</b>		



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<b>Ground Conditions</b> Explain how you assess and deal with different ground conditions; such as very wet shows or uneven ground to ensure your staff and customers are not injured.		
<b>Hot Liquids</b> If you have or create hot liquids on your stand consider what measures you take to ensure your staff and customers are not scalded.		
<b>Hygiene</b> Explain what measures you take to ensure good hygiene for your staff and customers.		
<b>Items on Display</b> Describe the items you have on display and if they may pose hazard to staff or customers. What measures do you take to prevent these potential injuries. Especially consider if children access your stand.		
<b>Lone Working</b> What measures do you take to ensure the safety of any staff working alone.		
<b>LPG/Gas Heat Sources</b> Detail what gas sources and quantities you have on your stand and measures to ensure they are used safely.		
<b>Manual Handling</b> Explain measures you take to prevent your staff being injured whilst carrying out manual handling (lifting, carrying, pushing, pulling, etc) setting up, running or dismantling your stand.		
<b>Naked Flames/Heat Sources</b> NB. Oil burners and lit candles are strictly prohibited. If you have naked flames or heat sources on your stand, detail how you ensure these do not set other items/ stands alight or how you prevent accidental contact of the flame, heat or hot surfaces with people.		
<b>Noise</b> If your stand, demonstrations or processes create noise then detail how this will be managed to prevent disturbance to other stands and to		



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prevent hearing damage to your staff.		
<b>Overcrowding</b> Do you have limited space on your stand or attract large crowds during demonstrations? Explain how you manage your customers/ audience to prevent injury or causing hazards to other stands or visitors.		
<b>Power Tools &amp; Plant and Machinery</b> If you use power tools or plant and machinery whilst erecting and dismantling or demonstrating on your stand, how do you ensure the equipment is correct for the job and in a safe condition and your staff have been appropriately trained in its use.		
<b>Public Access to Staff Only Areas or On-Stand Hazards</b> Explain what hazards you may have on your stand that may injure others if they access them and how you prevent such access or injury.		
<b>Racking and Shelving Stability</b> If you use any racking, shelving, suspended items or display units, how do you ensure they remain stable and will not topple, fall or collapse especially if ground conditions are uneven or strong winds dislodge, etc.		
<b>Sharp Items (such as knives)</b> NB. Only to be used for set up/ dismantling stands and strictly prohibited from sale. What measures do you take to ensure those using such items do so safely or others do not have access to them.		
<b>Slips and Trips</b> Explain what you do to ensure your staff and customers do not slip or trip whilst in your stand. Consider trailing cables and low-level displays		
<b>Smoke, Fumes or Effects that may cause offence</b> Explain how you ensure any smoke, fumes or effects that may be produced from your stand are controlled to ensure they do not affect others or pose harm. If you are using gas or burning fuel ensure you have considered the risk		



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of carbon monoxide.		
<b>Temporary Structure</b> Do you erect a gazebo or marquee? Consider suitability of the structure and how you safely set it up/remove it. Also consider measures to ensure it is safe and suitable for use at all times whilst on the Show site. All structures should be rated to at least 30mph wind gusts and have appropriate anchorage.		
<b>Vehicle Movement</b> Consider how you avoid injuring someone from the movement of your vehicle on-site and how you avoid getting injured.		
<b>Weather Conditions</b> Explain what you do to accommodate extreme weather conditions, e.g. very hot or very windy, that may affect your staff or stand structure.		
<b>Working at Height</b> (any height where you are standing on the ground) Detail if you must carry out any working at height whilst setting up, using or dismantling your stand, and how you will do this safely.		
<b>Waste</b> Explain what waste you produce and how you dispose of it safely.		
<b>Other Hazards</b> Detail here any further hazards specific to your stand and measures you will take to control the risk. Use further pages if necessary.		

<b>Company/Stand Name:</b>	
<b>Responsible Person (Print Name):</b>	
<b>Position in Company:</b>	
<b>Signature:</b>	
<b>Date:</b>	

**Please Note:** This document does not preclude you from prosecution or removal from the site should any inspection reveal unsatisfactory standards.

Further guidance can be accessed on the Health and Safety Executive's website:  
<https://www.hse.gov.uk/simple-health-safety/risk>



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### FIRE RISK ASSESSMENT

In order to comply with relevant fire safety legislation you **MUST** complete a Fire Risk Assessment of your unit/stand in line with nationally recognised fire risk assessment guides.

The Risk Assessment needs to identify the fire hazards and person at risk, you must endeavour to remove or reduce these risks and protect people from fire. Failure to comply with this requirement may result in your unit/stand being prohibited from use.

You must be able to answer YES to the following questions. This signed and completed form must be submitted to the event organiser along with your Application Form and must also be maintained and available for inspection by the Fire & Rescue Service/Event Organiser upon request.

You must undertake a Fire Risk Assessment for each structure, which must be suitable for the circumstances. You do not need to use this form and may use another method if you wish, however this form is considered to be suitable for most standard temporary structures.

Type & use of unit			
Size (m2)			
Maximum Capacity	Staff:	Public:	Total:

Question	Yes/No	Additional actions/Comment
Are adequate exits provided for the numbers of persons within the unit or stall? Are your staff and customers able to evacuate easily if the normal exit is blocked?		
Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?		
Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use?		
If the normal lighting failed would the occupants be able to make a safe exit? (Consider back up lighting)		
Do you have an adequate number of appropriate fire extinguishers/fire blankets available in prominent positions and easily available for use?		
Has the fire-fighting equipment been inspected within the last 12 months? Note: a certificate of compliance will normally be required.		
Have your staff been instructed on how to operate the fire-fighting equipment provided?		



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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?		
Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/ cardboard, bottled LPG, etc. and reduced the risk of them being involved in an incident?		
Have you identified all ignition sources and ensure that they are kept away from all flammable material?		
Are the structure, roofing, walls and fittings of your stall or unit flame retardant? Note: certificates of compliance will normally be required.		
If any staff sleep in the stall is there a working smoke detector and a clear exit route at night? 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.		
Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, etc.?		
Do you have sufficient bins for refuse? Is all refuse kept away from your unit?		
Are you aware that petrol generators are not permitted on site?		
Do you use LPG? (If 'No', ignore remaining questions)		
Do you have an inspection/gas safety certificate for the appliances and pipework (copy to be available for inspection) and are all hose connections made with "crimped" fastenings.		
Are the cylinders kept outside, secured in the upright position and out of reach of the general public?		
Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?		
Are the cylinders located away from entrances, emergency exits and circulation areas?		
Are the gas cylinders readily accessible		



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to enable easy isolation in case of an emergency?		
Do you ensure that all gas supplies are isolated at the cylinder, as well as they appliance when the apparatus is not in use?		
Do you ensure that only those cylinders in use are kept at your unit/stall? (Spares should be kept to a minimum and in line with any specific conditions for the event).		
Is a member of staff, appropriately trained in the safe use of LPG, present in the unit/stall at all times?		
If you answered 'No' to any questions, please detail below actions taken to remedy the situation (continue on separate sheet if necessary).		

<b>Company/Stand Name:</b>	
<b>Responsible Person (Print Name):</b>	
<b>Position in Company:</b>	
<b>Mobile Number:</b>	
<b>Signature:</b>	
<b>Date:</b>	

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Further guidance can be accessed:

Fire Risk Assessment Guidance for Open Air Events and Venues:

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/14891/fsra-open-air.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14891/fsra-open-air.pdf)

Temporary demountable structures (TDS) - stages, seating, marquees etc:

[Event safety - Temporary demountable structures \(hse.gov.uk\)](https://www.hse.gov.uk/event-safety-temporary-demountable-structures/)

Gas Safety, The Law:

<https://www.ncass.org.uk/resources/legal-compliance/gas-safety/the-law/>