

HEATHFIELD AGRICULTURAL SHOW

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 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 return it by email to: farmersmarket@heathfieldshow.org

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

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)
Please add additional sheet if required.			

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.		

