

# Moreton Show 2023 Complex Exhibitor Risk Assessment for Trade Stands

## Fire, general hazards and risks

Please send completed documents to: **Trade Stands, Moreton Show Office, 5 Wychwood Court, London Road, Moreton-in-Marsh, Gloucestershire, GL56 0JQ** or email **showground@moretonshow.co.uk**

**Trade Stand / Company Name:** \_\_\_\_\_

**Booking No:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Operational Activity** (Please indicate which description most reflects the activities of your stand)

Retail Outlet     Static Display     Demonstrations     Food and Drink Outlet

**Hazards associated with above activity:**

Please tick one or more of the following, if the hazards will be represented on your stand during your occupation at the show site:

Sources of ignition/heat	Dry combustibles	Hot surfaces	Flammable liquids	LPG	Smoke
Large numbers of people	Electrical equipment	Food preparation	Work at height	Use of sharps	Hazardous Chemicals

**Plant on Site?**    YES / NO    If yes, which days.....  
 All operators must be in possession of a valid and appropriate certificate of competency for the plant being used on site, checks will be made by our Health & Safety Officer.

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**Animals on stand?**    YES / NO    If yes, how many of which type(s)  
 .....

**IMPORTANT INFORMATION ABOUT SUB-CONTRACTORS:**

Sub-Contractors conduct remains at all times the responsibility of the exhibiting company whose contract is with Moreton Show. Sub-Contractors should be provided with a copy of all paperwork relating to your stand booking and it is the exhibitor's responsibility to ensure Sub-Contractors have all the information required to be able to safely carry out their work at the event.

Will contractors be engaged by you/your company? <b>YES / NO</b>	<b>Note:</b> risk assessment(s) and method statement(s) are required for contractor activities.
<b>Name of contract company (s)</b>	
<b>Work undertaken</b>	
<b>Plant / equipment to be used</b> To include mobile plant & powered access equipment. If basic hand tools only (i.e. not powered) 'various hand tools' can be entered	

## RISK ASSESSMENT:

It is a requirement of the Show (and in many cases a legal requirement) that any organisation or individual wishing to exhibit as a trade stand or similar provides a suitable and sufficient risk assessment of their proposed undertakings at the Moreton Show. The below assessment form is intended as guidance only to assist you consider the hazards related to your stand. This does not absolve you from your legal obligations or responsibilities or transfer such.

Your assessment needs to identify the significant hazards at each stage of attendance (eg; build up, show day and break down) that may be posed by your stand and your operations to anyone on the showground, including you and your staff, your contractors as well as visitors. You must endeavour to remove or reduce these risks to protect people from injury.

The completed and signed form must be submitted to the event organiser as well as maintained available on your stand for inspection by the Regulatory Services / Event Organisers upon request.

You do not need to use the following risk assessment template; you may use another method/format if you wish provided you are satisfied as to its appropriateness to your stand at this show. Further guidance can be accessed on the Health and Safety Executive's website: <https://www.hse.gov.uk/simple-health-safety/risk>

**Note:** It is unlikely that the activities associated with a stand will not have some risk attached therefore, statements such as 'No Risk' will need to be qualified.

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> <i>Detail considerations and measures put in place to enable everyone to be able to access your stand safely in line with the Equality Act 2010.</i>	<input type="checkbox"/>	
<b>Alcohol</b> <i>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. Note if you intend to sell alcohol on your stand this must be agreed with the Show before booking.</i>	<input type="checkbox"/>	
<b>Chemicals</b> <i>If you use or have chemicals present on your stand – these may include everyday cleaning products; you should complete COSHH assessments for each product. Explain how you prevent injuries occurring from these chemicals.</i>	<input type="checkbox"/>	
<b>Children</b> <i>Consider how you ensure children may be effected by your stand or products and how you ensure they are not exposed to such hazards.</i>	<input type="checkbox"/>	
<b>Demonstrations</b> <i>Describe any demonstrations of products or services and how you ensure no hazards are presented to your staff or visitors.</i>	<input type="checkbox"/>	
<b>Electricity</b> <i>Detail how you ensure your electrical equipment is safe, will not cause injury to your staff or customers and will not start fires.</i>	<input type="checkbox"/>	

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>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.	<input type="checkbox"/>	
<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 exists including where to go to 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.	<input type="checkbox"/>	
<b>Fire – including combustible materials</b> Please ensure you have completed and provided a detailed Fire Risk Assessment where you have heat sources, liquid fuels (eg LPG), flammable liquids or explosive substances or anyone may be intending to sleep within the stand.	<input type="checkbox"/>	Detail any combustible materials, heat or ignition sources and how you will control these. All stands must have as a minimum their own suitably sized fire extinguisher.
<b>Flag poles or raised equipment</b> Detail measures you have in place to ensure the use of flag poles or raised equipment is done so safely. <b>Note there are a number of overhead cables on the showground. No such items will be permitted within 10m of lines.</b>	<input type="checkbox"/>	
<b>Flammable Liquids</b> Detail any flammable liquids that you may have present at the show and explain how you store, handle and use them and the type of extinguishing device required that you will provide.	<input type="checkbox"/>	
<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.	<input type="checkbox"/>	
<b>Food</b> Explain measures taken to ensure food preparation, supply, storage etc is safe. <b>Please provide your HACCP and completed food stand booking documentation with this risk assessment.</b>	<input type="checkbox"/>	
<b>Ground Conditions</b> Explain how you asses and deal with different ground conditions; such as very wet shows or uneven ground to ensure your staff and customers are not injured	<input type="checkbox"/>	
<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 etc.	<input type="checkbox"/>	

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>Hot Surfaces</b> <i>Equipment for cooking or display of heat generating devices may produce hot surfaces. Explain how you will prevent the posing an injury to anyone who may touch them.</i>	<input type="checkbox"/>	
<b>Hygiene</b> <i>Explain what measures you take to ensure good hygiene for your staff and customers. <b>All food stands must provide their own handwashing facilities.</b></i>	<input type="checkbox"/>	
<b>Items on Display</b> <i>Describe the items you have on display and if they may pose a hazard to staff or customers what measures you take to prevent these injuries. Especially consider if children access the stand.</i>	<input type="checkbox"/>	
<b>Livestock/Animals on Stand</b> <i>Give details of any animals (type &amp; quantity) on your stand, how they will be housed securely and bio-security measures you will employ, including hand washing for public where they can touch animals.</i>	<input type="checkbox"/>	
<b>Lone Working</b> <i>What measures do you take to ensure the safety of any staff working alone.</i>	<input type="checkbox"/>	
<b>LPG/Gas Heat Sources</b> <i>Detail what gas sources and quantities you have on your stand and measures to ensure they are used safely. <b>Current Gas Safe Certificates must be available for inspection at the show.</b></i>	<input type="checkbox"/>	
<b>Manual Handling</b> <i>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.</i>	<input type="checkbox"/>	
<b>Naked Flames/Heat Sources</b> <i>If you have naked flames or heat sources on your stand, detail how you ensure these do not set other items/stand alight or how you prevent accidental contact of the flame/heat/hot surfaces with people.</i>	<input type="checkbox"/>	
<b>Noise</b> <i>If your stand or process creates excessive noise detail how you manage this to prevent hearing damage to your staff or disturbing other stands. Note: Use of PA systems is prohibited without express written consent from the show.</i>	<input type="checkbox"/>	
<b>Overcrowding</b> <i>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.</i>	<input type="checkbox"/>	

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>Plant (eg. Forklifts, Crane, Hiab)</b> <i>If plant will be required to set up or derig your stand or will be used as part of a demonstration, please detail the type of machinery and how it will be used safely.</i>	<input type="checkbox"/>	
<b>Power Tools &amp; Plant and Machinery</b> <i>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 trained in its use.</i>	<input type="checkbox"/>	
<b>Public Access to Staff only areas or on-stand hazards</b> <i>Explain what hazards you may have on your stand that may injure others if they access them and how you prevent this.</i>	<input type="checkbox"/>	
<b>Racking and Shelving Stability</b> <i>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..</i>	<input type="checkbox"/>	
<b>Sharp Items (such as knives)</b> <i>What measures do you take to ensure those using such items do so safely or others do not have access to them.</i>	<input type="checkbox"/>	
<b>Slips and Trips</b> <i>Explain what you do to ensure your staff and customers do not slip or trip whilst in your stand. Don't forget to consider trailing cables and low-level displays.</i>	<input type="checkbox"/>	
<b>Smoke, Fumes or effects that may cause offence</b> <i>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 of carbon monoxide.</i>	<input type="checkbox"/>	
<b>Temporary structures</b> <i>Do you erect a gazebo or marquee? Consider how you have selected the structure as being suitable and how you set it up and remove it safely and measures to ensure it is suitable for use at all times whilst on this site. All structures should be rated to at least 30mph wind gusts and have appropriate anchorage.</i>	<input type="checkbox"/>	
<b>Vehicle movement</b> <i>Consider how you avoid injuring someone from the movement of your vehicle on-site and how you avoid getting injured.</i>	<input type="checkbox"/>	

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>Weather conditions</b> <i>Explain what you do to accommodate very hot, or cold or very windy conditions etc. that may affect your staff or stand structure.</i>	<input type="checkbox"/>	
<b>Working at Height</b> (any height where you are not stood on the ground) <i>Detail if you must carry out at working at height whilst setting up, using or dismantling your stand, and how you will do this safely.</i>	<input type="checkbox"/>	
<b>Waste</b> <i>Explain what waste you produce and how you dispose of it safely.</i>	<input type="checkbox"/>	
<b>Other Hazards</b> <i>Detail here any further hazards specific to your stand and measures you will take to control the risk. Use further pages if necessary.</i>	<input type="checkbox"/>	

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

**DECLARATION:**

We fully understand and accept the requirement, as a condition of entry into Moreton Show, each exhibiting member or employee of the Company, any contractor/sub-contractor, supplier, or other party whose presence and/or activity is associated with our undertakings to comply with the Health & Safety at Work Act 1974 and all other current, relevant legislation, established guidance relating to safety at public events and Moreton Show's rules and procedures.

I 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 confirm that our stand staff and others have 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 agree to liaise with the Events Coordinator, Health & Safety Officer, or other person(s) authorised by the Society 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.

The Company has/has not a current health and safety policy.

*Should it be deemed that there is insufficient understanding of the duties of exhibitors and their associates under current legislation, it is expected that the exhibitor or their agent will obtain appropriate advice and assistance from a suitably competent person / body. (Please delete as appropriate)*

Signed..... Date .....

Name (block capitals).....

Position within company/business .....

Named person responsible for safety on site if different to above .....

Mobile No .....

Insurance policies and certification: We confirm that we have appropriate insurance in place which will remain valid for the duration of the Show.

	Policy No	Name of insurers
Public Liability Insurance		
Employers Liability Insurance		

**IMPORTANT INFORMATION FOR EXHIBITORS SERVING FOOD:**

Any exhibitor offering food or drink to visitors (beyond hot and cold drinks and pre-packed long-life goods such as biscuits or crisps) must bring the below documentation on show day. This may be inspected by the Society's Environmental Health Officer:

- **Food Hygiene Certificate**
- **Relevant documents relating to Food Safety Management System (HACCP)**
- **Copy of Registration certificate with Local Authority**
- **Latest Food Safety Visit Report**

**Local authority your food business is registered with:**  
(anyone preparing, cooking, storing, handling, distributing, supplying or selling food must be registered)

**Full name Food business is registered as:**

**Information for exhibitors using Gas Bottles:** Please bring with you to the show your latest Gas Safety Certificate (where relevant).