

Generic Risk Assessment Guide for Simple Stands at Moreton Show Saturday 2nd September 2023

METHOD STATEMENT

The person as named in your booking is responsible for the safe construction and breakdown of the trade stand. They will be onsite for the majority of the time and will be able to be contacted on a mobile number in an emergency. The simple stand will consist of a table display/display equipment/a small gazebo that will be erected on the ground. There will be no or very few contractors involved in the construction of your stand. You will ensure all persons involved in the stand build/operation and removal will be fully briefed on the safe process as well as the rules of the showground as well that there are a number of high voltage cables overhead. Your materials will be transported by one vehicle to and from the showground by yourself or a courier. The stand erection and dismantling will be managed by your named person and will take no longer than 7 hours to complete. All lifting of goods will be supervised by your named person with the use of a trolley if appropriate. There will be no requirement to work at height. If electric is required, any equipment will have been recently PAT tested and you will connect to the power source provided by the show once it is available and make sure any trailing wires are made safe to trip hazards.

	HAZARDS AND RISKS	PERSONS AT RISK	CONTROL MEASURES
PRE-SHOW	Driving around the showground Manual handling Slips trips and falls Fire Contact with overhead powerlines	Staff on stand Fellow stall holders Stewards	Familiarise yourself with the showground layout and facilities. Follow instructions provided by show and stewards. Display your vehicle pass. Adhere to 5 mph speed limit on showground at all times. Briefing of all staff to safe working procedures. Alert to location/vicinity to high voltage overhead powerlines. Vehicles to be moved to car park as soon as you have been offloaded/finished setting up. Tools & power tools only used by those competent & trained to do so. When erecting/dismantling gazebos or structures taking account of the weather forecast – especially wind gusts. Ensuring any temporary structure (gazebos) etc are adequately anchored down for the forecast weather/wind. Safe working practices for manual handling to be used. Tidying up rubbish & set up material promptly once finished with Making sure your stand is set up by 08:00 and not dismantled until 18:00. Making sure your stand does not protrude into any gangways or block other fire exits. Notifying stewards of any showground trip hazards. All stands to provide their own fire extinguisher and awareness of showground fire procedures.
DURING SHOW	Slips, trips and falls Fire Manual Handling Food hygiene Intoxication Security	Staff on stand Fellow stall holders Stewards General public	Follow instructions provided by show and stewards. Making sure you work within your stand area. Tidying up rubbish promptly once finished with. Any equipment that could cause harm people to be stored away from public. Keeping the area around your stand tidy and free from any hazards. All electrical equipment recently PAT tested and only using the show's official electricians for the electric connection. Ensure heat & ignition sources cannot come in contact with flammable materials & have provision of a fire extinguisher and awareness of showground fire procedures. No smoking within any structure. Safe working practices for manual handling & food hygiene. Staff trained as appropriate for your stand. Consumable goods stored appropriately. Alcohol only served as per the TEN & to unintoxicated over 18's. Promotion of free water points as displayed on the map. Take care of personal possessions and cash. Notify the Show Director on 01608 651908 immediately if you have any safety or security concerns.
POST SHOW	As per pre-show	As per pre-show	As pre-show

The above is not exhaustive and a specific assessment for your stand must cover any other hazards that may be present.