

Generic Risk Assessment for Simple Stands at Moreton Show Saturday 5th September 2020

METHOD STATEMENT

The named person 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 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. 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 or a step if appropriate. If electric is required, 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	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. Stick to 5 mile per hour speed limit on showground at all times. Vehicles to be moved as soon as you have finished setting up. Safe working practices for manual handling. Tidying up rubbish and 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. Notifying stewards of any trip hazards. The provision of a 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 The 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 Electrical equipment PAT tested and using the show official electricians for the electric connection. The provision of a fire extinguisher and awareness of showground fire procedures. Safe working practices for manual handling & food hygiene. Staff trained as appropriate for your stand. Consumable goods stored appropriately. Alcohol served as per the TENS licence to unintoxicated over 18's. Promotion of free water points as displayed on the map. Take care of personal possessions and cash. Notify the Secretary on 01608 651908 immediately if you have any security concerns.
POST SHOW	As per pre-show	As pre-show	As pre-show