

Moreton Show 2020 Complex Exhibitor Risk Assessment for stands

Fire, general hazards and risks

Trade stand/Company name:

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

Retail Outlet ☐ Static Display ☐ Demonstrations ☐ Catering 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.

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? Y/N	Note: risk assessment(s) and method statement(s) are required for contractor activities.
Name of contract company (s)	
Work undertaken	
Plant/equipment to be used To include mobile plant & powered access equipment. If basic hand tools only (i.e. not powered) 'various hand tools' can be entered	

Please record on the risk assessment below how you intend to control the risks from fire and all other hazards associated with your occupation of the stand. Fire controls for stands should be the same as for any retail outlet. You must consider who may be placed at risk during each stage of attendance on site, e.g. pre-show, show day and post event activities, including contractors and members of the public and describe the steps you propose to take to minimise those risks. Whilst it is important that all significant hazards and risks are identified, keep the assessment easy to understand – complication creates confusion. Feel free to copy the assessment page if more space is needed. Alternatively, you may send a copy of any similar format, provided you are satisfied as to its appropriateness to your stand at Moreton Show. 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.

	HAZARDS AND RISKS	PERSONS AT RISK	CONTROL MEASURES (TO MINIMISE RISK)
<i>PRE SHOW</i>			
<i>SHOWDAY</i>			
<i>POST SHOW</i>			

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.

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

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