

Risk Assessment Form - Eastrington Show

Saturday 21st
June 2008

Name of Organisation:

Name of Responsible Person:

Operational Activity (Please indicate which description most reflects the activities of your stand)	
Retail Outlet	<input type="checkbox"/>
Static Display	<input type="checkbox"/>
Demonstrations	<input type="checkbox"/>
Catering outlet	<input type="checkbox"/>

Hazards associated with above activity: Tick **one or more** of the following, if the hazards will be represented on your stand during your occupation at the Eastrington Show field site.

LPG <input type="checkbox"/>	Dry Combustibles <input type="checkbox"/>	Hot Surfaces or Vapour <input type="checkbox"/>	Use of Sharps <input type="checkbox"/>	Working at Height <input type="checkbox"/>	Food Preparation <input type="checkbox"/>
Highly Flammable Liquids <input type="checkbox"/>	Machinery <input type="checkbox"/>	Heat & Ignition Sources <input type="checkbox"/>	Electrical Equipment <input type="checkbox"/>	Dangerous Overcrowding <input type="checkbox"/>	Smoking Not Allowed <input type="checkbox"/>

Indicate how you intend to control the fire and other represented hazards associated with your occupation / activity of the stand or stall area. All exhibitors and stall holders are reminded that the fire controls for the stands / stalls will be the same as for any high-street retail outlet.

During the build up period:

During the open period:

During the break down period:

Owing to legal restrictions casual sleeping arrangements are prohibited on stands.

Signature of responsible person:.....(print name).....

Eastrington Show - in the East Riding of Yorkshire

Guidelines for Trade Stand Exhibitors, Stall Holders, and Demonstrators, all of whom must complete the risk assessment form and forward to the Show Secretary prior to the Show.

Using the guidelines shown below please consider what risks there are to those building up Trade Stands and Stalls, and to members of the public during the show. Outline the steps you propose to take to minimise those risks in the table overleaf. Please forward the completed form with your application.

If in your opinion there are no risks please print **NO RISKS** and **SIGN** the assessment.

Hazard	Who Might be harmed ?	Is more needed to control the risk ?
Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide.	There is no need to list individuals by name – just think about groups of people doing similar work of who may be affected, e.g.	For the hazards listed, do the precautions already taken
Slipping/tripping hazards Chemicals (e.g battery acid) Moving parts of machinery (e.g Blades) Work at height (e.g. from ladders / scaffolding) Pressure systems Vehicles Electricity Dust (e.g. from grinding, sawing) Fumes (e.g. from vehicle engines) Manual handling Noise Livestock on stand Projectiles on sideshows Lifting operation	Show Staff Maintenance Personnel Contractors People sharing your work place Operators Cleaners Members of the public Pay particular attention to:- Staff with disabilities Visitors Inexperienced staff Lone workers – they may be more vulnerable.	* Meet the standards set by a legal requirement? * Comply with a recognised industry standard? * Represent good practice? * Represent risk as far as reasonably practicable? Have you provided: * Adequate information, instruction or training? * Adequate systems or procedures? If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. Where the risk is not adequately controlled, indicate what more you need to do (the 'action list').
Fire hazard e.g. combustible materials (rubbish, flammable substances, LPG etc) and ignition sources (flames, smoking etc)	As above.	* Means of escape; fire detection and alarms. Fire fighting equipment and fire evacuation plan.

EASTRINGTON SHOW –
TRADE STAND / DEMONSTRATOR / OUTLET REGULATIONS

“Show Committee” refers to the Eastington Show Committee (ESC)

1. Boundaries of all Plots will be clearly allocated on site. The sub-letting of the Plot or any part of the Plot is prohibited, although the sharing of the Plot may be permitted with the prior written consent of the Show Committee.
2. Plots will be allocated to the Exhibitor on their arrival at the Showground or by prior agreement of the Committee. The Exhibitor is responsible for providing their own Stand. No tables or chairs or other equipment will be provided by the Show Committee.
3. The Exhibitor must apply and pay for sufficient space to accommodate their Stand including all stays and guy ropes for any tents, marquees or structures; and all towing bars, awnings and other extrusions to vehicles and trailers must be contained within the Plot boundaries.
4. The Exhibitor must provide a completed **Risk Assessment Form** and comply with the current Health and Safety Regulations. All exhibits containing moving parts must be fitted with guards to comply with the safety regulations applicable to the particular exhibit.
5. **If appropriate to the use of the Plot, the Exhibitor must hold public liability insurance.**
6. The Exhibitor shall receive free admission to the Plot for the purpose of attending the Stand. The number of free admissions shall be reasonable and at the discretion of the Show Committee.
7. **All vehicles not to be parked on the Plot for the duration of the Show must be moved to the car park.**
8. Motor vehicles must not interfere with nor cause inconvenience to other exhibitors or visitors by their presence and if retained on the Plot must be parked within the Plot boundary with their engines turned off and remain parked until the end of the Show.
9. The Show Society reserves the right to remove vehicles by mechanical means which in their opinion cause an obstruction and recover the cost incurred from the vehicle owner or driver without claim for any damages that may be caused in the removal.
10. Raffles, lotteries, tombolas and the use of audio and speaking equipment is prohibited except with the prior agreement of the Show Committee.
11. The Exhibitor shall not sell or offer for sale any foodstuffs or drinks on their Stand that may contravene the terms of the Show Committee’s catering concession unless written permission has been obtained from the Show Committee.
12. The Exhibitor is strongly advised to make their own security arrangements to safeguard their property as the Show Committee will not accept responsibility for any damage or loss.
13. At its complete discretion the Show Committee reserves the right ;
 - a. To refuse to accept any Trade Stand application;
 - b. To refuse admission to any person to the Showground;
 - c. To evict from the Show Field any person who does not comply with the conditions laid down by the Show Society for the good order, conduct and safety of the Show, or who causes any kind of disorder or nuisance.
14. The Show Committee shall exercise all reasonable care for the comfort and safety of exhibits entrusted to them, but the Show Committee will not be responsible for the entire or partial loss, non staging or detention of, or damage to same, or to any person or property, whether arising from accident or other persons or from any other cause. Further, it is a condition of entry that the Exhibitor will hold the Show Committee blameless and will indemnify them against legal proceedings and also against compensation for damage arising out of, in consequence of, or in connection with any such accident, loss or damage and entries are accepted only on this strict understanding.
15. All Stands, equipment and exhibits must be removed as soon as possible after the end of the Show Day.
16. The Exhibitor must remove all waste material from their Plot and take it from the Showground.
17. No refunds will be made to the Exhibitor if a reservation is cancelled by the Exhibitor other than by agreement of the ESC.