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**TRADE STAND / CATERING RISK ASSESSMENT TEMPLATE 2024**

We have a duty of care and require all our traders and exhibitors to help us with event safety by identifying potential hazards on their stand, assessing how serious any harm caused could be, and how likely it is that an injury could occur from a hazard. We need to know that you’ve taken reasonable steps to identify and minimise risk. Under health and safety law we **all** have a duty to do all that is reasonably practical to ensure the health, safety, and welfare of our employees, volunteers, and of anyone else that may be harmed by our work activities or our workplace.

It’s therefore a requirement of our Terms & Conditions that each stallholder (including their subcontractors) completes and submits a risk assessment form. This needs to be submitted in good time before the show along with proof of your £5m public and products liability insurance cover. If your insurance renewal time falls between now and the event, then you’ll need to re-submit when the new documents become available, so we have proof of up-to-date cover.

Please complete this form in full and return it with your application.

See final page for sources of further advice and guidance.

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| --- | --- |
| EXHIBITOR NAME  |  |
| DATE OF ARRIVAL ON SITE |  | DATE OF DEPARTURE FROM SITE |  | STAND SIZE  |  |
| PERSON IN CHARGE |  | CONTACT NUMBER ON SITE |  |
| DESCRIPTION OF STAND/UNIT |  |
| MAXIMUM OCCUPANCY (STAFF) |  | MAXIMUM OCCUPANCY (PUBLIC) |  | TOTAL MAXIMUM OCCUPANCY |  |

**GENERAL HAZARDS** (consider risks to your own staff and to customers, other exhibitors and visitors)

The following list is a guide to the elements you should consider.

Slipping and tripping
Manual handling
Working at height
Machinery use
Dust, fumes and chemicals
Falling objects
Electrical equipment
Overcrowding
Vehicles
Rubbish
Weather conditions
Effects of noise
Livestock
Fire (ignition sources, flammable substances, LPG use)

In your Control Measures listed, include information about compliance with relevant legal standards, recognised industry standards and training that has been undertaken.

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| WHAT ARE THE HAZARDS? | WHO COULD GET HARMED AND HOW? | SEVERITY OF THE RISK (HIGH, MEDIUM OR LOW) | CONTROL MEASURES (HOW ARE YOU REDUCING THE RISK) |
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**GENERAL HAZARDS Continued**

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| WHAT ARE THE HAZARDS? | WHO COULD GET HARMED AND HOW? | SEVERITY OF THE RISK (HIGH, MEDIUM OR LOW) | CONTROL MEASURES (HOW ARE YOU REDUCING THE RISK) |
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| WHAT ARE THE HAZARDS? | WHO COULD GET HARMED AND HOW? | SEVERITY OF THE RISK (HIGH, MEDIUM OR LOW) | CONTROL MEASURES (HOW ARE YOU REDUCING THE RISK) |
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**FIRE SAFETY**

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| CHECKLIST | TICK TO CONFIRM | COMMENTS |
| I have completed the Fire Safety section in the Exhibitor Assessment Questionnaire |  |  |

**LPG – Complete this section only if you use LPG**

|  |  |  |
| --- | --- | --- |
| CHECKLIST | TICK TO CONFIRM | COMMENTS |
| I have completed the LPG section in the Exhibitor Assessment Questionnaire |  |  |

Responsible person:

………………………………………………………………………………………. ………………………………………………………………………………………………. ………………………………………..
SIGNATURE PRINT NAME DATE

……………………………………………………………………………………….
POSITION IN COMPANY

Please note: Notwithstanding the content of this document, any exhibitor deemed to have unsatisfactory standards or provisions and who fails to remedy to the satisfaction of our Health & Safety Officer will not be permitted to trade and risks removal from site.

More information that will help you complete this form and ensure that you’re following best practice is here:
<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

Fire risk assessment guidance for open air events like ours:
<https://www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues>

Guidance around temporary demountable structures:
<https://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm>

Guidance for the safe use of LPG at events:
<https://www.ncass.org.uk/resources/legal-compliance/gas-safety/the-law/>

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