



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.

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

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

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)

GENERAL HAZARDS Continued

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)

FIRE SAFETY

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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