

ROYAL NORTHERN SPRING SHOW

CHECKLIST, RISK ASSESSMENT & FIRE RISK ASSESSMENT for EACH TRADE STAND PARTICIPANT

Booking can ONLY be accepted if accompanied by this completed form and Insurance Declaration. Please complete this FORM, keeping and using a copy for reference before and at the event and return this form and the required documents by email to the RNAS Secretary: Mrs Fiona Davidson secretary@rnas.info (Tel: 07795 570359)

Company Details	Contact name:
Company Name:	Name:
Address:	Email:
	Telephone:
Stand Ref:	Date:

CHECKLIST	Answer YES/No or N/A	Attached with this form? YES/No?
1. Are you employing a contractor(s) to manage, build or break down your stand? (If Yes please provide your contractor(s) details? Either type in the details in this box or attach details and return to the RNAS Secretary with this form) Insert details here?		
2. Do you have an appropriate Risk Assessment for exhibiting at the show? If Yes please provide a copy to the RNAS Secretary If No Please complete the Risk Assessment template provided in Appendix A below (For further guidance on risk assessment, please follow this link: Managing risks and risk assessment at work – Overview -HSE)		
3. Do you have an appropriate Fire Risk Assessment for exhibiting at the show? If Yes please provide a copy to the RNAS Secretary If No Please complete the Fire Risk Assessment template provided in Appendix B below (The completed Fire Risk Assessment should cover all the 'Fire Risks' associated with the build-up, breakdown and general running of your stand. You must endeavor to remove or reduce these risks and protect people from fire)		

4. Do you have Public Liability insurance against fire, theft and other appropriate risk not only with regards to your own property but also against any third-party claims. (A copy of your certificate of Insurance must be submitted to the RNAS Secretary plus a copy must be brought along to the RNAS Spring Show)		
5. Do you require electricity to be supplied to your stand? (If yes you are required to complete the RNAS Electric supply request form and submit that to the RNAS secretary attached with this form)		
6. Will you be preparing, storing or holding food on site at the Spring Show? (If yes please complete the RNAS Food Safety form provided and submit a copy to the RNAS secretary.)		
7. Do you intend to use LPG or Calor Gas cylinders at the Spring Show? (If Yes, you will require an inspection / gas safety certificate for the appliances and pipework? (copy to be available for inspection). This will need to be covered in your Fire Risk Assessment provided. See Appendix B below.)		
8. I confirm I have a copy of the RNAS Local Rules for Health & Safety at the Royal Northern Spring Show. By submitting this form, you are committing to the conditions of the Spring Show		

Appendix A: Royal Northern Spring Show Risk Assessment

(Risk Assessments to be completed by all Stand Holders)

Type of Stand/Area and Activity Undertaken/Use
Description of Stand, design, layout, contents, type of product/s on display and processes being assessed i.e. build-up, during Show & breakdown. Please include details of your procedure for dealing with adverse weather conditions.

Please either complete the risk assessment template below or provide your own specific Risk Assessment for the show to the RNAS Secretary.

STEP 1 – Identify fire and other hazards on your stand or area that may pose a risk
Consider the risks from working at height during erection and dismantling of your stand, moving machinery during set up, breakdown, dangerous machinery (spikes, blades), mechanical/hydraulic devices, livestock, hazardous chemicals

STEP 2 – Who are the people visiting or working on your stand who may be at risk
e.g. employees, visitors to the stand, children, young persons, contractors,

STEP 3 – Please indicate what steps you have taken to ensure that the risks identified have been removed or minimised and are adequately controlled
e.g. that any part of your exhibit dangerous to visitors is adequately fenced off, all mechanical/hydraulic devices are guarded and safely secured against dangerous or unintended operation or movement, any steps/ramps are firm and strong, with non-slip surfaces and handrails, and placed in such a way so as not to present a trip hazard trained handler of livestock/horses

Additional Controls (Any further precautions you have put in place)**Any additional information you feel may be relevant****Details of the “Responsible Person” for your Trade Stand or area during the Show:**

Name: _____

Mobile Number: _____

Appendix B: Royal Northern Spring Show 2024 Fire Risk Assessment

(Fire Risk Assessments to be completed by all Stand Holders)

In order to comply with the Fire (Scotland Act) 2005, you MUST complete a Fire Risk Assessment of your stand. The Risk Assessment needs to identify the fire hazards and persons at risk, you must endeavor to remove or reduce the hazards and protect people from fire. Failure to comply with this requirement will result in you being removed from the event.

You must undertake a Fire Risk Assessment for your stand, which must be suitable for the circumstances. You do not need to use this form, and may use another method if you wish. However this form is considered to be suitable for most exhibitors at events.

Please either complete the fire risk assessment template below or provide your own specific fire risk assessment for the show to the RNAS Secretary.

Company name:	
Address:	
Contact Name, telephone, email:	
Stand:	Location (Outside, Marquee, Exchange, Concourse):
Overall responsibility for fire safety at the event:	Name and job title:

Description of your stand and types of products, equipment on display	Indicate size, type, use, construction, what is being exhibited highlighting any fire risks e.g. marquee, tables, material, machinery, tanks, fuels, chemicals etc.	
Persons normally present on stand:	Number of employees:	Number of non-employees:
	Description of any persons especially at risk: e.g. children, elderly, disabled, visitors unfamiliar with building/layout	
Description of means of escape: Indicate number of exit routes	This is applicable if you are responsible for an enclosed structure e.g. marquee.	

Fire Risk Assessment – Significant findings

Sources of ignition/heat
e.g. electricity, naked flames, portable heaters, smoking, hot-work
What are you doing to control the risk e.g.
e.g. electrical appliances are PAT tested, no smoking etc.
Sources of fuel
e.g. flammable gases and liquids (fuel, chemicals), waste
What are you doing to control the risk e.g.
e.g. minimum quantities of fuel held and stored in flam or chem safes, waste removed

Sources of oxygen
e.g. chemical oxidisers, oxygen cylinders
What are you doing to control the risk e.g.
e.g. minimum quantities held

This first section is to be completed only by stands that are erecting a marquee as part of their own stand.

- | | | | | |
|----|---|-----|----|-----|
| 1. | Are adequate exits provided for the numbers of persons within the unit or stall (Are your staff and customers able to evacuate easily if the normal exit is blocked?) | Yes | No | N/A |
| 2. | Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations? | Yes | No | N/A |
| 3. | Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use. | Yes | No | N/A |
| 4. | If the normal lighting failed would the occupants be able to make a safe exit?
(Consider back up lighting such as torches) | Yes | No | N/A |

All Exhibitors to complete

- | | | | | |
|----|--|-----|----|-----|
| 5. | Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use? | Yes | No | N/A |
| 6. | Has the fire-fighting equipment been tested within the last 12 months? | Yes | No | N/A |
| 7. | Have your staff been instructed on how to operate the fire-fighting equipment provided? | Yes | No | N/A |
| 8. | Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit/area, and the exit locations? | Yes | No | N/A |
| 9. | Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled L.P.G. etc. and reduced the risk of them being involved in an incident? | Yes | No | N/A |

10.	Have you identified all ignition sources and ensured that they are kept away from all flammable materials?	Yes	No	N/A
11.	Are the structure, roofing, walls and fittings of your stall or unit flame retardant?	Yes	No	N/A
12.	Do you have sufficient bins for refuse? Is all refuse kept away from your exhibit?	Yes	No	
13.	Is all the electrical equipment PAT tested and kept in a secure condition?	Yes	No	
14.	Are you aware that petrol generators are not permitted on site?	Yes	No	

Please complete the section below if you are to use LPG at the event.

15.	Do you have an inspection / gas safety certificate for the appliances and pipework? <i>(copy to be available for inspection)</i>	Yes	No
16.	Are the cylinders kept outside, secured in the upright position and out of the reach of the general public?	Yes	No
17.	Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?	Yes	No
18.	Are the cylinders located away from entrances, emergency exits and circulation areas?	Yes	No
29.	Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	Yes	No
20.	Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use?	Yes	No
21.	Do you ensure that only those cylinders in use and a single spare cylinder are kept at your unit / stand?	Yes	No
22.	Is a member of staff, appropriately trained staff in the safe use of LPG, present in the unit / stall at all times?	Yes	No

**If the answer to any of the above questions is "NO",
Please detail the actions you have taken to remedy the situation.**

Stallholder /

Responsible Person :

Signature*

Print Name

Date

Designation :

Company :

Please Note: You can digitally sign electronic submissions of this document and sign hard copy originals you bring for reference to the show.

Please note: *This document does not preclude you from possible prosecution or removal from the venue from the event organisers, should a subsequent inspection reveal unsatisfactory standards.*