



EXHIBITOR RISK ASSESSMENT FORM

Children's Countryside Day

Thursday 5th June 2025

Name of Company/Individual/Organisation:	
Address:	
Contact Telephone:	
Contact Email:	
Person responsible for stand:	
Mobile number for the day:	
Public/Product Liability Insurance Cover: Expiry date:	£ (million)
Insurance Company & Policy Number:	

HAZARD	PERSONS AT RISK	CONTROLS TO MINIMISE RISK
*FIRE HAZARD: Outside Stands Trailer/Marquee/Gazebo (Please delete as appropriate)		

Will you have Mechanical Handling Equipment on site? YES / NO (please delete as appropriate)
(e.g. forklift/crane etc.)

* Will you have Liquid Petroleum Gas (LPG) on site? YES / NO (please delete as appropriate)
(NO LPG allowed inside Marquees)
If yes, what is the cylinder size? (must comply with HSE regulations)

***Must be completed. All trade exhibitors must have a fire risk assessment and where necessary a COSHH assessment and retain a copy on the stand ready for inspection if required. Please also bring Public/Product Liability insurance documents and any relevant licences/permits for inspection.**

Risk Assessment Undertaken by:..... (please print name)

Signature:.....

Date:

Guidelines for Exhibitors

The Risk Assessment form overleaf must be completed and returned **to the Glendale Agricultural Society in order to have an exhibit at the Children's Countryside Day.**

Using the guidelines shown below, please consider what risk there is to those building trade stands and to visitors during the event. Outline the steps you propose to take to minimise that risk in the table overleaf. Please copy the form if more space is required. If in your opinion there is no risk, please print NO RISK and explain why there is no risk. **The acceptance of an exhibit with an accompanying risk assessment does not in any way constitute approval by the Society of the completed risk assessment.**

<u>Hazard</u> <i>Look 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:</i>	<u>Who might be harmed</u> <i>There is no need to list individuals by name – just think about groups of people doing similar work or who may be affected, e.g.</i>	<u>Is more control needed to control the risk</u> <i>For the hazards listed, do the precautions already taken.....</i>
Slipping/tripping hazards Chemicals (e.g. battery acid) Moving parts of machinery (e.g. blades) Work at height (e.g. from mezzanine floors) Pressure systems Vehicles (e.g. fork-lift trucks) Electricity Dust (e.g. from grinding) Fumes (e.g. vehicle engines) Manual Handling Noise Livestock on stands Lifting operation	Staff Maintenance personnel Contractors People sharing your stand Operators Cleaners Members of the public Pay particular attention to: Staff and Visitors 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? Reduce 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
Fire Hazard e.g. combustible materials (rubbish, flammable substances, LPG etc.) and ignition sources (flames, smoking etc.) LPG Gas is not allowed inside marquees	As above	Means of escape; fire detection and alarms. Fire fighting equipment and fire evacuation plan.