



RISK ASSESSMENT This risk assessment must be completed by a competent person who understands the activities being undertaken and the risks involved.

Company Name:

Contact Name:

Tel No:

AUTHORISED SIGNATORY:

EXHIBITOR STAND RISK ASSESSMENT

(complete form or attach your own)

Information on completing a risk assessment is available here

<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

This risk assessment must be completed by a competent person who understands the activities being undertaken and the risks involved.

Remember to consider the risks associated with setting up and breaking down your stand

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done

FIRE RISK ASSESSMENT

All traders **MUST** complete the questionnaire overleaf

If using LPG please complete the information below this will be used if we have a fire on the showground

We will be using LPG on our stand Yes No If yes please refer to Show terms & conditions	Max number of cylinders at our stand at any time: ----- Butane ----- Propane (LPG) ----- Patio Gas (eg 2 x 19kg LPG)
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INSURANCE

All Exhibitor Stand owners **MUST** have their own insurance and a minimum of £5million public liability insurance cover.

A COPY OF YOUR PUBLIC LIABILITY INSURANCE CERTIFICATE MUST BE RETURNED TO THE OFFICE PRIOR TO THE SHOW –TICKETS AND PASSES WILL NOT BE DISPATCHED UNTIL ALL INFORMATION HAS BEEN RECEIVED.

EXHIBITORS FIRE RISK ASSESSMENT QUESTIONNAIRE – ALL TRADERS TO COMPLETE

Please complete this checklist as part of your fire risk assessment

		Yes	No	N/A	Comment
1	Do you have a person responsible for fire safety in your company (name in comments section)?				
2	Do they have a nominated deputy (name in comments section)?				
3	Do you have a method of raising the alarm in the event of an emergency ie verbal shout, klaxon alarm? (method in comments section)				
4	Have your staff been instructed in how to raise the alarm? Please don't forget to include any temporary staff				
5	Do you have sufficient fire risk extinguishers available of a suitable type and size? If you are use LPG on site a minimum of a 5kg powder extinguisher must be provided for every 2 cylinders				
6	Have your fire extinguishers been inspected in the last 12 months by a competent person/company?				
7	If you are cooking on site do you have a fire blanket?				
8	Do your staff know how to use a fire extinguisher?				
9	Will your fire extinguisher be positioned where it is available for easy use? (not in your van)				
10	Is "no smoking" signage clearly displayed at the entrance of your stand/exhibition? Not required for 3M x 3M gazebo or individual trading spaces in marquees.				
11	If your tent/marquee is over 6.5M in length – do you have an additional exit(s) which has suitable fire exit signage?				
12	Are your fire exit routes kept clear and not obstructed by vehicles, stock etc.				
13	Are all staff aware to keep the area tidy and free from trip hazards				
14	Have you calculated the safe occupancy numbers in your structure				
15	Training records for staff/volunteers should be available for inspection if required – Do you have training records for your staff?				
16	Are combustible materials stored away from any ignition source?				
17	Have all electrical items been PAT tested? Paperwork may be requested on show site				
18	Have all gas appliances been inspected by a Gas Safe Registered engineer? Paperwork may be requested on show site				
19	If you have LPG is this stored outside your marquee and secured so that it cannot be knocked over or tampered with? (cylinders must still be accessible in an emergency)				
20	Are you aware that petrol generators are NOT permitted on site unless an integral part of a unit.				
21	Are you aware that you must not sell/exhibit certain items eg fireworks, garden flares, lit tea lights household candles etc? (unlit tea lights/candles are acceptable)				
22	If you sleep on site do you have a battery smoke detector in your tent/marquee/van?				
23	Have you read the terms and conditions for exhibiting at this Show? If not please ensure that you do so before the event.				