



# Cymdeithas Amaethyddol Môn Anglesey Agricultural Society

Cwmni Cyfyngedig trwy Warant / A Company Limited by Guarantee  
Rhif Cofrestru Elusen / Charity Regd. No. 510048  
Rhif Cofrestru Cwmni / Company Regd. No. 01490593

## GENERAL RISK ASSESSMENT

Please complete in BLOCK CAPITALS

Company Name: .....

Address: .....

Responsible Person: ..... Date Assessment Undertaken: .....

Operational Activity (Please indicate which description most reflects the activities of your stand)

Retail Outlet  Static Display  Demonstrations  Catering Outlet

### Hazards associated with above activity:

Please tick one or more of the following, if the hazards will be represented on your stand during your occupation at the show site.

LPG <input type="checkbox"/>	Dry <input type="checkbox"/> Combustibles	Hot <input type="checkbox"/> Surfaces	Use of <input type="checkbox"/> Sharps	Working <input type="checkbox"/> at height	Food <input type="checkbox"/> Preparation
Highly <input type="checkbox"/> Flamable Liquids	Machinery <input type="checkbox"/>	Heat & <input type="checkbox"/> Ignition Sources	Electrical <input type="checkbox"/> Equipment	Dangerous <input type="checkbox"/> Overcrowding	Smoking <input type="checkbox"/> Allowed (outside only)

Please indicate on the next page how you intend to control the fire and other represented hazards associated with your occupation of the stand. All exhibitors are reminded that the fire controls for stands are the same as for any high street retail outlet. You should consider what risk there is to those building up and knocking down trade stands and to members of the public and outline the steps you propose to take to minimise those risks in the table above. Feel free to copy the page if more space is needed or else to create something similar. Nearly every stand will have risks associated with manual handling (unloading goods) and trip hazards (failure to clear site) and these should be assessed. Keep it simple - complication creates confusion. Alternatively you may send a copy of any similar format, *provided you are satisfied as to its application to your stand at this event.*

**"NO RISK" or "NOT APPLICABLE" statements are not believable and will not be accepted.**  
**DECLARATION:**

I have undertaken this risk assessment and understand that it is for me to ensure that the necessary controls are put in place. I have completed all two pages of this form. I agree on my behalf and that of the business named to be bound by the rules and conditions of The Anglesey Agricultural Society which I have read.

Signed: **X** .....

Date: .....

**UNSIGNED FORMS WILL BE RETURNED TO SENDER**

<b>HAZARD</b>	<b>PERSONS AT RISK</b>	<b>CONTROLS TO MINIMISE RISKS</b>
<i>Pre Show</i>		
<i>Show Day</i>		
<i>Post Show</i>		

## The Anglesey Agricultural Society

Standards and Requirements for those wishing to attend the Anglesey Show:

### Trade stands – Food Vendors – Livestock – Amusements

The following rules, standards, and requirements for those mentioned above must be met and adhered to ensure compliance with environmental health and health and safety legislation.

Failure to comply may result in a refusal to attend the show or asked to leave the show.

This form must be completed and returned with the required show documents to confirm understanding of the show's site rules that are pertinent to the individual.

Requirement	Applicable	
	Yes	No
<p><b>All Traders – Staff Safety</b></p> <p>All traders must either submit their own health and safety documentation which covers their activities whilst on the showground or complete the health and safety risk assessment which is supplied by the AAS. All documentation must be supplied in a timely manner to allow for a full review by the show team.</p> <p>Traders must ensure that they have suitable and sufficient controls in place to protect their staff whilst they are on the showground working on their behalf, i.e, what measures are you taking to protect your staff against:</p> <ul style="list-style-type: none"> <li>- Controls and measure to protect staff during the busy pre-show set-up or break-down periods.</li> <li>- Controls and measure to protect staff regarding the the risks associated with vehicles, moving or stationary.</li> <li>- Controls and measure to protect staff regarding to the risks associated with livestock.</li> <li>- Controls and measure to protect staff regarding specific risks associated with their operation.</li> </ul> <p><u>Note</u> Information must be full and specific.</p>		
<p><b>Children</b></p> <ul style="list-style-type: none"> <li>▪ It is advised that children are not brought onto the showground during the busy set-up or break-down period. If this cannot be avoided, children must be accompanied at all times.</li> <li>▪ Children are no permitted to operate any machinery of vehicles such as ATV or UTVs etc whilst on the showground.</li> </ul>		
<p><b>Vehicle Movements</b></p> <ul style="list-style-type: none"> <li>▪ When driving or operating a motorised vehicle within the showground, the site speed limit must be observed. The showground site speed limit is 5mph</li> <li>▪ If fitted, vehicles must turn on their 4-way hazards lights when moving around the showground.</li> </ul>		
<p><b>Food Vendors</b></p> <ul style="list-style-type: none"> <li>▪ Food vendors must ensure that all documentation that would be required to satisfy council environmental health officers' inspection. Physical copies must be available at all times during the two-day show period.</li> <li>▪ Hand wash facilities must be supplied and available (Hand soap and towels). This could be a flask containing hot water. Bars of soap are not permitted.</li> <li>▪ BS sanitizer should be readily available - BS EN 1276: 1997 updated by BS EN 1276: 2009 and/or BS EN 13697:2001</li> <li>▪ Food hygiene rating signage must be displayed prominently.</li> <li>▪ All new business who have not yet received their food hygiene rating MUST display their 'Awaiting Inspection' sticker issued by their local authority.</li> <li>▪ Food vendors with a rating of '3' will not be permitted. The AAS requires a minimum rating of '4' in order to prepare and sell food items.</li> </ul>		
<p><b>Gas Appliances and the use of LPG Bottles</b></p> <p>All gas appliances have been inspected and tested by a qualified gas safe engineer and copies of the latest inspection is available.</p> <p>The use of LPG gas bottles must comply with the NCASS guidance:</p> <ul style="list-style-type: none"> <li>▪ On firm level ground.</li> <li>▪ Secured against unauthorised interference.</li> <li>▪ Sited at least 1 meter (Measured horizontally), from any ventilation openings or accessible compartments of any adjacent permanent, temporary buildings, structures, or other possible sources of ignition.</li> <li>▪ Display a red diamond warning sign stating the words 'Extremely Flammable'.</li> </ul>		
<p><b>Electrical Safety</b></p> <ul style="list-style-type: none"> <li>▪ Electrical items <b>must be</b> in a safe, undamaged condition and PAT as required.</li> <li>▪ Where possible, the use of electrical extension leads and reels should be limited.</li> <li>▪ When extension reels are used, they must be fully extended and the plug unit raised off straw, hay, and other flammable materials.</li> <li>▪ Daisy chaining of electrical extensions is forbidden.</li> <li>▪ Where a single extension block is used, it must be raised from ground level. Do not let extension <b>blocks or reels</b> rest on straw, hay, or other flammable materials.</li> </ul>		
<p><b>Fire Safety</b></p> <ul style="list-style-type: none"> <li>▪ Fire extinguishers across the site must not be blocked or covered with items such as blankets, bedding etc.</li> <li>▪ Extinguishers must be kept clearly visible and clear at all times.</li> </ul>		
<p><b>Smoking and Vaping</b></p> <ul style="list-style-type: none"> <li>▪ Smoking or vaping is not permitted in any building, marquee, or any other enclosed space within the showground perimeter.</li> </ul>		

<p><b>Raised Machinery Displays</b></p> <ul style="list-style-type: none"> <li>▪ If farm machinery is to be displayed with attachments in the 'raised' position, 'physical' props must be supplied.</li> <li>▪ The AAS will not allow in-built non-physical systems as a method of control.</li> </ul>		
<p><b>Use of All-Terrain Vehicles (ATVs)</b></p> <ul style="list-style-type: none"> <li>▪ If a 'sit-astride' ATV is used, operators must wear head protection and the head protection fastened securely. It is not acceptable to operate an ATV with insecure head protection. If no head protection is available, the ATV must not be used.</li> <li>▪ Passengers must not be carried on sit-astride ATVs.</li> </ul>		
<p><b>Inflatables</b></p> <ul style="list-style-type: none"> <li>▪ If a bouncy castle or other inflatable is to be brought onto site, it must have an up to date, Professional Inflatable Play Association (PIPA) inspection certificate and tag fitted to the inflatable. If the inflatable is to be used for the following "<i>designed to be used by members of the public for entertainment purposes either as a slide or for bouncing upon</i>" then it must be inspected and under PIPA.</li> <li>▪ If a bouncy castle or inflatable is to be used, the trader must have an Anemometer to check windspeed before inflating and before allowing members of the public onto it.</li> <li>▪ With regards to the weather, the HSE says that <b>38km/h (24mph)</b> is the recommended maximum wind speed to use a bouncy castle.</li> </ul>		
<p><b>Driving on the Showground</b></p> <ul style="list-style-type: none"> <li>▪ When driving a vehicle on the showground during the set-up period, during the show and during show break-down, the site speed limit must be adhered to (INSERT THE SPEED LIMIT HERE), and the vehicles hazards lights must be on.</li> </ul>		
<p><b>Marquees</b></p> <ul style="list-style-type: none"> <li>▪ Marquees must be erected in line with the manufacturer's requirements.</li> <li>▪ Precautions must be made to ensure that suitable measures are in place to prevent marquees from becoming dislodged during high wind situations.</li> <li>▪ Emergency exit signage must be fitted to all marquees as required. The signage must be fitted above the relevant exits.</li> </ul>		
<p><b>Caravans</b></p> <ul style="list-style-type: none"> <li>▪ When positioning a caravan in the designated caravan fields, there must be a gap of at least 6-meters between caravans. A simple guide is that one good pace is close to 1 meter distance.</li> </ul>		

### General Points for All Traders or those Showing Livestock

- Traders to be reminded that throwdowns and fun snaps etc are **not permitted** at Anglesey show due to the close proximity of the livestock.
  - Exhibitors selling hallmarked items (gold/silver) are required by law to display Hallmarking Notice.
  - Any toys sold should have CE / UKCA marking.
  - Any item aimed at babies/children should show the age: 0-3 or not suitable for under 3s.
  - Children's clothing/pyjamas – should have a flammability label, also items should not have drawstrings.
  - Trademarks – items bearing trademarks should not be sold unless the exhibitor holds a licence.
  - Sellers of alcohol should display 'Challenge 25' posters.
  - Traders should (ideally) display their business details – name, address, contact details.
  - All items where possible should be priced individually or in bulk (by the box or display).
  - Any exhibitors selling soaps, candles and wax melts should ensure products are clearly labelled in accordance with CLP requirements.

**Failure to comply with the Anglesey Agricultural Society safety rules and standards 'may' result in a trader or persons being refused entry to the show or asked to leave the show.**