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RISK ASSESSMENT TEMPLATE

HANBURY COUNTRYSIDE SHOW – SATURDAY 3rd JULY 2027

It is a requirement of the Show (and in many cases a legal requirement) that any organisation or individual wishing to exhibit as a trade stand or similar provides a suitable and sufficient risk assessment of their proposed undertakings at the Hanbury Countryside Show. The below assessment form is intended as guidance only to assist you consider the hazards related to your stand. This does not absolve you from your legal obligations or responsibilities or transfer such.

Your assessment needs to identify the significant hazards that may be posed by your stand and your operations to anyone on the showground, including you and your staff as well as visitors. You must endeavour to remove or reduce these risks to protect people from injury.

The completed and signed form must be submitted to the event organiser as well as maintained available on your stand for inspection by the Regulatory Services / Event Organisers upon request.

You do not need to use this form; you may use another method if you wish.

Activity/Hazard/Consideration	Tick if you have this hazard.	Explain who may be harmed and what you do to reduce the effect of the hazard to a safe level
Accessibility for those less able *Detail considerations and measures put in place to enable everyone to be able to access your stand safely in line with the Equality Act 2010.*	☐	
Alcohol *If you sell or provide alcohol on your stand detail how you ensure it is not served to minors and how you uphold the licencing conditions.* *Note if you intend to sell alcohol on your stand this must be agreed with the Show before booking.*	☐	
Chemicals *If you use or have chemicals present on your stand – these may include everyday cleaning products; you should complete COSHH assessments for each product.* *Explain how you prevent injuries occurring from these chemicals.*	☐	
Children *Consider how you ensure children may be effected by your stand or products and how you ensure they are not exposed to such hazards.*	☐	

Demonstrations *Describe any demonstrations of products or services and how you ensure no hazards are presented to your staff or visitors.*	☐	
Electricity *Detail how you ensure your electrical equipment is safe, will not cause injury to your staff or customers and will not start fires.*	☐	
Erecting and Dismantling your stand *Explain measures taken to ensure the safety of your staff and those around you during this process and how you fulfil your responsibilities under the Construction (Design and Management) Regulations.*	☐	
Evacuation or Emergency *Explain how you have considered suitable exit points from your stand in case of emergency and how your staff are briefed on these exists including where to go to in the event of an evacuation. Ensure you provide instruction to staff of what to do in an emergency and how to raise the alarm.*	☐	
Fire *Please ensure you have completed and provided the required Fire Risk Assessment*	☐	See separate Fire Risk Assessment
Flag poles or raised equipment *Detail measures you have in place to ensure the use of flag poles or raised equipment is done so safely. Note there are a number of overhead cables on the showground.*	☐	
First Aid Provision *Detail what measures you have in place to ensure you have suitable and sufficient first aid for your staff whilst erecting and dismantling your stand.*	☐	
Food *Explain measures taken to ensure food supply, storage etc is safe.* ***Please provide your HACCP and completed food stand booking documentation with this risk assessment.***	☐	

Ground Conditions *Explain how you asses and deal with different ground conditions; such as very wet shows or uneven ground to ensure your staff and customers are not injured*	☐	
Hot Liquids *If you have or create hot liquids on your stand consider what measures you take to ensure your staff and customers are not scalded etc.*	☐	
Hygiene *Explain what measures you take to ensure good hygiene for your staff and customers.* ***All food stands must provide their own handwashing facilities.***	☐	
Items on Display *Describe the items you have on display and if they may pose a hazard to staff or customers what measures you take to prevent these injuries. Especially consider if children access the stand.*	☐	
Lone Working *What measures do you take to ensure the safety of any staff working alone.*	☐	
LPG/Gas Heat Sources *Detail what gas sources and quantities you have on your stand and measures to ensure they are used safely.*	☐	
Manual Handling *Explain measures you take to prevent your staff being injured whilst carrying out manual handling (lifting, carrying, pushing, pulling etc) setting up, running or dismantling your stand.*	☐	
Naked Flames/Heat Sources *If you have naked flames or heat sources on your stand, detail how you ensure these do not set other items/stand alight or how you prevent accidental contact of the flame/heat/hot surfaces with people.*	☐	

Noise *If your stand or process creates excessive noise detail how you manage this to prevent hearing damage to your staff or disturbing other stands. Note: Use of PA systems is prohibited without express written consent from the show.*	☐	
Overcrowding *Do you have limited space on your stand or attract large crowds during demonstrations? Explain how you manage your customers/ audience to prevent injury or causing hazards to other stands or visitors.*	☐	
Power Tools & Plant and Machinery *If you use power tools or plant and machinery whilst erecting and dismantling or demonstrating on your stand, how do you ensure the equipment is correct for the job and in a safe condition and your staff have been trained in its use.*	☐	
Public Access to Staff only areas or on-stand hazards *Explain what hazards you may have on your stand that may injure others if they access them and how you prevent this.*	☐	
Racking and Shelving Stability *If you use any racking, shelving, suspended items or display units, how do you ensure they remain stable and will not topple, fall or collapse especially if ground conditions are uneven or strong winds dislodge etc..*	☐	
Sharp Items (such as knives) *What measures do you take to ensure those using such items do so safely or others do not have access to them.*	☐	
Slips and Trips *Explain what you do to ensure your staff and customers do not slip or trip whilst in your stand. Don't forget to consider trailing cables and low-level displays.*	☐	
Smoke, Fumes or effects that may cause offence *Explain how you ensure any smoke, fumes or effects that may be produced from your stand are controlled to ensure they do not affect others or pose harm. If you are using gas or burning fuel ensure you have considered the risk of carbon monoxide.*	☐	

Temporary structures *Do you erect a gazebo or marquee? Consider how you have selected the structure as being suitable and how you set it up and remove it safely and measures to ensure it is suitable for use at all times whilst on this site. All structures should be rated to at least 30mph wind gusts and have appropriate anchorage.*	☐	
Vehicle movement *Consider how you avoid injuring someone from the movement of your vehicle on-site and how you avoid getting injured.*	☐	
Weather conditions *Explain what you do to accommodate very hot, or cold or very windy conditions etc. that may affect your staff or stand structure.*	☐	
Working at Height (any height where you are not stood on the ground) *Detail if you must carry out at working at height whilst setting up, using or dismantling your stand, and how you will do this safely.*	☐	
Waste *Explain what waste you produce and how you dispose of it safely.*	☐	
Other Hazards *Detail here any further hazards specific to your stand and measures you will take to control the risk. Use further pages if necessary.*	☐	

Company/Stand Name:	
Responsible Person – Print Name:	
Position in Company:	
Signature:	
Date:	

PLEASE NOTE: *This document does not preclude you from prosecution or removal from the site should any inspection reveal unsatisfactory standards.*

Further guidance can be accessed on the Health and Safety Executive's website:
https://www.hse.gov.uk/simple-health-safety/risk

FIRE RISK ASSESSMENT TEMPLATE
HANBURY COUNTRYSIDE SHOW – SATURDAY 3rd JULY 2027

In order to comply with relevant fire safety legislation you MUST complete a Fire Risk Assessment of your unit/stand in line with nationally recognised fire risk assessment guides.

The Risk Assessment needs to identify the fire hazards and persons at risk, you must endeavour to remove or reduce these risks and protect people from fire. Failure to comply with this requirement may result in your unit/stand being prohibited from use.

You must be able to answer YES to the following questions. This signed and completed form must submitted to the event organiser as well as be maintained available for inspection by the Fire & Rescue Service / Event Organiser upon request.

You must undertake a Fire Risk Assessment for each structure, 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 standard temporary structures.

Type & use of unit						
Size (m2)						
Maximum capacity	**Staff**		**Public**		**Total**	

Question	Yes/No	Additional actions / Comment
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?)		
Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?		
Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use/		
If the normal lighting failed would the occupants be able to make a safe exit? *(Consider back up lighting)*		
Do you have an adequate number of appropriate fire extinguishers/fire blankets available in prominent positions and easily available for use?		
Has the fire-fighting equipment been inspected within the last 12 months? *Note: a certificate of compliance will normally be required*		
Have your staff been instructed on how to operate the fire-fighting equipment provided?		

Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit, and the exit locations?		
Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG etc. and reduced the risk of them being involved in an incident?		
Have you identified all ignition sources and ensured that they are kept away from all flammable materials?		
Question	**Yes/No**	**Additional actions / Comment**
Are the structure, roofing, walls and fittings of your stall or unit flame retardant? *Note: certificates of compliance will normally be required*		
If any staff sleep in the stall is there a working smoke detector and a clear exit route at night? *Note : Persons should not be allowed to sleep within a high risk area and some Authorities and events do NOT allow any sleeping within units.*		
Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, household candles, tea lights, etc.?		
Do you have sufficient bins for refuse? Is all refuse kept away from your unit?		
Are you aware that petrol generators are not permitted on site?		
Do You use LPG? (If 'No' ignore questions remaining questions)		
Do you have an inspection / gas safety certificate for the appliances and pipework (copy to be available for inspection) and are all hose connections made with "crimped" fastenings?		
Are the cylinders kept outside, secured in the upright position and out of the reach of the general public?		

Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?		
Are the cylinders located away from entrances, emergency exits and circulation areas?		
Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?		
Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use?		
Do you ensure that only those cylinders in use are kept at your unit/stall? (Spares should be kept to a minimum and in line with any specific conditions for the event)		
Is a member of staff, appropriately trained in the safe use of LPG, present in the unit / stall at all times?		
If you answered any questions 'No'; please detail below actions taken to remedy the situation: (continue on separate sheet if necessary)		

Company/Stand Name:	
Responsible Person – Print Name:	
Position in Company:	
Mobile Number:	
Signature:	
Date:	

***PLEASE NOTE**: This document does not preclude you from prosecution or removal from the site should any inspection reveal unsatisfactory standards.*

Further guidance can be accessed:

Fire Risk Assessment Guidance for Open Air Events and Venues.
www.gov.uk/government/uploads/system/uploads/attachment_data/file/14891/fsra-open-air.pdf

Guidance on Temporary Structures, Large Tents and Marquees.
www.muta.org.uk/MUTAMembers/media/MUTAMembersMedia/PDFs/MUTA-s-Best-Practice-Guide,-November-2014.pdf

Code of Practice 24 – Part 3: Use of LPG for Commercial Catering Events, Street Food & Mobile Catering (Sept 2017)
www.uklpg.org/shop/codes-of-practice/code-of-practice-24-part-3