

**Exhibitor Health & Safety Form
Notes for Guidance**

**Insurance:** Copies of certificates or a letter from your broker are required to confirm that you have Public Liability insurance in place to a minimum of £5m. Certificates must be valid for the duration of the Show. If current certificates do not cover the duration, because they need to be renewed, then copies of the existing certificates must be submitted, with a note added to confirm that the insurance is to be renewed and then submit the newly issued certificates as soon as they are available.

**Health and Safety Policy:** A suitable Health & Safety Policy or statement detailing the organisation’s overall health and safety procedures and its organisation’s arrangements for implementation in relation to the Lincolnshire Show.

**Food Safety:** Caterers will need, in addition to other applicable information detailed herein, to provide details of their food safety / HACCP management systems, food hygiene training/competency of their catering staff, local authority hygiene rating where available and gas safety certificates where applicable.

**Technical Data for Marquees & Inflatable Structures:** We require plans, structural calculations, maximum wind speeds and materials certificates. All marquee contractors must be MUTA registered. Please visit performancetextiles.org.uk for details.

**Certification:** We require copies of any applicable certificates for example; electrical certificates, PAT, fire, gas safety certificates etc.

**Competence Details:**

* Individuals: Copies of certificates or licences demonstrating competence of individual operatives on site will be required in respect of plant operators. Eg: Forklift operatives
* Accident and Health and Safety Enforcement History: If your company has had any RIDDOR reportable accidents or has had any enforcement action taken against you in the last 5 years, please provide details.

**Please complete the below. All documents mut be submitted prior to your arrival on site.**

|  |  |
| --- | --- |
| **Company Name** |  |
| **Address** |  |
| **Contact Name** |  |
| **Email** |  |
| **Contact Number** |  |
|  |  |
| **On-site safety representative -** *Please print name* |  |
| **Contact Number** |  |

**The below checklist summarises the safety documentation that will be typically required for the Lincolnshire Show. Please complete and submit along with copies of the relevant documents as identified in the checklist.**

|  |  |
| --- | --- |
| **Checklist items:** |  |
| Public / Products Liability Insurances (Valid for the duration of the show) |  |
| Health and Safety Policy Statement – signed & dated. (Please do not send entire manual) |  |
| Risk Assessments (Specific to your activities at the show) |  |
| Method Statements (Specific to your activities at the show) |  |
| Fire Risk Assessment (Specific to your activities at the show) |  |
| Fire Safety Certificates |  |
| Technical details for Marquees & Inflatable Structures |  |
| Competence details: professional qualifications/licences/certificates eg: Plant Operators Licence, Food Hygiene Certificates etc |  |
| **If Applicable:** |  |
| Food Safety Management Systems and Procedures (HACCP) |  |
| Electrical Certificates |  |
| Gas Safety Certificates |  |

**Accident and Enforcement Action History**

|  |  |
| --- | --- |
| I confirm we have had **NO** reportable accidents or dangerous occurrences in the last 5 years |  |
| **OR** |  |
| I confirm we **HAVE** had reportable accidents or dangerous occurrences and have supplied details of these on an attached sheet |  |

**Communication with Staff and Contractors**

|  |  |
| --- | --- |
| I confirm that we will communicate the contents of our H&S documentation/Risk Assessment/ Method Statements to all of our staff attending the show prior to their arrival and they will be provided with all applicable Personal Protective Equipment |  |
| I confirm receipt of the Health and Safety documents for the show and have read, understood and communicated the contents. |  |

**Print name: Sign: Date:**