



HERTFORDSHIRE COUNTY SHOW - SAT 27th & 28th MAY 2023

HEALTH AND SAFETY REGULATIONS

All attractions and exhibitors are required to complete and sign **BOTH** the Fire Risk Assessment Form (see attached guidelines) and the Health and Safety Risk Assessment Form enclosed within this, in addition to the Vehicle Information Sheet if appropriate. Failure to do so may impede your application being processed.

PLEASE POST, SCAN, EMAIL (TRADE@HERTSSHOW.COM) ALL FORMS TO THE SHOW OFFICE AS SOON AS POSSIBLE. WE REQUIRE A COPY OF YOUR PUBLIC LIABILITY INSURANCE CERTIFICATE WITH YOUR RISK ASSESSMENT FORMS, ALSO DETAILS OF FIRE-RETARDANT PROTECTION IF YOU ARE BRINGING YOUR OWN MARQUEE. If you require advice on fire risk assessment please contact: David Sendall at The Fire Protection Company, Tel 01438 816693.

Exhibitors are also reminded that they are responsible for the observance, by themselves, their employees and their contractors of the Health and Safety at Work, etc., Act 1974 and the requirements of any relevant Health and Safety Regulations.

If you require any advice, please contact our Trade & Events Manager, Pratik Dutta at the Show Office Tel: 01582 792626 Ext 1 or email trade@hertsshow.com.

Thank you for your co-operation.

Sarah Moorland
Executive Director

Encs.

Organisers of the Hertfordshire County Show

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FIRE RISK ASSESSMENT GUIDELINES

GUIDELINES FOR TRADE STAND EXHIBITORS, ALL OF WHOM MUST COMPLETE THE ENCLOSED FORM

Using the guidelines below, please complete the enclosed Fire Risk Assessment Form.

Please copy the form if more space is required.

If in your opinion there is no risk, print NO RISK in the 'Persons at Risk' column and return the form

**OUR DESIGNATED REPRESENTATIVE FROM THE FIRE PROTECTION COMPANY
WILL VISIT EVERY TRADE STAND TO ENSURE THE NECESSARY LEGISLATION
IN TERMS OF SAFETY IS BEING FOLLOWED.**

HAZARD	PERSONS AT RISK	CONTROLS TO MINIMISE RISK
Look only for hazards, which could reasonably result in a fire or injury to persons if a fire were to start. Use the following examples as guidelines:	There is no need to list individuals by name – just think about groups of people doing similar work or who may be affected for example:	For the Hazards listed, have sufficient measures already been taken to reduce the risk, or are additional controls required?
Number of fire escapes Electrical equipment – Is it well maintained and is the staff trained in its use? Trailing cables/extension leads Smoking Does the staff know what to do in the event of a fire? Rubbish and waste removal Storage of combustible material Location of hot work, i.e., cookery or machinery demonstration Gas cylinder storage Furnishings/decorative finishes in good condition	Members of the public, particularly children Maintenance personnel Operators Cleaners Staff and members of the public with disabilities Pay particular attention to: <ul style="list-style-type: none"> • Inexperienced staff • Lone workers 	Control measures should be 'reasonably practicable' i.e., reduce the risk without entailing excessive costs and time for little or no benefit Do the precautions already taken: <ul style="list-style-type: none"> • Meet the standards set by legal requirements? • Comply with a recognised industry standard? • Reduce the risk as far as reasonably practicable? Have you provided: <ul style="list-style-type: none"> • Adequate information, instruction, and training? • Adequate systems or procedures? If so, then risks are adequately controlled. The precautions taken need to be indicated in the control's column Where the risk is not adequately controlled indicate what more you need to do



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FIRE RISK ASSESSMENT FORM

Company Name:	
Assessors Name:	
Date:	
Signature:	

Please note to comply with the latest Fire Safety Legislation all traders who supply their own marquees/tents are required to have suitable fire extinguishers and no smoking signs.

Type of extinguishers:

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Number of extinguishers:

Number of no smoking signs:

Please answer the following questions:

Whilst on the showground do you intend to have any live fires? Eg. firepits, log burners, traction engine, candles, welding or hot work	YES / NO
Apart from vehicles, will you have any flammable liquids on the showground?	<div style="text-align: center;">YES / NO</div> If Yes give details:
Do you have GAS BOTTLES?	<div style="text-align: center;">YES / NO</div> If Yes give details: Quantity: On stand or camping area: Give details where full and empty bottles will be stored:

IF A MARQUEE IS BEING USED, IS IT PRIVATELY OWNED?
IF YES; PLEASE ENCLOSE DETAILS OF FIRE-RETARDANT PROTECTION.
OR
SUPPLY A RELEVANT FIRE CERTIFICATE.
IF NO; PLEASE SUPPLY A FIRE PROTECTION CERTIFICATE FROM THE SUPPLIER.

FIRE RISK ASSESSMENT FORM CONT.

Hazard	Severity *	Probability **	Persons at Risk	Controls to Minimise Risk
e.g. Petrol storage on trade stand, required to fuel lawn mower display.	High (i.e. if the petrol were to ignite, serious injury or damage may occur).	Low (i.e. it is unlikely that the petrol will come into contact with an ignition source).	Members of the public, staff, neighbouring trade stands.	Store petrol in a suitable container; reduce volume of stored fuel to minimum; suitable fire extinguisher.

- * Hazard Severity Rating– If the hazard were to result in a fire, how severe will the injury/damage be?
Low (remote possibility of harm); Medium (some injury, not too serious): High (serious injury or damage).
- ** Hazard Probability Rating– How likely is it that a fire will occur?
Low (unlikely to happen); Medium (likely to occur at some time); High (very likely to occur).

**If you require further help or advice please contact: David Sendall,
The Fire Protection Company, Tel 01438 816693**



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HEALTH & SAFETY RISK ASSESSMENT FORM

Company Name:	
Assessors Name:	
Date:	
Signature:	

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS
(Photocopy additional sheets if required)

DO NOT FORGET TO INCLUDE A COPY OF YOUR PUBLIC LIABILITY CERTIFICATE.

Hazard	Severity *	Probability **	Persons at Risk	Controls to Minimise Risk

* Hazard Severity Rating - Low (remote possibility of harm); Medium (some injury, not too serious); High (serious injury or damage).

** Hazard Probability Rating – Low (unlikely to happen); Medium (likely to occur at some time); High (very likely to occur).



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VEHICLE INFORMATION FORM

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS FOR ANY VEHICLES WHICH FORM AN INTEGRAL PART OF YOUR STAND OR WILL BE PARKED WITHIN YOUR ALLOCATED TRADE STAND AREA FOR THE DURATION OF THE SHOW.

Company Name:	
Name of Driver(s) & Mobile Phone No(s):	

Type of Vehicle(s) & Registration No(s)

ie Car/ van/ small lorry/ large lorry/ HGV/ horse box/ trailer/ caravan/ exhibition unit

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Size of Vehicle(s) if larger than a standard saloon or estate car

Length and width in cms

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Weight of Vehicle(s) if larger than a standard saloon/estate car

Approximate weight in tons

.....

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IF YOU ARE CAMPING OVERNIGHT DURING THE SHOW WEEKEND: -

No of

people

Please fill in this box if you will be camping within your booked Trade stand area

Please fill in this box if you wish to camp in the trade camping area by Gate 14

Size of pitch requested.....

IF YOU ARE SLEEPING OVERNIGHT AT THE SHOW, WHETHER IN A VEHICLE OR IN A TENT, PLEASE ENSURE YOU HAVE A SMOKE ALARM!