

# THE WAYLAND SHOW 2009

## BUILDING & BREAKING DOWN STAND, RISK ASSESMENT.

It is important if you have a working display on your trade stand, that you assess all the possible risks and ensure you have sufficient control measures in place to minimise them. Checks may be made to see that controls are in place during the duration of the show.

Please use this form as a guide to recording your Risk assessment details.

Business Name:	
Business Address:	
Responsible person:	
Date Assessment Undertaken:	
Signature of Assessor:	

<b>RISK ASSESMENT</b>		
<b>Hazard</b>	<b>Person at Risk</b>	<b>Controls to Minimise Risks</b>
<b>FIRE RISK ASSESMENT</b>		
*LIQUIFIED PETROLEUM GAS (LPG) on site. Yes/No	*Cylinder size & quantity.	

\* This must be completed.

Please continue on a separate sheet if necessary.

# THE WAYLAND SHOW 2009

## TRADE STAND RISK ASSESSMENT

It is important if you have a working display on your trade stand, that you assess all the possible risks and ensure you have sufficient control measures in place to minimise them. Checks may be made to see that controls are in place during the duration of the show.

Please use this form as a guide to recording your Risk assessment details.

Business Name:	
Business Address:	
Responsible person:	
Date Assessment Undertaken:	
Signature of Assessor:	

<b>RISK ASSESMENT</b>		
<b>Hazard</b>	<b>Person at Risk</b>	<b>Controls to Minimise Risks</b>
<b>FIRE RISK ASSESMENT</b>		
*LIQUIFIED PETROLEUM GAS (LPG) on site Yes/No	*Cylinder size & quantity	

\* This must be completed.

Please continue on a separate sheet if necessary.

# WAYLAND SHOW 2009

## HEALTH & SAFETY REGULATIONS

Exhibitors are reminded that they are responsible for the observance, by themselves, their employees and their Contractors of the Health and Safety at Work act 1974 and the relevant statutory provisions that cover all Safety Regulations, together with the requirements of the Health & Safety Executive as given in Health & Safety Standards at Agricultural Shows, Demonstrations, Exhibitions & similar events dated 14<sup>th</sup> March 1990. These requirements will be enforced by the Government & Local Authority Inspectors. The Show organisers can offer advice to exhibitors if requested.

- Exhibitors will be held responsible for the adequate fencing of all exhibits & **erections (including tent pegs) dangerous to show visitors.**
- All mechanical & hydraulic devices must be guarded & safely secured against dangerous or unintended operation.
- Where steps are provided these must be firm, strong & have non-slip surfaces & handrails.
- SAFETY REQUIREMENTS FOR CHILDREN are often different to those for adults. For example: guards need to be lower, safety fencing needs to go down to ground level to prevent small children getting underneath. Finger traps must be avoided.
- STORAGE OF FLAMMABLE LIQUIDS &/OR GAS on the Show ground by exhibitors will not normally be allowed. Exhibitors may have for their own use, two cylinders of gas, but must ensure their satisfactory storage & operation.
- Exhibitors & Trade stands are required to submit Risk Assessments to the committee of their intended exhibits, demonstrations & stands before the date of the Show.

# **THE WAYLAND SHOW 2009**

## **STATEMENT OF HEALTH, SAFETY, & WELFARE POLICY**

It is the policy of the committee of the Wayland Show that all reasonably practical steps will be taken to provide safe and healthy working conditions. That the Health, Safety and Welfare of employees, Sub-Contractors, Suppliers and members of the general public be protected at all times. That the Health, Safety, and Welfare of employees will rank in equal importance with productivity, quality and commercial considerations.

All supervisory staff and any other employee who authorises work to be carried out at any time are responsible for ensuring that adequate Health, Safety and Welfare Facilities are made available and implemented.

The Health and Safety at Work Act and all relevant regulations are to be complied with at all times and all employees & Sub-Contractors should contribute towards making work areas as safe as possible by continually appraising working practices and ensuring that the safest possible methods are adopted.

All Employees and Sub-Contractors are expected to provide and maintain safe work places and working environments, safe systems and methods of work without risks to themselves or others and to promote high standards of Health, Safety and Welfare.

The Committee Member responsible for Safety will monitor the operation of the Policy.

Instructions and information on Health, Safety and Welfare matters have been circulated to the Committee & Stall Holders. This will be reviewed before the commencement of the show and updated in the light of any further requirements and legislative changes. Each Stall Holder must submit a Risk Assessment of their operation prior to the commencement of the show & retain a copy at their place operation.

This Policy has been approved by the Show Committee. A Committee Member has been appointed to have the responsibility for Health, Safety and Welfare and to whom reference should be made in the event of any difficulty arising in the implementation of this Policy. It is the duty of everyone to adhere strictly to the Policy at all times.

Signed

Committee Member (Health, Safety & Welfare)  
Wayland Show 2009

# WAYLAND AGRICULTURAL SOCIETY

136<sup>TH</sup> WAYLAND SHOW – SUNDAY, 2nd AUGUST, 2009  
AT BRANDON ROAD, WATTON, NORFOLK.

## EXHIBITORS APPLICATION FORM

COMPANY NAME

ADDRESS

EMAIL ADDRESS

TELEPHONE

PRODUCT TO  
SOLD/DISPLAYED

No. of passes

each

### TRADE STAND PRICES

	ATTENDED 2008	NEW
15' FRONTAGE	£40	£45
30' FRONTAGE	£60	£65
45' FRONTAGE	£80	£85
60' FRONTAGE	£100	£105

### ARTS & CRAFTS STANDS

(INSIDE)

1 x 6' TABLE & 1 CHAIR £20.00  
2 x 6' TABLES & 2 CHAIRS £30.00

### CHARITY STANDS

(OUTSIDE, COVER NOT PROVIDED)

10FT FRONTAGE £10.00  
20FT FRONTAGE £20.00

REGISTERED CHARITY NUMBER REQUIRED

### SHOW CATALOGUE ADVERTISEMENT

IF YOU WISH TO DISPLAY AN ADVERT IN OUR SHOW CATALOGUE PLEASE CONTACT RICHARD AT SPL PRINT LTD ON  
(01359) 240 500 OR AT [info@splprint.co.uk](mailto:info@splprint.co.uk) FOR PRICES AND DETAILS

EXHIBITORS AND STALLHOLDERS ARE REMINDED THAT THEY ARE RESPONSIBLE  
FOR THEIR OWN THIRD PARTY AND PUBLIC LIABILITY INSURANCE

I/WE ENCLOSE A CHEQUE FOR

CHEQUES MADE PAYABLE TO "WAYLAND AGRICULTURAL SOCIETY CIC"

SIGNED:

DATE:

PLEASE RETURN COMPLETED APPLICATION FORM TO:  
NEIL LAKE, THREXTON HOUSE, THREXTON ESTATE, NEAR WATTON, NORFOLK IP25 6LT  
TELEPHONE: 01953 881289

PASSES TO BE SENT OUT MIDDLE OF JULY, 2009

Dear Sir/Madam

Please find enclosed a Trade Stand Application Form for this years' Wayland show. The show will be held at Brandon Road in Watton on Sunday, 2nd August, 2009.

Our format for this years show is very similar to previous ones that you may have attended. We have a full Main Ring, with entertainment for the public from 9.30 to 5.00pm approx. and there will be the usual sideshows, attractions, children's entertainment, etc. We will have a full livestock show with cattle, pigs, sheep and horses and the Household Calvary should be doing some kind of display this year.

The trade stand layout has changed from last year, but we will offer you all a decent trading position and allow your vehicles behind the stands, which obviously makes things a lot easier both for us and you.

Thank you for taking the time to read this letter, and hope to see you at the Show on 2nd August.

Should you do decide to book, to enable us to consolidate our insurance, please enclose a copy of your public liability insurance (a photocopy will suffice), together with all the forms enclosed completed.

If you have any queries and need either directions to the site or any further information, please contact me on the numbers below.

Yours sincerely,

Neil Lake, Trade Stand Secretary.  
Threxton House, Threxton Estate, Threxton, Thetford, Norfolk IP25 6LT  
Telephone: (01953) 881289 or Mobile: 07734216486

***"Promoting rural life and supporting local charities"***

Wayland Agricultural Society CIC. A Community Interest Company Limited by Guarantee.  
Registered in England and Wales. Company Registration Number 6146613.  
Registered Office: Broom Hall, Richmond Road, Saham Toney, Thetford, IP25 7EX