

The Wayland Show 2010

Building & Breaking Down 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.



Contact Name: _____

Business Address: _____

Assessor Name *(person responsible for the checks):* _____

Date of Assessment: _____ **Signature Of Assessor:** _____

RISK ASSESSMENT		
Hazard	Person at risk	Controls to minimize risks

FIRE RISK ASSESSMENT		
Hazard	Person at risk	Controls to minimize risks
*Liquified Petroleum Gas (LPG) on site: <input type="checkbox"/> Yes <input type="checkbox"/> No	*Cylinder size & Quantity:	

* This must be completed.

Please continue on a separate sheet if necessary.

The Wayland Show 2010



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.

Contact Name: _____

Business Address: _____

Assessor Name *(person responsible for the checks):* _____

Date of Assessment: _____ **Signature Of Assessor:** _____

RISK ASSESSMENT		
Hazard	Person at risk	Controls to minimize risks

FIRE RISK ASSESSMENT		
Hazard	Person at risk	Controls to minimize risks
*Liquified Petroleum Gas (LPG) on site: <input type="checkbox"/> Yes <input type="checkbox"/> No	*Cylinder size & Quantity:	

* This must be completed.

Please continue on a separate sheet if necessary.

The Wayland Show 2010

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 14th 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.

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 2010