



BELLINGHAM SHOW AND COUNTRY FESTIVAL

Saturday 26th August 2017

TRADE STAND RISK ASSESSMENT

To assist us in providing a safe event we require all Trade Stand Exhibitors to complete a risk assessment and submit this with their application form. This is to show that you have considered any likely hazards in relation to your trade stand or exhibit and that you have put controls in place to prevent illness, injury or harm. Using the form provided please identify any likely hazards that could affect those setting up/manning/breaking down your Trade Stand/exhibit also give consideration to members of the public visiting during the course of the show. We have included some basic guidance below but you can access more information and find examples of completed risk assessments at <http://www.hse.gov.uk/risk/assessment.htm> An introduction to Health and Safety for Small Businesses can be found here <http://www.hse.gov.uk/pubns/indg259.pdf> Please copy the risk assessment form if more space is required.

Please return the form to the Trade Stand Chief Steward, Fiona Pattinson, a copy of your risk assessment should also be kept on your trade stand and be available for inspection at all times.

NO TICKETS WILL BE DISPATCHED UNTIL A COMPLETED RISK ASSESSMENT IS RECEIVED. A COPY OF YOUR PUBLIC LIABILITY INSURANCE MUST ALSO BE FORWARDED TO THE OFFICE. PLEASE NOTE THAT NO NAKED FLAMES ARE PERMITTED WITHIN OUR MARQUEES

Hazard (anything that could cause harm)	Who might be harmed and how?	What are you already doing?	What further action is needed?	Who is responsible for implementing further actions?
Look for likely hazards which you could reasonably expect to cause harm. We have given examples below but only include/add those relevant to you.	There is no need to list individuals by name just think about groups of people who could be harmed (examples below)	For each hazard you have listed list what precautions you already take	Is there anything else you need to do to make things safer?	Who will make sure that the remaining actions have been completed in time?
Hazards may include Fire – You should consider likely sources of ignition and any combustible materials. Slip/Trip hazards Use of chemicals or substances Use of Machinery especially the moving parts of machinery (e.g Blades) Working at height Use of vehicles Electricity Gas/ LPG Manual handling (Lifting/carrying) Noise Livestock/ Animal Issues Food Hygiene	Staff Members of the public Pay particular attention to:- People with disabilities Children Inexperienced staff/volunteers People working on their own – they may be more vulnerable.	Example precautions may include Using competent, trained staff. Following safe systems of work. Using well maintained and suitable equipment. Being prepared for likely weather conditions Restricting access to certain areas that may cause harm - barriers Keeping areas clear and tidy. Cleaning up spills. Providing adequate supervision at all times. Following food safety guidance e.g. Safer Food Better Business. Providing safety equipment/ clothing where required. Staff know how to get help and what to do in an emergency.	Inspections/ vigilance on the day. Communicating with Marshals on day.	Trade Stand Staff

