**TRADE STAND RISK ASSESSMENT TEMPLATE 2024**

We have a duty of care and need all our traders and exhibitors to help us with event safety by identifying potential hazards on and around their stand space, assessing how serious any harm caused could be, and how likely it is that an injury could occur from a hazard. We need to know that you’ve taken reasonable steps to identify and minimise risk. Under health and safety law we all have a duty to do all that is reasonably practical to ensure the health, safety and welfare of our employees and of anyone else that may be harmed by our work activities or our workplace.

It’s therefore a requirement of our Terms & Conditions that each exhibitor (including their subcontractors) completes and submits a risk assessment form. This needs to be submitted prior to the event start date. You are also required to provide a copy of your Public Liability Certificate, If your insurance renewal time falls between now and the event then you’ll need to re-submit when the new documents become available so we have proof of up-to-date cover.

COVID-19:. Please see our Covid risk assessment and policies here: <https://www.birtleywoodlandartspace.co.uk/risk-assessment>

Please complete this form in full and return it by email to [lorraine@birtleywoodlandartspace.co.uk](mailto:lorraine@birtleywoodlandartspace.co.uk)

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| --- | --- | --- | --- | --- | --- |
| EXHIBITOR NAME |  | | | | |
| DATE OF ARRIVAL ON SITE |  | DATE OF DEPARTURE FROM SITE |  | STAND SIZE |  |
| PERSON IN CHARGE |  | | CONTACT NUMBER ON SITE |  | |
| DESCRIPTION OF STAND/UNIT |  | | | | |
| MAXIMUM OCCUPANCY (STAFF) |  | MAXIMUM OCCUPANCY (PUBLIC) |  | TOTAL MAXIMUM OCCUPANCY |  |

**GENERAL HAZARDS** (consider risks to your own staff and to customers, other exhibitors and visitors)

The following list is a guide to the elements you should consider.

Slipping and tripping   
Manual handling  
Working at height  
Machinery use  
Dust, fumes and chemicals  
Falling objects  
Electrical equipment  
Overcrowding  
Vehicles   
Rubbish  
Weather conditions  
Effects of noise  
Livestock  
Fire (ignition sources, flammable substances, LPG use)

In your Control Measures listed, include information about compliance with relevant legal standards, recognised industry standards and training that has been undertaken.

|  |  |  |  |
| --- | --- | --- | --- |
| WHAT ARE THE HAZARDS? | WHO COULD GET HARMED AND HOW? | SEVERITY OF THE RISK  (HIGH, MEDIUM OR LOW) | CONTROL MEASURES  (HOW ARE YOU REDUCING THE RISK) |
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**FIRE SAFETY**

|  |  |  |
| --- | --- | --- |
| CHECKLIST | TICK TO CONFIRM | COMMENTS |
| My stand has adequate exits which will be available, unobstructed and unlocked at all times when the stand is in use. |  |  |
| I have adequate fire extinguishers/fire blankets, they have been maintained as required, they’re easily seen and available for use. |  |  |
| My staff have been trained on what to do in case of fire. |  |  |
| I have identified combustible materials and have reduced the risk of them being involved in an incident. |  |  |
| The structure, roof, walls and fittings of my stand are flame retardant. Are certificates of compliance available? |  |  |
| I have adequate provision for managing rubbish and have considered fire safety in how I manage this. |  |  |
| I know that petrol generators are not permitted on site. |  |  |

**LPG – Complete this section only if you use LPG**

|  |  |  |
| --- | --- | --- |
| CHECKLIST | TICK TO CONFIRM | COMMENTS |
| I have an inspection / gas safety certificate for the appliances and pipework and will keep a copy for inspection purposes. All hose connections are made with ‘crimped’ fastenings. |  |  |
| The cylinders are kept outside, secured in the upright position and out of the reach of the general public. They’re away from entrances, emergency exits and circulation areas. |  |  |
| The cylinders are readily accessible to enable easy isolation in case of emergency. |  |  |
| I will ensure that only those cylinders in use or likely to be in use are kept at my stand. |  |  |
| Appliances are fixed securely on a firm, non-combustible, heat-insulating base and surrounded by shields of similar material on three sides. |  |  |
| I will ensure that gas supplies are isolated at the cylinder as well as at the appliance when the apparatus is not in use. |  |  |
| My staff have been trained in the safe use of LPG. |  |  |

Responsible person:

………………………………………………………………………………………. ………………………………………………………………………………………………. ………………………………………..  
SIGNATURE PRINT NAME DATE

……………………………………………………………………………………….  
POSITION IN COMPANY

Please note: Notwithstanding the content of this document, any exhibitor deemed to have unsatisfactory standards or provisions and who fails to remedy to our satisfaction will not be permitted to trade and risks removal from site.

More information that will help you complete this form and ensure that you’re following best practice is here:   
<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

Fire risk assessment guidance for open air events like ours:   
<https://www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues>

Guidance around temporary demountable structures:   
<https://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm>

Guidance for the safe use of LPG at events:   
<https://www.ncass.org.uk/resources/legal-compliance/gas-safety/the-law/>

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