

Caerwys Agricultural Show - Risk Assessment Form

Please answer the questions below by putting a tick in appropriate box. This form must be completed by all exhibitors and returned with your trade stand or catering tender application.

Also note that some questions ask you to provide evidence of your answers. This does not have to be sent with your risk assessment, but must be available on your Trade stand for inspection throughout your attendance at the Show.

Company Name: _____

Contact Name: _____ **Tel:** _____

Address: _____

Postcode: _____ **Email:** _____

A. Insurance			
Do you hold Public Liability Insurance to cover your attendance at the Show? (Copies of which must be available for inspection during the Show)	Yes	No	N/A
B. Reducing the risk of fire			
Has any portable electrical equipment been portable appliance (PAT) tested by a competent person in the last year? (Evidence may be requested).	Yes	No	N/A
Have you identified ignition / heat sources and ensured that these are kept away from all flammable / combustible materials?	Yes	No	N/A
Are you aware that petrol generators are not permitted on the Showground?	Yes	No	N/A
C. Gas and gas appliances (including your caravan if located on the Showground)			
Do you have an inspection / gas safety certificate, from someone who is Gas Safe Registered, for the appliances and pipework and are all hose connections made with "crimped" fastenings rather than jubilee clips? (Evidence may be requested).	Yes	No	N/A
D. Fire detection, preventing fire spread and firefighting (including your caravan if located on the Showground)			
If staff sleep in / near the stand / unit, is there a working smoke detector and a clear exit route maintained?	Yes	No	N/A
Have you identified combustible materials that could promote the spread of fire beyond the initial ignition point and reduced the chance of them being involved in an accident, e.g. paper, cardboard, bottled LPG?	Yes	No	N/A
Will you have sufficient bins for refuse or suitable arrangements to prevent an accumulation of refuse?	Yes	No	N/A
Are the structure, roofing, walls, linings and fittings of your stand / unit flame retardant? (Evidence may be requested).	Yes	No	N/A

Do you have appropriate fire extinguishers / fire blankets available that have been tested within the last year? (Evidence may be requested)	Yes	No	N/A
Are staff within the stand / unit familiar with the basic operating instructions for the fire extinguishers / fire blanket?	Yes	No	N/A

E. Emergency escape			
Will staff be aware of what to do in the event of a fire, how to raise the alarm, evacuate the stand / unit and the exit locations?	Yes	No	N/A
Do you ensure your stand / unit never becomes overcrowded to guarantee the safe escape of occupants in the event of a fire?	Yes	No	N/A
Will adequate exits be provided for the number of occupants within the stand / unit? Are staff & customers able to evacuate easily if the normal exit was blocked due to fire?	Yes	No	N/A
Will the available exits be unobstructed and unlocked always the stand / unit is in use?	Yes	No	N/A
Where necessary, will there be sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?	Yes	No	N/A
If normal lighting failed, would the occupants be able to make a safe exit? (Consider daylight, streetlights, back up lighting, torches)	Yes	No	N/A
F. Other risks			
Are you aware that you must NOT stock or sell certain items, as listed under banned items in the Trade Stand Regulations (Chinese lanterns, Catapults, crossbows, firecrackers, caps, stink bombs, balloons)	Yes	No	N/A
Have you completed a risk assessment covering the set-up, use and take-down of your Trade stand, e.g. the use of banksmen alongside large vehicles, certification for lifting equipment, management of slips, trips and falls etc. (Evidence may be requested) ?	Yes	No	N/A
Do you have procedures to ensure that no equipment, e.g. telehandlers or flagpoles, comes into contact with the overhead power lines on some parts of the Showground (the Trade Stand Officer will be able to advise if your stand is close to overhead power lines)?	Yes	No	N/A
Do you intend to sell Alcohol?	Yes	No	N/A

I/We hereby agree to have all the above-mentioned documentation available on our stand for inspection, and will ensure that our contractors and staff attending the Show are aware of this requirement.

PLEASE SIGN & DATE BELOW

Signature:

Date:.....