

2020 Exhibitor Health & Safety Assessment Questionnaire for Axe Vale Show

This form is part of your application and therefore must be fully completed and returned with the rest of your application to the Show Office. Where evidence is requested (i.e. Public Liability Insurance) this must be submitted in advance and be available for inspection at all times whilst on the Show site.

It is your responsibility to ensure that suitable and sufficient risk assessments are carried out to cover your operations and activities at our Show. You are also required to consider the risk of fire within your stand / structure. Failure to comply with reasonable health and safety precautions may result in your being removed from the site.

Trading Name:	
Name of Onsite Responsible Person:	
Emergency on-site Telephone Number:	
Please provide a description of the product(s) on display and / or activities taking place. Please include the intended sizes and structure of your stand / unit.	

Insurance			
1.	Do you hold Public Liability Insurance to cover your attendance at the Show? (Evidence of this insurance must be made available during the Show)	Yes	No
Name of Insurer:		Amount of Cover (£)	
		The Policy Term: (Date from – Expiry date)	

Risk Assessment		
Have you completed a full and thorough risk assessment covering your stand / structure set up, break down and the operations you intend to undertake? This must include (but not be limited to): vehicle movements, erection of marquee / stand, work at height (including the use of ladders), use of machinery, manual handling, slips, trips & falls, hazardous substances, adverse weather conditions etc. (Evidence of the assessment must be sent in advance and be available during the Show) Visit www.hse.gov.uk if you require further information.	Yes	No

General		
Do you intend to dig, excavate or pin into the ground to such a depth that you may come into contact with underground services such as cables or pipework? If yes, please contact the Show Office IN ADVANCE.	Yes	No

Catering			
If you are providing catering (food / drinks), are you registered with your Local Authority?	Yes	No	N/A
Name of Authority Registered with?			
Do you hold a Food Hygiene Rating?	Yes	No	N/A
	Rating Held		
Will you be selling alcohol? If so, have you obtained a TEN's licence from the relevant Authority? (Evidence of this must be sent in advance and be available during the Show – failure to do so will mean you cannot trade)	Yes	No	N/A

Fire Assessment			
Are the structures, roofing, walls and fittings of your stand / unit flame retarded?	Yes	No	N/A
Will exits be kept unobstructed at all times?	Yes	No	N/A
Do you have an adequate number of fire extinguishers/fire blankets available for easy use?	Yes	No	N/A
Has your firefighting equipment been tested in the last 12 months?	Yes	No	N/A
Have your staff been made aware of what to do should an incident occur? Do they know how to raise the alarm, evacuate the stand / unit and operate the firefighting equipment supplied?	Yes	No	N/A
Have you identified all ignition sources and ensured that they are kept away from combustible / flammable materials?	Yes	No	N/A
Have any portable appliances been PAT tested by a qualified person in the last 12 months?	Yes	No	N/A
Are you aware that GENERATORS are NOT permitted on site?	Yes	No	
If staff are sleeping within the stand / unit, is a working smoke detector fitted and are exit routes maintained throughout the evening / night?	Yes	No	N/A
Are you aware that open fires, naked flames are not allowed on the Showground (without prior permission from the Show management)?	Yes	No	
If you have answered 'No' to any of the above questions, please provide details of the actions taken to avoid any dangerous situations arising:			
Will you be using LPG gas within the confines of your stand / unit? If 'Yes', please answer the following questions.	Yes	No	
Do you have an inspection / gas safety certificate for the appliances / pipework and are all hose connections made with 'crimped' fastenings? (Evidence of this must be available during the Show)	Yes	No	
Are the cylinders kept outside, secured in the upright position and out of the reach of the general public?	Yes	No	
Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shield of similar material on three sides?	Yes	No	
Are the cylinders located away from entrances, emergency exits and circulation areas?	Yes	No	
Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	Yes	No	
Do you ensure that only those cylinders in use are kept at your unit/stall? (Spares should be kept to a minimum and in line with any specific conditions for the event).	Yes	No	
Is a member of staff, appropriately trained in the safe use of LPG, present in the unit / stall at all times?	Yes	No	
DECLARATION: I /We hereby confirm that we will take all due care and diligence with regards to the health, safety and fire risks on our stand / unit and, will have all requested documentation (see above) available for inspection whilst at the Show and have informed all onsite staff (including any appointed contractors) of this assessment.			
Date completed:			
Stand / Unit Responsible Person:			
Signature:			

For completion by Show Office only:		Initials
Have all sections of this questionnaire / assessment been completed?	Yes/No	
Is further information required from the Exhibitor / Trader?	Yes/No	
Approved for entry as an Approved Exhibitor / Trader ?	Yes/No	