

Royal Welsh Show 2016 - Risk Assessment Form

Please answer the questions below by placing a circle around your response. This form has to be completed by all exhibitors and returned with your tradestand 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 Tradestand for inspection throughout your attendance at the Show.

Company: _____

Contact Name: _____ Tel: _____

Address: _____

Postcode: _____ E mail: _____

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
Will the LPG cylinders be kept outdoors, secured in the upright position and out of the reach of the general public?	Yes	No	N/A
Will appliances be fixed securely on a firm, non-combustible heat insulating base and surrounded by shields of similar material on three sides?	Yes	No	N/A
Will the LPG cylinders be located away from entrances, emergency exits and circulation areas?	Yes	No	N/A
Will the LPG cylinders be easily accessible for isolation in case of an emergency?	Yes	No	N/A
Do you ensure that gas supplies are isolated at the cylinder, as well as the appliance, when the apparatus is not in use?	Yes	No	N/A
Will you ensure that only those cylinders in use / likely to be used are kept at your stand / unit?	Yes	No	N/A
Are staff appropriately trained in the safe use of LPG present at the stand / unit at all times?	Yes	No	N/A
D. Fire detection, preventing fire spread and fire fighting (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 and 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 at all times 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 <u>NOT</u> stock or sell certain items, as listed under banned items in the Tradestand Regulations?	Yes	No	N/A
Have you completed a risk assessment covering the set-up, use and take-down of your Tradestand, 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 Tradestand Officer will be able to advise if your stand is close to overhead power lines).	Yes	No	N/A
Do you intend to break the ground surface, dig or excavate such that you might contact underground services, e.g. underground cables or pipework.	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.

Signed: _____ Print Name: _____ Date: _____