

# Dorset County Show 2020 - Trade Stand Risk Assessment

Company name:	<i>Enter the name of your company or title of your stand</i>				
Name of assessor:		Signature:		Date:	
Name of person in charge of the stand during the show:				Contact phone no:	
Please give a brief description of your stand / activity below:					

**NB: The examples below are simply a prompt and you will need to consider your own stand and the hazards present during set-up, the show period itself and post-show break down, e.g. vehicles, work at height, cooking, animals, equipment, activities etc. You may find further help and assistance from your own trade bodies and the HSE website**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<i>Slippery and uneven surfaces</i>	<i>Staff and visitors may be injured if they slip on wet ground</i>	<i>General good housekeeping is carried out.</i>	<i>Monitor throughout the period of the show</i>			
<i>Items on ground – tent pegs, flag spikes</i>	<i>Staff and visitors may be injured if they trip over objects</i>	<i>Staff keep areas clear, e.g. no boxes / items left in walkways.</i>	<i>Cover ground spikes when flag poles removed</i>			
<i>Displays protruding into walkways at eye level</i>	<i>Staff and visitors may be injured if they collide with displays – consider children</i>	<i>Ensure all walkways are kept clear and that there are no protrusions at any level</i>	<i>Monitor throughout the period of the show</i>			
<i>Electricity / electrical equipment</i>	<i>Staff and visitors may be seriously harmed by electric shock</i>	<i>Ensure all equipment is checked prior to use. Daily visual checks by staff</i>	<i>Report any faults and take equipment out of use</i>			
<i>Manual handling</i>	<i>Staff may suffer musculoskeletal damage from handling heavy / awkward loads</i>	<i>Any item over 25kg or of awkward shape to be handled by two persons.</i>	<i>Ensure that staff do not attempt to carry more than they are comfortable with</i>			



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<b>Company name:</b>					
<b>Name of assessor:</b>		<b>Signature:</b>		<b>Date:</b>	
<b>Name of person in charge of the stand during the show:</b>				<b>Contact phone no:</b>	
<b>Please give a brief description of your stand / activity below:</b>					

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to control this risk?</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>Done</b>

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What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done

# Dorset County Show 2020

## Trade Stand Fire Risk Assessment

<b>Stand / area covered by this assessment:</b>	
<b>Name stand / area</b>	
<b>Size of stand</b>	
<b>Location (if known)</b>	
<b>Other relevant information</b>	
<b>Responsible Person</b>	
<b>Name(s) of risk assessor</b>	
<b>Date</b>	
<b>Signature</b>	
<b>Date</b>	

<b>1. Hazards and sources of combustion - ✓ as appropriate</b>		
<b>Fire</b>	<b>Ignition sources</b>	<b>Arson</b>
<b>Smoke</b>	<b>Flammable materials</b>	<b>Open fires</b>
<b>Waste</b>	<b>Electrical equipment</b>	<b>Other (please detail)</b>
<b>Dusts</b>	<b>Furniture</b>	
<b>Chemicals</b>	<b>Fabrics</b>	
<b>Fuels</b>	<b>Blocked fire exits</b>	
<b>2. People at risk- ✓ as appropriate</b>		
<b>Staff</b>	<b>Volunteers</b>	
<b>Guests / visitors</b>	<b>Contractors</b>	
<b>Others</b>		

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## Trade Stand Fire Risk Assessment

<b>3. Control measures in place</b>	✓		✓
<b>Fire fighting equipment – e.g. extinguishers / fire blankets.</b>  <i>Recommended for all stands, mandatory for any stand cooking or using hot processes</i>		Fire exits	
		Training for staff in fire awareness	
		Electrical appliance testing	

### Fire Risk Assessment Checklist

	Question	Yes	No	N/A	Controls / Comments
<b>Sources of fuel</b>					
1	Are combustible materials and flammable liquids or gases kept on the stand?				
2	Are all combustible materials and flammable gases stored safely?				
3	If using LPG, are all hoses in good condition, in date and secured with crimped clips?				
4	Is the stand kept free of rubbish and combustible waste materials?				
5	Is any furniture in good condition and if upholstered, of fire retardant material?				
<b>Sources of heat</b>					
6	Are all items of portable electrical equipment inspected regularly and fitted with correctly rated fuses?				
7	Is the use of electrical extension leads and multipoint adaptors kept to a minimum?				
8	Are flexes run in safe places, where they will not be damaged?				

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## Trade Stand Fire Risk Assessment

9	Is cooking carried out on the stand?				
10	Does activity on the stand involve combustible materials or other processes that use heat?				
<b>People at risk</b>					
11	Has consideration been given to the evacuation of persons who may be disabled vulnerable?				
<b>Means of escape</b>					
12	Are there a sufficient number of exits of a suitable width for the people likely to be present?				
13	Are they within the maximum recommended travel distances and signed correctly?				
14	Are all gangways and escape routes free from obstructions and combustible materials?				
15	Are the escape routes free from tripping and slipping hazards?				
<b>Fire fighting equipment</b>					
16	Are an adequate number of suitable fire extinguishers in place?				
17	Are the fire extinguishers and fire blankets located suitably and ready for use?				
18	What date is the next service of fire-fighting equipment due?				
<b>Fire safety administration</b>					
19	Have all members of staff and volunteers been trained in what to do in the event of a fire, fire awareness and use of fire extinguishers?				

# Dorset County Show 2020

## Trade Stand Fire Risk Assessment

Notes



# DORSET



COUNTY SHOW  
5 & 6 SEPT 2020

## **Food Safety Checklist**

### **Unwrapped & Higher Risk Foods**

**Name:** .....

**Address:** .....

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.....  
.....

**Trading name (if different to above):** .....

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**Name / address of registering Local Authority:** .....

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**Current Food Hygiene score:** .....

## **Food Safety Checklist**

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*This checklist is to help you identify hazards and for you to put the necessary controls in place to make sure that the food you sell / serve is safe to eat; it is specifically designed for caterers and food business operators attending outdoor events.*

*Please bring the completed checklist with you to the event.*

*Should you need any assistance with this, or wish to discuss any of the points in it, please feel free to contact us.*

***Please give a brief description of your stand and the products you will be offering:***

### **N.B.:**

*The full checklist is required if you are selling any foodstuffs that are open, unwrapped or require temperature control (hot or cold). Please also note that if offering any open foods for sale we require you to have adequate hand-washing facilities on your stand.*

*If however you only sell pre-packed, low risk products, for example: alcohol, bottled drinks, confectionery, dairy-free cakes, pastry, breads and biscuits that are placed in their final packaging before they are brought on site, please complete the "Low risk checklist"*

# Food Safety Checklist

## Setting up:

<b>Food Safety Management</b>		<b>Yes</b>	<b>No</b>
Do you have HACCP documentation confirming the food safety controls you adopt to ensure that the food you prepare is safe to eat?			
Do you keep monitoring record sheets, training records etc?			
Are the above documents available for inspection on your trailer / stall?			
<b>Food Storage</b>		<b>Yes</b>	<b>No</b>
Are all food storage areas undercover and protected from contamination?			
Are they clean and free from pests?			
Do you have enough refrigeration? Does it maintain temperature?			
Can you keep high-risk foods (i.e.: ready to eat foods containing moisture and proteins) stored at 8°C or below?			
How will this temperature control be managed?			
<b>Food Preparation and Service Areas</b>		<b>Yes</b>	<b>No</b>
Have you got precautions to keep mud out of the stall in wet weather?			
Are all worktops and tables sealed or covered with an impervious washable material?			
Have you got enough preparation worktop space?			
It is essential that you have appropriate handwashing facilities, do your facilities include sink with hot and cold water, soap and paper towels?			
Have you got sinks that are large enough to wash food and equipment? Are they supplied with hot and cold water?			
As there is no mains drainage, have you made hygienic provision for the disposal of waste water? e.g. waste pipe from sink to waste water container			
Have you got enough fresh water containers? Are they clean and do they have caps?			
Have you got a supply of hot water reserved for washing up and handwashing?			
Is all of your food equipment in good repair? Are any repairs outstanding since your last event?			
<b>Cleaning</b>		<b>Yes</b>	<b>No</b>
Is your vehicle / stall clean? Can it be kept clean?			
Do you have a written cleaning schedule to ensure all areas are kept clean?			
Have you an ample supply of clean cloths and a 'food-safe' disinfectant / sanitizer to clean food and hand contact surfaces?			
Are all cleaning chemicals stored away from food?			



# Food Safety Checklist

## Safe food practice during the event:

*Food poisoning is preventable – you can help avoid it by carrying out these checks.*

<b>Storage</b>		<b>Yes</b>	<b>No</b>
Is good stock rotation carried out? Are all stocks within their expiry dates?			
If you use raw and cooked foods are they adequately separated during storage?			
Are high-risk foods (i.e.: ready to eat foods containing moisture and proteins) stored under refrigeration at 8°C or below?			
How will this temperature control be managed whilst on site?			
<b>Purchase</b>		<b>Yes</b>	<b>No</b>
Are you purchasing raw ingredients and / or food products from a reputable company?			
<b>Preparation</b>		<b>Yes</b>	<b>No</b>
Do staff always wash their hands before handling food and after handling raw foods?			
Are separate tools / utensils used for raw and cooked foods?			
Do you use separate chopping boards for raw and cooked food?			
If you have answered 'no' to the previous question, are they properly cleaned and disinfected between raw and cooked foods?			
<b>Cooking</b>		<b>Yes</b>	<b>No</b>
Is all frozen meat and poultry defrosted thoroughly prior to cooking?			
Are cooked and part-cooked food separated during cooking?			
Is all meat and poultry cooked until it is piping hot, i.e.: >75°C and the juices run clear?			
How do you check temperatures of food during and after cooking?			
<b>Reheating food</b>		<b>Yes</b>	<b>No</b>
Are all foods reheated to over 75°C ?			
How will the reheating of foods be carried out and monitored?			
Do you only reheat food once?			

# Food Safety Checklist

After cooking	Yes	No
Is food cooked and served straight away?		
If you have answered 'no' to the previous question, is hot food held at a temperature of 63°C or above until served?		
or, is the cooked food cooled to below 5°C?		
Once cooked, is food protected from contact with raw foods and foreign bodies?		
Cleaning	Yes	No
Do you and your staff operate a 'clean-as-you-go' procedure?		
Are you using clean cloths and a 'food-safe' disinfectant / sanitizer to clean food contact surfaces?		
Allergen control	Yes	No
Do you provide clear, unambiguous information on allergens in the foods you supply?		
Are all of your staff trained in allergen information?		

**Notes / comments / actions:**

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*Should you require any advice or assistance with this form, or wish to raise any specific points, please contact the show office.*

**Signatures:**

Food Stall Operator: ..... Date: .....

Show Staff: ..... Position: ..... Date: .....