

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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Trade Stand Fire Risk Assessment

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

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

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3. Control measures in place	✓		✓
Fire fighting equipment – e.g. extinguishers / fire blankets. <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
Sources of fuel					
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?				
Sources of heat					
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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9	Is cooking carried out on the stand?				
10	Does activity on the stand involve combustible materials or other processes that use heat?				
People at risk					
11	Has consideration been given to the evacuation of persons who may be disabled vulnerable?				
Means of escape					
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?				
Fire fighting equipment					
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?				
Fire safety administration					
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?				

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Notes

DORSET



COUNTY SHOW

5 & 6 SEPT 2020

Food Safety Checklist

Low risk, pre-wrapped food & drink

Name:

Address:

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.....

.....

Trading name *(if different to above):*

.....

Name / address of registering Local Authority:

.....

Current Food Hygiene score:

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:

Important, please note:

If any of your products are open / unwrapped or if any of them contain meat, poultry, shellfish, fish, milk, cream, eggs, cheese, cooked rice, cooked pasta, lentils and beans you must complete the full food safety checklist showing how you will manage your food safety, contamination controls, temperature controls and hygiene.

Do you only sell pre-packed , low risk products, e.g.: alcohol, bottled drinks, confectionery, meat-free and dairy-free cakes, pastry, breads and biscuits that are placed in their final packaging before they are brought on site?	Yes	No
N.B.: If the answer to the above is “ No ” you will need to complete the full food safety checklist showing how you will manage food safety, contamination controls, temperature controls and hygiene.		
Do you intend to offer samples of unwrapped foods for tasting?	Yes	No
If yes, will you be cutting foods?	Yes	No
How will you ensure that knives, chopping boards and hands are kept clean and hygienic?		
If you are offering samples of drinks, please confirm that you will be using single use, disposable cups	Yes	No
What facilities do you have for hand-washing?		
Do you have appropriate arrangements for the disposal of waste and recycling?	Yes	No
Please confirm that staff have received a minimum of level one food safety training	Yes	No

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

Signatures:		
Food Stall Operator:	Date:	
Show Staff:	Position:	Date:

