

Risk Assessment form for Exhibitors / Traders Cranleigh Show – SUNDAY, 2 JULY 2017

Please complete using BLOCK CAPITALS

Company Name:			
Responsible Person:			
Address:			
Signature of Responsible Person:		Date of Assessment:	

Activity: (Please indicate which description most reflects the activities of your stand and give brief details)			
Retail outlet	<input type="checkbox"/>	Demonstrations	<input type="checkbox"/>
		Static display	<input type="checkbox"/>
		Catering outlet	<input type="checkbox"/>
Brief description of activities:			

General Risk Assessment

Please tick and give details of control measures if you have any of the following hazards. A fire risk assessment must be completed where indicated (use attached template):

Hazard	<input type="checkbox"/>	Mandatory Control Measures	<input type="checkbox"/>	Further control measures (give detail)
Liquid Petroleum Gas (LPG)		Complete Fire Risk Assessment. Supply copy of Gas Safe Certificate for appliance.		
Heat & ignition sources		Complete Fire Risk Assessment.		
Hot surfaces		Complete Fire Risk Assessment.		
Highly flammable liquids		Complete Fire Risk Assessment.		
Significant amount of combustible waste		Complete Fire Risk Assessment.		
Electrical equipment		Test certificates must be available		

Please use the risk assessment guidelines provided in the trade stand information pack to identify further hazards not considered above, e.g. machinery, work at heights, slips & trips, electricity, manual handling etc.

Identified Hazard	Persons at Risk	Controls in Place		
		Build Up Period	Open Period	Break Down Period

Please be aware you may be required to show evidence of your control measures by show officials at any time during the show or build up / break down periods.

Insurance		
Name of Insurer & Information of Public Liability Status (i.e. what is covered)	Amount that the Insurance covers	The Policy Term (i.e. the date from validity to expiry)

Trade Stand owners MUST have their own insurance to participate at Cranleigh Show. Please note that it is recommended that all inside stands have a minimum of £5 million cover. All outdoor stands are required to have £2 million in cover. **Please enclose a copy of the insurance policy.**

Fire Risk Assessment Template for Exhibitors / Traders Cranleigh Show – SUNDAY, 2 JULY 2017

Please complete this form if you have any significant fire risks (you may use an alternative format or existing fire risk assessment if suitable) and return with your risk assessment. You may be requested to provide evidence of your fire safety arrangements by show officials.

Fire Risk Assessment – Record of Significant Findings		
Company:	Date:	
Responsible Person:	Signature of Responsible Person:	
Main undertakings/activities:		
Step 1 – Identify the Hazards		
Sources of Ignition	Sources of Fuel	Sources of Oxygen
Step 2 – People at Risk		
Step 3 – Evaluate, Remove, Reduce & Protect		
Evaluate the risk of fire occurring – low, medium, high		
Evaluate the risk to people from fire starting – low, medium, high		
Remove and reduce the hazards that may cause a fire – detail control measures		
Remove and reduce the risks to people, animals, property – detail control measures		
Fire Extinguishers		
Provide details of types of extinguisher provided:		