Exhibitor Health & Safety Assessment Questionnaire

This form MUST be fully completed and returned with the rest of your application. Where evidence is requested Your Public Liability Insurance Certificate must 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. GENERATORS ARE NOT PERMITTED ON SITE.

Insurance			
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)	

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?	Yes	No

Catering			
If you are providing food / drinks, are you registered with your Local Authority?	Yes	No	N/A
Name of Authority Registered with?			
Will you be selling alcohol? If so, have you obtained a TEN's licence? (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
Have any portable appliances been PAT tested by a qualified person in the last 12 months?	Yes	No	N/A
Are you aware that open fires, naked flames are not allowed on the Showground ?	Yes	No	

Compulsory Risk Assessment

Hazard examples: Slipping/Tripping, Hot Fluids, Vehicles, Fumes, Moving Machinery, Chemicals, Manual Handling, Noise

Hazard	Persons at risk	Controls to minimise risk
Will you be using LPG gas within the confines of your stand / unit? 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:	
Name (printed):	
Signature:	