



Monmouthshire Show, Sunday 17th August 2025 Craft Marquee/Shopping Mall Risk Assessment Template

Under health and safety law we **all** have a duty to do all that is reasonably practical to ensure the health, safety and welfare of anyone that may be harmed by our work activities or our work space. It is therefore a requirement of our Terms & Conditions that each stallholder completes and submits a risk assessment form. This needs to be submitted in good time before the show along with proof of your Public Liability Insurance, minimum cover of £5 million.

Please complete this form in full and upload it to www.showplan.co OR return it by email to secretary@monmouthshow.co.uk.

GENERAL HAZARDS (consider risks to your own staff and to customers, other exhibitors and visitors)

The following list is a guide to potential hazards. It is not exhaustive, so do consider any other hazards that may apply to your stand.

Slips, trips and falls	Overcrowding	Fire (Flammable/Combustible Materials, ignition source, i.e. power bank)
Manual handling	Vehicles	Weather conditions
Working at height	Rubbish	Effects of noise
Machinery use	Falling objects	Electrical equipment
Dust, fumes and chemicals	Livestock	

In your Control Measures listed, include information about compliance with relevant legal standards, recognised industry standards and training that has been undertaken.

WHAT ARE THE HAZARDS?	WHO COULD GET HARMED AND HOW?	SEVERITY OF THE RISK (HIGH, MEDIUM OR LOW)	CONTROL MEASURES (HOW ARE YOU REDUCING THE RISK)
Example; Boxes.in.walkways	Stallholder?other.exhibitors?general.public	Medium	Keep.all.walkways.clear.and.free.from.clutter.at.all.times;.

ask traders to consider carrying their own, particularly where flammable/combustible materials are involved.		
My staff have been trained on what to do in case of fire.		
I have identified combustible materials and have reduced the risk of them being involved in an incident.		
The structure, roof, walls and fittings of my stand are flame retardant. Are certificates of compliance available?		
I have adequate provision for managing rubbish and have considered fire safety in how I manage this.		
I know that generators are not permitted in the Craft Marquee or Shopping Mall.		
I know that candles must not be lit in the Craft Marquee or Shopping Mall, nor any other form of naked flame be present.		

LPG

I understand that the use of LPG is not permitted in the Craft Marquee or Shopping Mall.

Please note: By completing and signing this form you have read the following points and agree that you have taken all reasonable actions to meet each point where applicable:

- We hold appropriate Public Liability insurance (required) and Employer Liability insurance (if required) for the duration of the event.
- Where we are providing any food or beverage, we have a HACCP in place, our staff are appropriately trained and we will display allergen information.
- We understand that the sale or provision of alcohol is not allowed in the Craft Marquee or Shopping Mall.
- All items/produce for sale will be labelled according to British and European regulations and legislation in force at the time of the Show.
- We have brought to the attention of the show organiser any other information that may give rise to a hazard or concern at the Show.
- Upon arrival at the Show our staff will familiarise themselves with any potential risks on site and any emergency information.
- Anyone involved with our stand has been given sufficient information, instruction and training to enable them to work in a competent and safe manner.

