



Monmouthshire Show, Sunday 17th August 2025 Outside Tradestand/Exhibitor 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 (Ignition sources, flammable substances, LPG, etc)
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;.

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 am aware that I must not stock or sell certain items, i.e. fireworks, garden flares, etc.?		
I have adequate provision for managing rubbish and have considered fire safety in how I manage this.		
I know that petrol generators are not permitted on site.		
All electrical items that I will be using have been tested and are protected with RCD protection.		

LPG – Complete this section only if you use LPG

CHECKLIST	TICK TO CONFIRM	COMMENTS
I have an inspection / gas safety certificate for the appliances and pipework and will keep a copy for inspection purposes. All hose connections are made with 'crimped' fastenings.		
The cylinders are kept outside, secured in the upright position and out of the reach of the general public. They're away from entrances, emergency exits and circulation areas.		
The cylinders are readily accessible to enable easy isolation in case of emergency.		
I will ensure that only those cylinders in use or likely to be in use are kept at my stand.		
Appliances are fixed securely on a firm, non-combustible, heat-insulating base and surrounded by shields of similar material on three sides.		
I will ensure that gas supplies are isolated at the cylinder as well as at the appliance when the apparatus is not in use.		
My staff have been trained in the safe use of LPG.		

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 MUST be agreed with the Show Secretary before booking.
- 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.
- All staff, including contractors and sub-contractors have been informed of potential risks on site.
- We will comply with all rules and regulations of the Show (available at www.monmouthshow.co.uk/traders) which we have read and understand.
- We have completed the following Risk Assessment and understand the requirement for ensuring that the necessary controls for eliminating or minimising risk are put in place.
- We will ensure that all regulations are met and no claims against the Society will be considered.
- Any incidents occurring within the area that we are located should and will be reported to an official of the Society immediately.

Responsible person:

.....
SIGNATURE

.....
PRINT NAME

.....
DATE

.....
POSITION IN COMPANY

Please note: Notwithstanding the content of this document, any exhibitor deemed to have unsatisfactory standards or provisions and who fails to remedy to the satisfaction of our Health & Safety Officer will not be permitted to trade and risks removal from site.

More information that will help you complete this form and ensure that you're following best practice is here:

<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

Fire risk assessment guidance for open air events like ours:

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues>

Guidance around temporary demountable structures:

<https://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm>

Guidance for the safe use of LPG at events:

<https://www.ncass.org.uk/resources/legal-compliance/gas-safety/the-law/>