



SAGE 2021

- VISITOR CATALOGUE ENTRY
- INSURANCE DETAILS
- RISK ASSESSMENT FORM
- FIRE RISK ASSESSMENT FORM

PLEASE return this form by 16th July 2021 to:
team@sportsandgrounds.co.uk

EXHIBITOR DETAILS

PLEASE USE BLOCK CAPITALS

Name of Company

Contact Name

Address

Tel No

Fax No

Postcode

Mobile No

Email Address

VISITOR CATALOGUE ENTRY DETAILS

Name of Company

Address

Tel No

Fax No

Brief Description
(15 words maximum)

Postcode

Email Address

Web Address

Please keep a copy of this application for your records.

PUBLIC LIABILITY INSURANCE

All exhibitors must carry insurance with a minimum limit of indemnity of £2m. Please provide the following Information:

Insurer _____

Policy number _____

Period of cover _____

The policy has an 'Indemnity to Principle' clause: Yes No

- I/we give permission to be contacted by Sports And Grounds Exhibition Limited about exhibiting at shows organised by Sports And Grounds Exhibition Limited until notification to be removed from mailing list is given
- I/we give permission for the above information to be displayed to show visitors in print and on the website.
- I/we give permission for our details to be passed on to specially selected third parties

**Please return this form, along with your risk assessment and fire risk assessment
(found below) by Friday 16th July to:
team@sportsandgrounds.co.uk**

RISK ASSESSMENT

It is a requirement of the The Sports And Grounds Exhibition Limited (and in many cases a legal requirement) that any organisation or individual wishing to exhibit as a tradestand or similar provides a suitable and sufficient risk assessment of their proposed undertakings at the showground. The below assessment form is intended as guidance only to assist you consider the hazards related to your stand. This does not absolve you from your legal obligations or responsibilities or transfer such.

Your assessment needs to identify the significant hazards that may be posed by your stand and your operations to anyone on the showground, including you and your staff as well as visitors. You must endeavour to remove or reduce these risks to protect people from injury.

The completed and signed form must be submitted to the event organiser as well as maintained available on your stand for inspection by the Regulatory Services / Event Organisers / Council Officers at all times.

You do not need to use this form; you may use another method if you wish.

Activity/Hazard/Consideration	Tick if you have this hazard.	Explain who may be harmed and what you do to reduce the effect of the hazard to a safe level
<p>Accessibility for those less able Detail considerations and measures put in place to enable everyone to be able to access your stand safely in line with the Equality Act 2010.</p>	<input type="checkbox"/>	
<p>Alcohol If you sell or provide alcohol on your stand detail how you ensure it is not served to minors and how you uphold the licencing conditions. Note if you intend to see alcohol on your stand this must be agreed with the Tradestand Team before booking.</p>	<input type="checkbox"/>	
<p>Breaking Ground If you intend to drive stakes (for structures etc) or dig holes as part of your stand what measures do you take to ensure there are not underground services present.</p>	<input type="checkbox"/>	
<p>Chemicals If you use or have chemicals present on your stand – these may include everyday cleaning products; you should complete COSHH assessments for each product. Explain how you prevent injuries occurring from these chemicals.</p>	<input type="checkbox"/>	
<p>Children Consider how you ensure children may be effected by your stand or products and how you ensure they are not exposed to such hazards.</p>	<input type="checkbox"/>	

<p>CoViD-19</p> <p>Explain the measures you are implementing on your stand to ensure good hygiene of your staff and customers and how you are managing physical distancing including when customers are queuing.</p>	<input type="checkbox"/>	
<p>Demonstrations</p> <p>Describe any demonstrations of products or services and how you ensure no hazards are presented to your staff or visitors.</p>	<input type="checkbox"/>	
<p>Dogs</p> <p>Whilst depending on the show the public may not bring dogs, stand holders may by nature of being away from home have dogs with them. If you do; detail how you ensure your dog does not pose harm to customers or others. Note: Dogs must remain behind your stand at all times the show is open.</p>	<input type="checkbox"/>	
<p>Electricity</p> <p>Detail how you ensure your electrical equipment is safe, will not cause injury to your staff or customers and will not start fires.</p>	<input type="checkbox"/>	
<p>Erecting and Dismantling your stand</p> <p>Explain measures taken to ensure the safety of your staff and those around you during this process and how you fulfil your responsibilities under the Construction (Design and Management) Regulations.</p>	<input type="checkbox"/>	
<p>Evacuation or Emergency</p> <p>Explain how you have considered suitable exit points from your stand in case of emergency and how your staff are briefed on these exists including where to go to in the event of an evacuation. Ensure you provide instruction to staff of what to do in an emergency and how to raise the alarm.</p>	<input type="checkbox"/>	
<p>Fire</p> <p>Please ensure you have completed and provided the required Fire Risk Assessment</p>	<input type="checkbox"/>	See separate Fire Risk Assessment
<p>Flag poles or raised equipment</p> <p>Detail measures you have in place to ensure the use of flag poles or raised equipment is done so safely. Note there are a number of overhead cables on the showground.</p>	<input type="checkbox"/>	

<p>First Aid Provision</p> <p>Detail what measures you have in place to ensure you have suitable and sufficient first aid for your staff whilst erecting and dismantling your stand.</p>	<input type="checkbox"/>	
<p>Food</p> <p>Explain measures taken to ensure food supply, storage etc is safe.</p>	<input type="checkbox"/>	
<p>Ground Conditions</p> <p>Explain how you assess and deal with different ground conditions; such as very wet shows or uneven ground to ensure your staff and customers are not injured</p>	<input type="checkbox"/>	
<p>Hot Liquids</p> <p>If you have or create hot liquids on your stand consider what measures you take to ensure your staff and customers are not scalded etc.</p>	<input type="checkbox"/>	
<p>Hygiene</p> <p>Explain what measures you take to ensure good hygiene for your staff and customers.</p>	<input type="checkbox"/>	
<p>Items on Display</p> <p>Describe the items you have on display and if they may pose a hazard to staff or customers what measures you take to prevent these injuries. Especially consider if children access the stand.</p>	<input type="checkbox"/>	
<p>Light Levels</p> <p>Explain how you have ensured the light levels during your build and derig are sufficient to carry out safely – especially at the end of a show when may be getting dark. Explain how you will ensure your stand will be sufficiently illuminated for customers and staff to safely move around.</p>	<input type="checkbox"/>	
<p>Lone Working</p> <p>What measures do you take to ensure the safety of any staff working alone.</p>	<input type="checkbox"/>	

<p>LPG/Gas Heat Sources</p> <p>Detail what gas sources and quantities you have on your stand and measures to ensure they are used safely.</p>	<input type="checkbox"/>	
<p>Manual Handling</p> <p>Explain measures you take to prevent your staff being injured whilst carrying out manual handling (lifting, carrying, pushing, pulling etc) setting up, running or dismantling your stand.</p>	<input type="checkbox"/>	
<p>Naked Flames/Heat Sources</p> <p>If you have named flames or heat sources on your stand, detail how you ensure these do not set other items/stand alight or how you prevent accidental contact of the flame/heat with people.</p>	<input type="checkbox"/>	
<p>Noise</p> <p>If your stand or process creates excessive noise detail how you manage this to prevent hearing damage to your staff or disturbing other stands. Note: Use of PA systems is prohibited without express written consent from the Trade Stand Office.</p>	<input type="checkbox"/>	
<p>Power Tools & Plant and Machinery</p> <p>If you use power tools or plant and machinery whilst erecting and dismantling your stand how do you ensure the equipment is correct for the job and in a safe condition and your staff have been trained in its use.</p>	<input type="checkbox"/>	
<p>Public Access to Staff only areas or on-stand hazards</p> <p>Explain what hazards you may have on your stand that may injure others if they access them and how you prevent this.</p>	<input type="checkbox"/>	
<p>Racking and Shelving Stability</p> <p>If you use any racking, shelving, suspended items or display units, how do you ensure they remain stable and will not topple, fall or collapse especially if ground conditions are uneven or strong winds dislodge etc..</p>	<input type="checkbox"/>	
<p>Security</p> <p>How do you ensure the security of your stand and safety of your staff with regard to cash handling measures to reduce thefts and robbery.</p>	<input type="checkbox"/>	

Sharp Items (such as knives)

What measures do you take to ensure those using such items do so safely or others do not have access to them.



Slips and Trips

Explain what you do to ensure your staff and customers do not slip or trip whilst in your stand. Don't forget to consider trailing cables and low-level displays.



Smoke, Fumes or effects that may cause offence

Explain how you ensure any smoke, fumes or effects that may be produced from your stand are controlled to ensure they do not effect others or pose harm. If you are using gas or burning fuel ensure you have considered the risk of carbon monoxide.



Temporary structures

Do you erect a gazebo or marquee? Consider how you have selected the structure as being suitable and how you set it up and remove it safely and measures to ensure it is suitable for use at all times whilst on this site. All structures should be rated to at least 30mph wind gusts and have appropriate anchorage.



Vehicle movement

Consider how you avoid injuring someone from the movement of your vehicle on-site and how you avoid getting injured.



Weather conditions

Explain what you do to accommodate very hot, or cold or very windy conditions etc. that may effect your staff or stand structure.



Working at Height (any height where you are not stood on the ground)

Detail if you have to carry out at working at height whilst setting up, using or dismantling your stand, and how you will do this safely.



Waste

Explain what waste you produce and how you dispose of it safely.



Other Hazards

Detail here any further hazards specific to your stand and measures you will take to control the risk. Use further pages if necessary.



Company/Stand Name:	
Responsible Person - Print Name:	
Position in Company:	
Signature:	
Date:	

PLEASE NOTE: This document does not preclude you from prosecution or removal from the site should a subsequent inspection reveal unsatisfactory standards.

Risk Assessment Guidance

Health and Safety Executive

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

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Fire Risk Assessment

To be completed for each unit/stall in line with nationally recognised fire risk assessment guides.

In order to comply with relevant fire safety legislation you must complete a Fire Risk Assessment of your unit/stand. The Risk Assessment needs to identify the fire hazards and persons at risk, you must endeavour to remove or reduce these risks and protect people from fire. Failure to comply with this requirement may result in your unit/stand being prohibited from use.

You must be able to answer Yes to the following questions. This signed and completed form must be submitted to the event organizer as well as be maintained available for inspection by the Fire & Rescue Service/ Event organizer. Council Officers at all times.

You **MUST** undertake a Fire Risk Assessment for each structure, which must be suitable for the circumstances. You do not need to use this form and may use another method if you wish, however, this form is considered to be suitable for most standard temporary structures.

		ACTION/COMMENT
1. Are adequate exits provided for the numbers of persons within the unit or stall? (Are your staff and customers able to evacuate easily if the normal exit is blocked?)	YES <input type="checkbox"/> NO <input type="checkbox"/>	
2. Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
3. Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use.	YES <input type="checkbox"/> NO <input type="checkbox"/>	
4. If the normal lighting failed would the occupants be able to make a safe exit? (Consider back up lighting)	YES <input type="checkbox"/> NO <input type="checkbox"/>	
5. Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
6. Has the fire-fighting equipment been tested within the last 12 months? Note: a certificate of compliance will normally be required	YES <input type="checkbox"/> NO <input type="checkbox"/>	
7. Have your staff been instructed on how to operate the fire-fighting equipment provided?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
8. Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit, and the exit locations?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
9. Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG etc. and reduced the risk of them being involved in an incident?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
10. Have you identified all ignition sources and ensured that they are kept away from all flammable materials?	YES <input type="checkbox"/> NO <input type="checkbox"/>	

<p>11. Are the structure, roofing, walls and fittings of your stall or unit flame retardant? Note: certificates of compliance will normally be required</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	
<p>12. If any staff sleep in the stall is there a working smoke detector and a clear exit route at night? Note : Persons should not be allowed to sleep within a high risk area and some Authorities and events do NOT allow any sleeping within units.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	
<p>13. Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, etc.?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	
<p>14. Do you have sufficient bins for refuse? Is all refuse kept away from your unit?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	
<p>15. Are you aware that petrol generators are not permitted on site?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	
<p>Do You use LPG? (If 'No' ignore questions 16-25)</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	
<p>16. Do you have an inspection/gas safety certificate for the appliances and pipework (copy to be available for inspection) and are all hose connections made with "crimped" fastenings?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	
<p>17. Are the cylinders kept outside, secured in the upright position and out of the reach of the general public?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	
<p>18. Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	
<p>19. Are the cylinders located away from entrances, emergency exits and circulation areas?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	
<p>20. Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	
<p>21. Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	
<p>24. Do you ensure that only those cylinders in use are kept at your unit/stall? (Spares should be kept to a minimum and in line with any specific conditions for the event)</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	

25. Is a member of staff, appropriately trained in the safe use of LPG, present in the unit/ stall at all times?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
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If answer to any question is "NO", please detail below actions taken to remedy the situation.

Responsible Person - Print Name:	
Signed:	
Position in Company:	
Date:	

PLEASE NOTE: This document does not preclude you from prosecution or removal from the site should a subsequent inspection reveal unsatisfactory standards.

Fire Safety Guidance

- Fire Risk Assessment Guidance for Open Air Events and Venues.
www.gov.uk/government/uploads/system/uploads/attachment_data/file/14891/fsra-open-air.pdf
- Guidance on Temporary Structures, Large Tents and Marquees.
www.muta.org.uk/MUTAMembers/media/MUTAMembersMedia/PDFs/MUTA-s-Best-Practice-Guide,-November-2014.pdf
- Code of Practice 24 – Part 3: Use of LPG for Commercial Catering Events, Street Food and Mobile Catering (September 2017)
www.uklpg.org/shop/codes-of-practice/code-of-practice-24-part-3

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