



Ayr Agricultural Association

Health & Safety/Risk Assessment Form

(To be completed and returned by all exhibitors)

Please return this form along with your Trade Stand Application/Pro Forma Invoice and Cheque to:
 Mrs Lorraine Murdoch (Secretary), Ayrshire Agricultural Association, Oswald Hall,
 Auchincruive, Ayr, KA6 5HW
 Tel: 0845 201 1460 Fax: 01292 525939

THE SCOTWEST OILS TROPHY WILL BE AWARDED TO THE BEST TRADE STAND

This form requires you to identify the hazard(s) you may generate on-site and ways in which you will then minimise and control these hazards. This form must be COMPLETED and SIGNED by the person ATTENDING Ayr County Show who is responsible for HEALTH & SAFETY.

Company name:	Telephone Numbers (including mobile)

1) I am in possession of our Health & Safety Policy. (Check that your Health & Safety Policy covers you to attend Ayr County Show and bring a copy with you).	YES / NO
2) I am in possession of our Public Liability Certificate. (Check that your Public Liability Insurance covers you to attend Ayr County Show and bring a copy with you).	YES / NO
3) Do you require electricity? (If so please ensure you have sent the enclosed form to PPS) (All stands with electricity must have a suitable electric fire extinguisher)	YES / NO
4) Will you be using a generator? Must be Diesel for H&S Reasons. (If so only approved and silent type generators (maximum of 80 decibels) will be allowed.)	YES / NO
5) Will you have an operational fire extinguisher on your stand, which is certified that it has been tested in the last 12 months ?	YES / NO
6) Will you have a suitable first aid box on your stand?	YES / NO
7) Will you provide sufficient training for your employees/volunteers to carry out their tasks on the Show field safely and competently?	YES / NO
8) Will you be providing hospitality on your stand? (If so you must comply with the Food Safety Act 1990 and the Food Safety (General Food Hygiene) Regulations 1995 along with any sector specific regulations).	YES / NO
9) On the basis of a license being granted – will you be distributing alcohol on your stand? (If a license is granted you must comply in accordance with the provision of the Licensing (Scotland) Act 1976 adhering to conditions on the license).	YES / NO
10) Will you be using/hiring a tent/marquee? (If so please ensure it has the correct number of exits for the area covered including signage and comply with all relevant regulations including a current spread of flame certificate).	YES / NO
11) Do you intend to keep any vehicle on your stand, other than those required for exhibition purposes during the hours that the Show is open to the public?	YES / NO
12) Do you intend to use a contractor/sub-contractor?	YES / NO
	IF YES
a) Have you checked that your principal contractor/sub-contractor has a suitable and Health & Safety Policy and Risk Assessments?	YES / NO
b) Have you checked that your principal contractor has provided sufficient training for his/her employees/volunteers to carry out their tasks safely and competently?	YES / NO

If you have answered YES to Question 12 overleaf please provide details of your principal contractor:

Company:	Designation:
Contact Name:	Telephone No:
Address:	
Post Code:	

Assessment of Risk

An assessment of risk is a careful examination of what activities you will be undertaking whilst on the Showfield; these will include the building and break-down of your trade stand, any exhibition or other activities you intend to carry out, including transport on and off the field.

Weigh up whether you have taken enough precautions or should do more to prevent harm. The important aspect is whether a hazard is significant and whether you have covered it by satisfactory precautions so the risk is small. If you have no hazards or risks present, mark **NO RISKS** clearly on the form. Record your findings below and enclose any additional sheets.

N.B. As an Exhibitor, you have a legal requirement to assess risk appertaining to your participation in any exhibition. This form is intended as a guide only and completion does not absolve you from your legal responsibilities or transfer responsibility to Ayrshire Agricultural Association or the Show Organisers.

List Hazard(s): -	
This may include vehicle access/loading/unloading/erection/dismantling of marquee and stand.	
Who Might Be at Risk?	
This may include your staff, sub-contractors, volunteers and general public.	
Is The Risk Adequately Controlled - What Further Action If Any Is Necessary?	
What action have you taken to minimise this risk?	
We agree to ensure that our trade stand/exhibits will be completed and all vehicles removed from the Showfield prior to Ayr County Show opening to the public.	
We have read the information sent to us and understand our responsibilities as laid out in the Health & Safety at Work Act 1974, and other relevant legislation. We accept our responsibilities to act within this guidance at all times whilst conducting our business at Ayr County Show.	
SIGNATURE:	
NAME:	DESIGNATION:
(please print)	

**THANK YOU FOR YOUR HELP IN ENSURING THAT AYR COUNTY SHOW IS A SAFE ENVIRONMENT.
WE HAVE BEEN ASKED TO BRING THE FOLLOWING INFORMATION TO YOUR ATTENTION.
PLEASE USE THIS INFORMATION IN CONJUNCTION WITH LEGISLATION APPROPRIATE TO YOUR INDUSTRY.**

**NB – If due to weather conditions or any other unforeseen circumstances Ayr County Show has to be cancelled
The Ayrshire Agricultural Association will not be liable for any actual or consequential loss that may occur.
In the event of cancellation Trade Stand Fees would be returned on request or with your permission used as a
Donation to help with the on going running costs of the show.**

SAFETY RULES & REGULATIONS OF AYRSHIRE AGRICULTURAL ASSOCIATION

When compiling the risk assessment and whilst on site exhibitors, contractors and sub-contractors are asked to take note of the following key areas:

- Vehicle movements are not allowed on the Showfield during the hours Ayr County Show is open to the public. Please make certain you have taken appropriate steps to ensure you do not require vehicle access to the Showfield during these hours.
- Only vehicles displaying official passes will be allowed on to the Show field AT ANY TIME. Please ensure that all vehicles delivering and collecting on your behalf display an official pass. All vehicles not required for exhibition purposes must be removed from the Show field before the gates are open to the public.
- It is important that entrances, exits, and roadways intended for the use by the emergency services are kept clear at all times.
- Keys should not be left in machinery, Cars or Lorries etc. and all moving parts should be secured.
- Any parts of machinery raised for display purposes must have chocks securely in place unless fitted with manufacturers built in fail-safe system.
- Special attention must be paid to the use of HIAB hydraulic cranes for loading/unloading. All trade stands requiring the use of hydraulic cranes, forklifts, etc. must ensure the operatives have the relevant certificates. All such activity should be completed and the vehicles removed before the Show field is open to the public.
- Exhibitors with stepped access to their stands should note that as a general rule, the steps should be of an equal size. All surfaces/flooring should be non-slip and care should be taken to ensure it does not become dislodged or uneven. Duckboards should be secured and if possible overlaid with heavy matting.
- The work area must be maintained free from general waste materials that could be hazard operatives. All waste should be disposed of in the proper manner (disposal of all food items must be in covered skips) throughout the day and before leaving the site.
- Ensure that all portable and static power equipment is used for the purpose for which it was designed (and where appropriate has a valid test certificate) and that safety guards are correctly fitted and used.
- The need for operatives to wear suitable protective clothing relevant to their job, which includes eye, hearing, and foot protection, should be noted.
- Portable power tools and equipment must be used with the minimum length of trailing leads and that this trailing lead is protected mechanically and visually from damage. Such equipment must never be left unattended with power supplied to it.
- Power equipment is not used by anyone other than fully trained and qualified personnel.
- Care should be taken to ensure the safe use and storage of flammable liquids and substances, and isolation from waste and other risk areas.
- Chemical and flammable liquids must be safely removed from the Show field after use. Under no circumstances may such products be placed in general rubbish bins and skips.

Contravention of the Health & Safety at Work Act and/or the Safety Rules and Regulations of Ayrshire Agricultural Association may result in a verbal warning from the Safety Officer or Authorised Person. After this warning should any further breach occur the Association reserves the right to take appropriate action. Should such action result in the loss of property, or revenue the Association will pay no compensation.

Lorraine Murdoch - Secretary