



BRAMHAM



BRAMHAM INTERNATIONAL HORSE TRIALS

Exhibitor Health & Safety Questionnaire 2012

Traders Name:

Telephone No: Email

Person responsible for tradestand on this event

Contact mobile number for the above whilst on site

Please answer questions set out below, highlighting by circling **yes** or **no** and returning the completed form to the Organiser with your trade stand application.

1	Do you employ more than five persons, or will you be employing more than five persons at this event <i>(If the answer is yes, then answer the items below – if you answered no, then move onto item two)</i>	Yes	No
	Do you have a Health & Safety Policy?	Yes	No
	Have health and safety risk assessments been carried out for the business you intend conducting and significant risks documented? <i>(Please ensure a copy of the above is available for inspection by the Local Authority Inspector should they wish to carry out an audit)</i>	Yes	No
2	Will you be employing a contractor to erect your stand	Yes	No
	If YES, have they completed and submitted the Event Contractor Approval documentation	Yes	No
	If Yes, what is their name		
	When do you envisage your tradestand structure being erected at the event		
	When do you envisage your tradestand structure will be taken down		
3	Have the contractors completed a risk assessment for their activities at this event		
	Will you be using any electrical or gas powered equipment for heating, cooking or demonstrating on your trade stand?	Yes	No
	If yes, are the required tests carried out on your heating, cooking or demo station equipment and are test details available to inspect?	Yes	No
	Do you have the appropriate Fire Extinguisher, serviced within the last 12 months.	Yes	No
4	Will you or any of your staff be intending to stay on site overnight <i>If yes please inform us of the numbers of people and size of accommodation you intend to use:</i>	Yes	No
5	Will you be arriving in a 7.5 tonne or Articulated vehicle, or one of similar or larger size? <i>If so, please state an estimated day and time of arrival:</i>	Yes	No
6	Do you intend to sell Alcohol on your stand	Yes	No

Insurance Details

Insurance Held	Policy Limit Value	Renewal Date
Public Liability		
Product Liability		
Employers Liability		

**Risk Assessment - Please complete as guided,
Incomplete forms will be returned.**

Hazards [incl Fire]	Persons at Risk	Controls to Minimise Risk
E.g. combustible materials (rubbish, flammable substances, LPG etc.) and ignition sources (flames, smoking etc.)	There is no need to list individuals, just think about groups of people who may be affected (e.g. Staff, members of the public)	Means of escape; fire detection and alarms and fire evacuation plan.

Guide to Risk Assessment

Risk Rating

Rating Action Bands

Likelihood	Severity of injury	Rating bands	Action required
1. Most unlikely	1. Trivial injury/ies	1 & 2 Minimal Risk	Maintain controls
2. Unlikely	2. Slight injury/ies	3 & 4 Low risk	Review controls
3. Likely	3. Serious injury/ies	6 & 8 Medium risk	Improve controls
4. Most likely	4. Major injury/ies or death	9 - 12 & 16	Improve controls & consider stopping work

Likelihood	X	Severity	Rating

If in your opinion no risk, please print **No Risk:**

I acknowledge receipt of the Exhibitor Terms & Conditions inc the Health & Safety Guidelines and the Exhibitor Health & Safety Questionnaire enclosed and my signature on this document shows that I undertake on behalf of myself / ourselves and all other persons in my / our employ to abide by them.

Signed..... Date.....

Name (capitals).....

Position in Company.....

For Internal Use Only: Trade Stand Number: _____