

DOWNTON CUCKOO FAIR 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 our employees and of anyone else that may be harmed by our work activities or our workplace. It's therefore a requirement of our Terms & Conditions that each merchant (including any subcontractor) completes and submits a risk assessment form. We have a duty of care and need all our stall holders to help us with event safety by identifying potential hazards on their stall, who could be impacted and how seriously they could be harmed.



We need to know that you've taken reasonable steps to identify and minimise risk. Using the example hazards and sources of guidance shown on the last page, please consider what risks there are to your staff, stall and to visitors during the Fair. Outline the steps you propose to take to minimise that risk in the table on a Risk Assessment Form. You can either use your own form or complete our pro-forma. If you undertake High Risk activities then please before the fair return your form by **email** to risk-assessment@cuckoofair.co.uk otherwise please bring it with you on the day of the Fair.

EXHIBITOR NAME			Entry ID:
STAND LOCATION		STAND SIZE	
PERSON IN CHARGE		CONTACT NUMBER ON SITE	
DESCRIPTION OF STAND/UNIT			
COMPLETED BY PRINT NAME		SIGNATURE	
POSITION IN COMPANY		DATE	

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)
<i>List all potential hazards. We have given you a list of the types of hazard that are common</i>	<i>Members of the public, those working at event, your staff, Others (please list)</i>	<i>Identify what degree of risk your activities might cause BEFORE you put any control measures in place</i>	<i>Include information about compliance with relevant legal standards, recognised industry standards, certificates/licences held and training that has been undertaken</i>

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EXAMPLE HAZARDS (consider risks to your own staff and to customers, other stall holders and visitors)

The following list is a guide to the elements you should consider. Items in **Bold** are classified as high risk

Licences & Certificates Erecting/dismantling/setting up stall - manual handling Structure – robustness, security, vulnerability Dust, fumes (eg from running engines) and chemicals Electrical equipment Vehicles Machinery / Trailers	Fire (ignition sources, flammable substances) Rubbish Slipping and tripping / uneven surfaces Staff/Staff welfare / First Aid Effects of noise Weather conditions – hot/cold/windy/rain COVID	Continuously running engines eg Electrical Generators / Vans Smoking / Open Fires Catering & Burners - eg hot/chilled/prepared food Liquid Petroleum Gas (LPG) / Helium / Compressed Air Entertainment Displays / Apparatus Stalls with Livestock
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Please note: Notwithstanding the content of this document, any Merchant deemed to have unsatisfactory standards or provisions and who fails to remedy to the satisfaction of our Safety Officer will not be permitted to trade and risks removal from the Fair.

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>

For more information on COVID, please Government guidance here - <https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions>

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/>