## **DOWNTON CUCKOO FAIR RISK ASSESSMENT TEMPLATE 2023**

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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 from their activities and stall/vehicle, who could be impacted and how seriously they could be harmed. 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 (see Ts & Cs) then before 28<sup>th</sup> Feb 2023 return your form by email to risk.2023@cuckoofair.co.uk including your Trading Name, Entry ID and Post Code in the Subject Line AND also 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	SIGNATURE	
PRINT NAME		
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)
List all potential hazards. We have given you a list of the types of hazard that are	Members of the public, those working at event, your staff, Others	Identify what degree of risk your activities might cause	Include information about compliance with relevant legal standards, recognised industry standards,
common	(please list)	BEFORE you put any control measures in place	certificates/licences held and training that has been undertaken
		medical complaine	

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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, also look at our Checklist on the website. Items in **Bold** are classified as high risk

Licences & Certificates	Fire (ignition sources, flammable substances)	Continuously running engines eg Electrical Generators
Erecting/dismantling/setting up stall - manual handling	Rubbish	/ Vans
Structure – robustness, security, vulnerability	Slipping and tripping / uneven surfaces	Smoking / Open Fires
Dust, fumes (eg from running engines) and chemicals	Staff/Staff welfare / First Aid	Catering & Burners - eg hot/chilled/prepared food
Electrical equipment	Effects of noise	Liquid Petroleum Gas (LPG) / Helium / Compressed Air
Vehicles	Weather conditions – hot/cold/windy/rain	Entertainment Displays / Apparatus
Machinery / Trailers	COVID	Stalls with Livestock

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

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

Fire risk assessment guidance for open air events like ours: <a href="https://www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues">https://www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues</a>

Guidance around temporary demountable structures: <a href="https://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm">https://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm</a>

Guidance for the safe use of LPG at events: <a href="https://www.ncass.org.uk/resources/legal-compliance/gas-safety/the-law/">https://www.ncass.org.uk/resources/legal-compliance/gas-safety/the-law/</a>