

Hawkshead Agricultural Show

(FOUNDED 1875)
(REGISTERED CHARITY No. 227716)
www.hawksheadshow.co.uk

E-MAIL Address: tradestands@hawksheadshow.co.uk
Hawkshead Hall Farm Tuesday 20th August 2024

APPLICATION FOR OUTSIDE TRADE STAND SPACE

Exhibitor's name

Address

www.Address

Email Address

Telephone Mobile.....

Frontage required **Minimum Charge of 10 Feet**

(Please state exact footage as no allowances are made) Footage must include all ropes, tow bars, etc.

Depth required for whole unit.

Traders are not to exceed markings given by Secretary for both Frontage and Depth.

Does this include living accommodation YES/NO

Will you be using a generator YES/NO **If yes please bring a copy of the test certificate**

Cost £4.00 per foot frontage. **Minimum Charge £40 All payments by BACs**

Invoices will be sent to successful applicants with Bank Details

Strictly no cash will be accepted.

EXACT description of goods to be sold.

.....
.....

The society insists upon the stallholders adhering to this description on the day of the show or you will be asked to leave the show. It is the aim of the society to offer visitors a wide range of goods and avoid having too many stalls in direct competition with each other.

SIGNATURE **DATE**.....

All applicants must sign and by so doing accept the rules and regulations of the society.

The society reserves the right to refuse any application and no correspondence will be entered into.

A prize will be awarded annually to the best trade stand.

PLEASE FILL IN THE COMPULSORY RISK ASSESSMENT AND FIRE RISK ASSESSMENTS FORMS

Please make sure that ALL forms are fully completed. All applications will be considered in the order in which they are received.

Closing Date for trade stand entries is: 1ST OF JULY 2024

Failure to complete ALL forms will mean that no trade stand spaces will be allocated.

Any special requests to be written in this area.

ALL REPLIES TO: E-MAIL Address: tradestands@hawksheadshow.co.uk

**MARY ALSTON
WORDSWORTH HOUSE
CHURCH HILL
HAWKSHEAD
AMBLESIDE
CUMBRIA LA22 0PQ**

Hawkshead Fire risk assessment form

Name of Organisation

Operational Activity (please indicate which description most reflects the activities of your stand)

| | | | | | | | |
|---------------|--|----------------|--|----------------|--|-----------------|--|
| Retail Outlet | | Static Display | | Demonstrations | | Catering Outlet | |
|---------------|--|----------------|--|----------------|--|-----------------|--|

Hazards associated with above activity:
please tick the following if the hazards will form part of your stand during the Hawkshead Show

| | | | | | | | | | |
|---------------------|--|-------------------------|--|--------------|--|---------------------------|--|----------------------------|--|
| LPG | | Dry Combustibles | | Hot Surfaces | | Food Prep. | | Heat & Ignition Sources | |
| Highly Flammable | | Electrical Equipment | | Machinery | | Dangerous Overcrowding | | | |

Signature of responsible person
(must be authorised company signatory)

Responsibilities: Who will be responsible for Fire Safety Management within your exhibit?

| | |
|-------|---------------|
| Name: | Telephone No. |
|-------|---------------|

Fire Plan/Raising the Alarm – do you have an Emergency Evacuation Procedure with an appropriate means of raising the alarm, i.e. shouting, claxon.

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

Are all staff aware of this procedure and how to raise the alarm?

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

Fire Extinguishers – are there sufficient extinguishers of the right type available and identified with a sign stating 'Fire Point'? Are all staff aware of the types of extinguishers available and their operating instructions?

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

Signage – is the "No Smoking" sign in a prominent position within your exhibit?

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

Any temporary structure (i.e. marquee) over 6.5m in length or depth must have an alternative fire exit with the appropriate Fire Exit sign prominently displayed overhead.

Fire Exit Routes – Will all Fire Exit routes be clear of obstruction internally and externally at all times?

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

This is a requirement for compliance with Fire Safety regulations and the nominated member of staff to oversee Fire Safety must ensure Fire Exits ARE kept clear of obstructive items at all times.

Overcrowding – Are you aware of the maximum number of people considered safe in your temporary structure?

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

Combustible Materials/Flammable Substances/Hazardous Materials – Are combustible materials kept to an absolute minimum and where combustible materials are retained are they appropriately stored away from sources of ignition?

| | | | |
|-----|--|----|--|
| Yes | | No | |
|-----|--|----|--|

Hawkshead Agricultural Society

Agricultural Show 2024

Guidelines for Trade Stand Exhibitors, all of whom must complete the form overleaf. Using the guidelines shown below please consider what risks there are to those building up Trade Stands and to members of the public during the show. Outline the steps you propose to take to minimise those risks in the table overleaf. Please copy this page if more space is required. If in your opinion there are no risks please print **NO RISKS** and return the form.

| Hazard | Who Might be harmed | Is more needed to control the risk |
|---|---|---|
| <p>Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide.</p> | <p>There is no need to list individuals by name – just think about groups of people doing similar work of who may be affected, e.g.</p> | <p>For the hazards listed, do the precautions already taken</p> |
| <p>Slipping/tripping hazards Chemicals (e.g battery acid) Moving parts of machinery (e.g Blades) Work at height (e.g. from mezzanine floors) Pressure systems Vehicles (e.g. fork-lift trucks) Electricity Dust (e.g. from grinding) Fumes (e.g. from vehicle engines) Manual handling Noise Livestock on stand Lifting operation</p> | <p>Office Staff Maintenance Personnel Contractors People sharing your work place Operators Cleaners Members of the public</p> <p>Pay particular attention to:- Staff with disabilities Visitors Inexperienced staff Lone workers – they may be more vulnerable.</p> | <p><input type="checkbox"/> Meet the standards set by a legal requirement?</p> <p><input type="checkbox"/> Comply with a recognised industry standard?</p> <p><input type="checkbox"/> Represent good practice?</p> <p><input type="checkbox"/> Represent risk as far as reasonably practicable?</p> <p>Have you provided: <input type="checkbox"/> Adequate information, instruction or training?</p> <p><input type="checkbox"/> Adequate systems or procedures?</p> <p>If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place.</p> <p>Where the risk is not adequately controlled, indicate what more you need to do (the‘action list’).</p> |
| <p>Fire hazard e.g. combustible materials (rubbish, flammable substances, LPG etc) and ignition sources (flames, smoking etc)</p> | <p>As above.</p> | <p><input type="checkbox"/> Means of escape; fire detection and alarms. Fire fighting equipment and fire evacuation plan.</p> |

HAWKSHEAD AGRICULTURAL SHOW 2024 RISK ASSESSMENT FORM

(REGISTERED CHARITY No. 227716)

Please complete in BLOCK CAPITALS (Please photocopy more sheets if you need to)

| |
|------------------------------------|
| Company Name: |
| Address: |
| Responsible Person: |
| Date Assessment undertaken: |
| Signature of Assessor: |
| Products to be exhibited: |

| HAZARD | HAZARD SEVERITY RATING* | HAZARD PROBABILITY RATING** | PERSONS AT RISK | CONTROLS TO MINIMISE RISK |
|--------|-------------------------|-----------------------------|-----------------|---------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Please note that if using a portable generator a copy of an up to date test certificate must be provided

***Hazard Severity Rating: 1 – Negligible (remote possibility of harm) 2 – Marginal (slight injury, minor first aid) 3 – Slightly dangerous (some injury, not too serious) 4 – Dangerous (serious injury or damage) 5 – Very dangerous (could cause death or widespread injuries)**

****Hazard Probability Rating: 1 – Improbable (unlikely to happen) 2 – Remote (may occur at some time) 3 – Possible (likely to occur at some time) 4 – Probably (very likely to occur) 5 – Very probable (very likely to occur soon) .**

Failure in completing this form means no tickets will be allocated for trade stands space at this years show.