

# Cumwhinton Horse Trials 2017

Dear trader

In order to ensure that we at Cumwhinton Horse Trials are able to satisfy our statutory duties under the Health and Safety at Work Etc Act 1974 and other subordinate safety legislation, **all** traders, exhibitors, artists and contractors attending this event **must** submit the following documentation:

- Evidence of Public Liability Insurance valid for the date of the event
- Evidence of 'Employers Liability' (if applicable) valid for the date of the event
- Copies of 'Risk Assessments' covering your undertakings

Ideally you will already have risk assessments to cover your undertakings, however, if you haven't, you will be required to provide one for this event. To assist you, we have attached a copy of a risk assessment template based on the Health and Safety Executive (HSE) risk assessment template. Useful information on completing risk assessments can be found at [www.hse.gov.uk/risk/index/htm](http://www.hse.gov.uk/risk/index/htm)

Furthermore, where applicable, you will also need to supply copies of any:

- 'Method Statements', 'Safe Systems of Work' and/or other relevant safety documentation, policies or procedures
- 'Certificates of Competency', Licences and/or any 'Technical Data' and/or Sign off certificates pertinent to the set up, operation or dismantling of anything likely to cause a hazard or risk to any person(s)

Your assistance in submitting this documentation is appreciated and will help to contribute to a safe and successful event. Should you have any question or require assistance please contact the event organisers.

*PETER BAINBRIDGE  
CUMWHINTON HORSE TRIALS*

# Risk Assessment (Based on the HSE Template)

**All employers must conduct a risk assessment. Employers with five or more employees must record the significant findings of their risk assessment.**

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected. Look at how this might apply to your activities and continue identifying the hazards that are the real priorities in your case and complete the table to suit.

**Company Name:**

**Assessment Date:**

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<i>Slips and trips</i>	<i>Staff and visitors may be injured if they trip over objects lying around or incorrectly stored or if they slip on spillages</i>	<i>We carry out general good housekeeping. There are no trailing leads or cables. Staff keep their work areas clear, e.g. no items left in walkways, regular checks and cleaning carried out.</i>	<i>Regular monitoring carried out by all staff. Any spillages reported and cleared away as soon as possible</i>	<i>All staff, manager / supervisor or to monitor</i>	<i>01/10/2010</i>	<i>01/10/2010</i>

**Assessment review date:**

You should review your risk assessment if you think it might no longer be valid, eg following an accident or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities

Employers with five or more employees must have a written health and safety policy and risk assessment. It is important you discuss your assessment and proposed actions with staff or their representatives.

## Risk Assessment Guidance.

The Health and Safety Executive produce a useful guide to assist you in producing your risk assessments, the HSE Five Steps to Risk Assessment.

A free copy can be downloaded from: <http://www.hse.gov.uk/risk/fivesteps.htm>

The leaflet aims to help you assess health and safety risks in the workplace. A risk assessment is an important step in protecting your workers and your business, as well as complying with the law. It helps you focus on the risks that really matter in your workplace – the ones with the potential to cause real harm.

*(HSE Five Steps to Risk Assessment)*

How to assess the risks in your workplace; Follow the five steps in the leaflet:

- Step 1 Identify the hazards
- Step 2 Decide who might be harmed and how
- Step 3 Evaluate the risks and decide on precautions
- Step 4 Record your findings and implement them
- Step 5 Review your assessment and update if necessary

*(HSE Five Steps to Risk Assessment)*

The types of hazard you may come across in the events industry could include any or all of the following, **note** - this is not an exhaustive list. Tick off those that may affect you, you can then include these in your risk assessment.

Possible hazards	✓
General access and egress to the work area	
Slips and Trips	
Falls either from height or at the same level	
Manual handling	
Working at height activities	
Setting up / taking down stalls, stands or other structures	
Use of electrical equipment	
Use of generators including refuelling	
Use of LPG (Liquid Petroleum Gas) e.g. gas cookers	
Fire (see also <a href="http://www.communities.gov.uk/fire/firesafety/firesafetylaw/aboutguides/">http://www.communities.gov.uk/fire/firesafety/firesafetylaw/aboutguides/</a> )	
Hazardous substances – do you need COSHH assessments?	
Food safety issues – are you producing/selling food	
Adverse weather conditions, excess heat or cold, wet weather	

These are just some of the hazards that may affect you, your staff or others, such as others working nearby or the general public. If you have any doubts or require further advice or support you should consult with a health and safety professional who should be able to provide you with sensible and proportional safety advice.

# CUMWHINTON HORSE TRIALS 2017

## Trade Stand Health and Safety Checklist and Fire Risk Assessment.

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

What day do you envisage arriving at the event:

**1**

Will you be employing a contractor to build you stand structure When have you asked them to build your stand

**Yes**       **No**

**2**

Will you be hiring any gas or electrical equipment from another supplier

**Yes**       **No**

**3**

Have you obtained confirmation that your suppliers are registered companies and they have relevant insurances

**Yes**       **No**

**4**

Do you own have any electrical equipment which will be on your stand? Have they been purchased or PAT tested within the last 12 months?

**Yes**       **No**

**5**

Do you own have any Gas equipment which will be on your stand?

**Yes**       **No**

Have they been purchased or GASAFE [Corgi] tested within the last 12 months?

**Yes**       **No**       **N/A**

**6**

Insurances Held:

Name of Insurance Company:

Limit / Claim Value:

Renewal Date:

Public Liability:

Product Liability:

Employers Liability:

**7**

Have you been subject to any investigation from any health and safety enforcing authority or trading standards? If yes, brief details of where that investigation stands please:

**Yes**       **No**

Do you intend to have live music, cooking or other demonstrations on your stand? If yes, please give details/

Yes       No

**Fire Risk Assessment (*Please complete as guided*)**

Hazards

e.g. combustible materials (rubbish, flammable substances, LPG etc.) and ignition sources (flames, smoking etc.)

Persons at Risk, There is no need to list individuals—just think about groups of people who may be affected (e.g. Staff, members of the public)

Controls to Minimise Risk Means of escape; fire detection and alarms and fire evacuation plan.

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

**I confirm that the trade business trading as**

\_\_\_\_\_ **complies with the above**

health and safety checklist and the assessment has been carried out.

Signed: \_\_\_\_\_.

Date: \_\_\_\_\_

Name (capitals): \_\_\_\_\_

Position in Company: \_\_\_\_\_

Mobile Telephone Number for onsite contact:

\_\_\_\_\_