

GUIDANCE FOR ACCOMPANYING DOCUMENTS

1. RISK ASSESSMENT - To be completed by ALL Exhibitors

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 minimize those risks when completing the Risk Assessment Form.

HAZARD	HAZARD SEVERITY	HAZARD PROBABILITY	PERSONS AT RISK	CONTROLS TO MINIMIZE RISK
<p>Look for hazards which you could reasonably expect to result in significant harm. For example:</p> <ul style="list-style-type: none"> • Slipping / Tripping hazards • Chemicals / Dust / Fumes • Moving machinery parts • Working at heights • Vehicles / Noise • Manual Handling • Livestock / Animals 	<p>Rate the severity of each hazard using the numbering system below:</p> <ol style="list-style-type: none"> 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) 	<p>Rate the probability of each hazard using the numbering system below:</p> <ol style="list-style-type: none"> 1. Improbable (unlikely to happen) 2. Remote (may occur at some time) 3. Possible (likely to occur at some time) 4. Probable (very likely to occur) 5. Very Probable (very likely to occur soon) 	<p>Think about groups of people who may be at risk from the hazard you have identified. For example:</p> <ul style="list-style-type: none"> • Your own staff / exhibitors • General public • Anyone taking part in activities at your trade stand • Children • Visitors with disabilities 	<p>What steps will you be taking to minimize the risk of these hazards?</p>

2. ELECTRICAL APPLIANCE NOTIFICATION - To be completed by ALL Exhibitors requesting an electricity supply to their stand

3. INSURANCE CONFIRMATION - To be completed by ALL Exhibitors

RISK ASSESSMENT FORM

GARSTANG SHOW - SATURDAY 2nd AUGUST 2025

NAME OF FIRM:	RESPONSIBLE PERSON:
PRODUCTS TO BE EXHIBITED:	
DATE ASSESSMENT COMPLETED:	SIGNATURE OF ASSESSOR:

HAZARD	HAZARD SEVERITY	HAZARD PROBABILITY	PERSONS AT RISK	CONTROLS TO MINIMIZE RISK

ELECTRICAL APPLIANCE NOTIFICATION

GARSTANG SHOW - SATURDAY 2nd AUGUST 2025

NAME OF FIRM:	RESPONSIBLE PERSON:
DATE FORM COMPLETED:	SIGNATURE:

Please list all electrical items which will be used on your stand, including the wattage for each item. Maximum 2000W (2kW) per stand.

All appliances intended for use on the showground must carry an up-to-date Portable Appliance Test Certificate or similar and the certificate must be lodged with the Society prior to Show Day.

All caravans and mobile display units must carry an up-to-date Electrical Inspection Certificate or similar and the certificate must be lodged with the Society prior to Show Day. Failure to do so will mean that we cannot supply a connection to your electrical equipment.

If any of your electrical appliances are deemed to be unfit by the Society electrician these will be disconnected from the supply.

Should your equipment require the attention of the electrician on show day a charge will be raised at the current rate.

Garstang & District Agricultural & Horticultural Society accepts no responsibility for the damage or loss of data software or hardware of computers or computer-based systems due to the electricity supply available.

INSURANCE CONFIRMATION

GARSTANG SHOW - SATURDAY 2nd AUGUST 2025

NAME OF FIRM:	RESPONSIBLE PERSON:
ADDRESS:	
POSTCODE:	PHONE NUMBER:
EMAIL ADDRESS:	

I / We hereby confirm that we hold valid public liability insurance, which will cover the above event as follows:

INSURANCE COMPANY NAME:	
POLICY NUMBER	AMOUNT COVERED:

SIGNED:	DATE:
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