

HEALTH AND SAFETY QUESTIONNAIRE

This form is part of your application and therefore must be fully completed by all exhibitors / traders and returned with the rest of your application. It is your responsibility to ensure that suitable and sufficient risk assessments are carried out to cover your operations and activities at our event. You are also required to consider the risk of fire within your stand. Failure to comply with reasonable health and safety precautions, may result in you being removed from site. All staff on site should be fully briefed on all Health and Safety matters.

Company Name:
Name of On-Site Contact:
Emergency On-Site Telephone Number:
Please provide a description of the product(s) on display and / or activities taking place. Please include intended size and structure of your stand / unit:

INSURANCE

Do you hold Public Liability Insurance to cover your attendance at the Show?	YES	NO
Name of Insurer:		
Amount of Cover:		
The Policy Term: (Date from – Expiry Date)		

RISK ASSESSMENT

Have you completed a full and thorough risk assessment covering your stand / structure set up, break down and the operations you intend to undertake?	YES	NO
This must include (but not limited to): vehicle movements, erection of gazebo/marquee / stand, work at height (including the use of ladders), use of machinery, manual handling, slips, trips and falls, hazardous substances, adverse weather conditions, risk of fire etc.		

GENERAL

Do you intend to dig, excavate or pin into the ground to such a depth that you may come into contact with underground services such as cables or pipework? If yes, please contact the Show organiser for advice on procedures.	YES	NO
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----	----

CATERING

If you are providing catering (food/drink) are you registered with your local authority?	YES	NO
Name of authority you are registered with:		
Please state the food hygiene rating you have been awarded, and the trading name under which the hygiene rating is published on the Food Standards Agency Website:		
Will you be selling or sampling alcohol? (If so, have you obtained a tens licence from Winchester City Council?	YES	NO

FIRE ASSESSMENT

Exhibitors must ensure that all upholstered furniture, curtains, drapes, tents and marquees, are fire retardant, or have been treated to give some fire retardancy. All fabric must meet an appropriate fire performance. Further guidance can be found in BS 7837. Failure to comply with this rule will lead to closure of the stand until the relevant item has been removed.		
Are the structures, roofing, walls and fittings of your stand / unit flame retardant?	YES	NO

Where necessary, are sufficient directional signs displayed indicating escape routes? Do they comply with current regulations?	YES	NO	N/A
Will exits be maintained and kept unobstructed at all times?	YES	NO	N/A
Do you have an adequate number of fire extinguishers / fire blankets available for easy use?	YES	NO	N/A
Has your firefighting equipment been tested in the last 12 months?	YES	NO	N/A
Have your staff been made aware of what to do should an incident occur? Do they know how to raise the alarm, evacuate the stand / unit and operate the firefighting equipment supplied?	YES	NO	N/A
Have you identified all ignition sources and ensured they are kept away from combustible / flammable materials?	YES	NO	N/A
Do you have sufficient refuse bins and ensure all refuse is kept away from your stand/unit?	YES	NO	N/A
Have any portable appliances been PAT tested by a qualified person in the last 12 months?	YES	NO	N/A
Are you aware that you must NOT stock certain items such as: fireworks, garden flares, candles, tea lights etc.?	YES	NO	N/A
Will you be using LPG gas within the confines of your stand/unit? If 'Yes' please answer the following questions:	YES	NO	N/A
Do you have inspection / gas safety certificates for your appliances / pipework and are all hose connections made with 'crimped' fastenings?	YES	NO	N/A
Are the cylinders kept outside, secured in the upright position and out of the reach of the general public?	YES	NO	N/A
Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?	YES	NO	N/A
Are the cylinders located away from entrances, emergency exits and circulation areas?	YES	NO	N/A
Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	YES	NO	N/A
Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use?	YES	NO	N/A
Do you ensure that only those cylinders in use are kept on your unit/stall? (Spares should be kept to a minimum and in line with any specific conditions for the event)	YES	NO	N/A
Is a member of staff, appropriately trained in the safe use of LPG, present in the unit / stall at all times?	YES	NO	N/A
If you have answered 'No' to any of the above questions, please provide details of the actions taken to avoid any dangerous situations arising.			
DECLARATION: I/we hereby confirm that we will take all due care and diligence with regards to the health, safety and fire risks on our stand/unit and have informed all onsite staff (including any appointed contractors) of this assessment.			
Date Completed:			
Stand/Unit Responsible Person:			
Signature:			

Office Use Only

Have all sections been completed?	Is further information required?	Approved for entry onto Exhibitors List?
-----------------------------------	----------------------------------	------------------------------------------