

# Newark Vintage Tractor & Heritage Show

## 12<sup>th</sup> & 13<sup>th</sup> November 2016



### FIRE RISK ASSESSMENT FORM

This form **MUST** be returned with your Trade Stand Application Form, for guidelines see over.

<b>Company Name &amp; Address</b>			<b>Authorised Signatory</b>	
			Print Name in Full	
			Date of Assessment	
Telephone Number			Mobile Number	
Hazard	Severity*	Probability**	Persons at Risk	Controls to Minimise Risk
e.g. Petrol storage on trade stand, required to fuel lawn mower display	High (i.e. If the petrol were to ignite, serious injury or damage may occur)	Low (i.e. it is unlikely that the petrol will come into contact with an ignition source)	Members of the public, staff, neighbouring trade stands	Store petrol in a suitable container; reduce volume of stored fuel to a minimum; suitable fire extinguisher
Liquified Petroleum Gas (LPG) on site YES/NO (please circle)				

\* Hazard Severity Rating - if the hazard were to result in a fire, how severe will the injury/damage be?  
 Low (remote possibility of harm); Medium (some injury, not too serious); High (serious injury or damage)

\*\* Hazard Probability Rating - how likely is it that a fire will occur:  
 Low (unlikely to happen); Medium (likely to occur at some time); High (very likely to occur)

Please note that to comply with the latest Fire Safety Legislation, all traders who supply their own marquees/tents are required to have suitable fire extinguishers and no smoking signs. **Type of extinguishers:** \_\_\_\_\_

**Number of extinguishers:** \_\_\_\_\_

**Number of 'No Smoking' signs:** \_\_\_\_\_

If a marquee is being used, is it privately owned? If yes, please enclose details of Fire Retardant Protection or supply a relevant Fire Certificate. If no, please supply a copy of the Fire Protection Certificate from the supplier.

**Please return with your completed Trade Stand Application Form to:  
 Newark & Nottinghamshire Agricultural Society Ltd,  
 Newark Showground, Lincoln Road, Newark, Nottinghamshire NG24 2NY**

## FIRE RISK ASSESSMENT GUIDELINES FOR TRADE STAND EXHIBITORS

All exhibitors **MUST** complete the Fire Risk Assessment Form.

Using the guidelines shown below, please consider what risks there are to those building up trade stands and to visitors during the Show. Outline the steps you propose to take to minimise that risk in the table on the Risk Assessment Form. If, in your opinion, there is no risk, then please print 'No Risk'. Return the form to Newark & Nottinghamshire Agricultural Society, Newark Showground, Lincoln Road, Newark, Nottinghamshire NG24 2NY.

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 a fire or injury to persons if a fire were to start. Use the following examples as a guide:</p> <ul style="list-style-type: none"> <li>* Number of fire escapes</li> <li>* Electrical equipment - is it well maintained and is the staff trained in its use? *</li> <li>Trailing cables/extension leads</li> <li>* Smoking</li> <li>* Do the staff know what to do in the event of a fire?</li> <li>* Rubbish and waste removal</li> <li>* Storage of combustible material</li> <li>* Location of hot work, i.e. cookery or machinery demonstration</li> <li>* Gas cylinder storage*</li> <li>Furnishings/decorate finishes in good condition</li> </ul>	<p>There is no need to list individuals by name - just think about groups of people doing similar work or who may be affected eg:</p> <ul style="list-style-type: none"> <li>* Members of the public, particularly children</li> <li>* Maintenance personnel</li> <li>* Operators</li> <li>* Cleaners</li> <li>* Staff and members of the public with disabilities</li> <li>* Pay particular attention to:                             <ul style="list-style-type: none"> <li>- inexperienced staff</li> <li>- Lone workers</li> </ul> </li> </ul>	<p>For the hazards listed, have sufficient measures already been taken to reduce the risk, or are additional controls required?</p> <p>Control measures should be reasonably practicable i.e. reduce the risk without entailing excessive costs and time for little, or no benefit</p> <p>Do the precautions already taken:</p> <ul style="list-style-type: none"> <li>* Meet the standards set by a legal requirement?</li> <li>* Comply with a recognised industry standard?</li> <li>* Represent good practice?*</li> </ul> <p>Reduce risk as far as reasonably practicable?</p> <p>Have you provided:</p> <ul style="list-style-type: none"> <li>* Adequate information, instruction or training?</li> <li>* Adequate systems or procedures?</li> </ul> <p>If so, then the risks are adequately controlled but you need to indicate the precautions that you have in place in the controls column.</p> <p>Where the risk is not adequately controlled, indicate what more you need to do ("the action list").</p>