

Risk Assessment Form (Page 1 of 2)

Howden Show Sunday 5th July 2026

Name of Organisation:.....

Name of Person Responsible:.....

Operational Activity (Please indicate which description most reflects the activities of your stand)				
Retail Outlet <input type="checkbox"/>	Static Display <input type="checkbox"/>	Demonstrations <input type="checkbox"/>	Catering Outlet <input type="checkbox"/>	Information Provision <input type="checkbox"/>
Fundraising <input type="checkbox"/>	Vehicle Display <input type="checkbox"/>	"Have a go" <input type="checkbox"/>	Other (please State) <input type="checkbox"/>	Other (please State) <input type="checkbox"/>
Hazards associated with YOUR activity: Tick <i>all which apply</i> of the following, if these stated hazards will be present on your stand and pose a risk to the general public during your occupation at the Howden Show site, you must agree to the control measures detailed.				

HAZARD	✓	CONTROLS
Moving Vehicles on the Show site		(THIS INCLUDES DROPPING OFF AND PICKING UP) Obey site speed limit at all times and follow the Stewards' instructions Do not park in a way to obstruct roads or thoroughfares
LPG		Bottles to be stored correctly and industry recognised fittings to be used No naked flames or sources of heat near bottles Fire extinguisher to be on the stall
Highly Flammable Liquids		Containers to be stored correctly and industry recognised fittings to be used No naked flames near bottles Fire extinguisher to be on the stall
Dry Combustible Materials		Materials to be stored correctly and in a suitable container, correctly positioned No naked flames near materials Fire extinguisher to be on the stall if a source of ignition is close by
Heat and Ignition Sources		Keep away from LPG, Flammable Liquids and Dry Combustible Materials Fire extinguisher to be on the stall if a source of ignition or heat is close to a flammable material
Hot Surfaces or Vapour		Place warning signs Arrange the stall to limit the likelihood of contact and provide guards where practical Provide first aid kit and report any incidents to the Show Team for assistance
Smoking or Vaping Not Allowed		Place warning signs Advise patrons who are smoking or vaping to move away
Use of Sharps		Keep sharp objects out of reach Use the sharps in a way which will not endanger patrons
Working at Height		Provide a safe means of access and egress Provide a safe working environment (handrails and toe boards) Support ladders and unstable structures during erection
Food Preparation		Comply with recognised food hygiene regulations
Electrical Equipment		All equipment to be PAT tested (certification to be available on site for review) Do not use damaged or faulty electrical items or cables Cables to be routed to prevent trips
Overcrowding at stands		Ensure that access routes are not blocked or obstructed Careful management of the patrons by stall holders Encourage patrons to circulate and return at a later time
Machinery		Maintain guards and spectator separation barriers Provide warning signs Only trained and competent personnel to operate the machinery

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HAZARD	✓	CONTROLS
Tent / Gazebo / Canopy erection and dismantling		Weather forecast consulted prior to attendance at event. 2 people required to assemble and take down gazebo unless a specific 1-person unit is used. Be aware of other people, objects and animals around you during the process. Use knowledgeable people. Ask for help if struggling. Do not allow the structure to blow away. Never leave a half erected / dismantled structure unattended.
Slips / Trips / Falls	✓	All guys ropes and pegs are to be wholly contained within the marked pitch All equipment to be fully contained within the marked pitch All display boards are to be wholly contained within the marked pitch All stock to be stored wholly within the marked pitch
Extreme Weather	✓	All equipment and materials are to be sufficiently tethered or weighed down to prevent being disturbed by wind or rain. Regular checks are to be carried out on these tethers / weights to ensure continued suitability. Ask for help if struggling. Do not allow the structure to blow away. Never leave the stand unattended.
Perturbing Displays		All items are to be fully contained within the display area Any sharp display items must be wrapped to prevent injury Ensure that head injuries cannot be sustained from displayed items
Overturning/ Collapse of display stands		Displays are erected on even ground or surface and secured in place If a display falls due to windy conditions take it down immediately and do not put it back up until conditions become more suitable
Breakages		Provide method of cleaning up breakages which prevent harm. Provide suitable storage containers for broken items. All broken items will be removed from the Show Ground by the stall holder and disposed of off-site.
Please use the section below to record any Hazards which are specific to your stand and detail the control measures opposite		
Other Specific Hazard		Specific controls
Other Specific Hazard		Specific controls
Other Specific Hazard		Specific controls
Other Specific Hazard		Specific controls

Owing to enforcement activity by the local fire authority, casual sleeping arrangements are prohibited on stands.

I agree to carry out these control measures and follow the direction given by Howden Show Stewards.

Signature of person responsible

Print Name.....Date.....