Northumberland County Show

Saturday 23rd May 2026

Bywell, Stocksfield

To assist us in providing a safe event we require all Trade Stand Exhibitors to complete a risk assessment and submit this with their payment or prior to the show. This is to show that you have considered any likely hazards in relation to your trade stand or exhibit and that you have put controls in place to prevent illness, injury or harm. Using the form below please identify any likely hazards that could affect those setting up/manning/breaking down your Trade Stand/exhibit also give consideration to members of the public visiting during the course of the show. We have included some basic guidance below but you can access more information and find examples of completed risk assessments at <http://www.hse.gov.uk/risk/assessment.htm> An introduction to Health and Safety for Small Businesses can be found here <http://www.hse.gov.uk/pubns/indg259.pdf>

Please copy the risk assessment form if more space is required.

Please return the form to The Show Office, Hexham Auction Mart, Tyne Green, Hexham NE46 3SG, a copy of your risk assessment should also be kept on your trade stand and be available for inspection at all times.

**NO TICKETS WILL BE DISPATCHED UNTIL A COMPLETED RISK ASSESSMENT, FIRE RISK ASSESSMENT AND COPY OF YOUR PUBLIC LIABILITY INSURANCE HAS BEEN RECEIVED. PLEASE NOTE THAT NO NAKED FLAMES ARE PERMITTED WITHIN OUR MARQUEES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Hazard (anything that could cause harm) | Who might be harmed and how? | **What are you already doing?** | **Further action is needed?** | **Who is responsible for implementing further actions?** |
| Look for likely hazards which you could reasonably expect to cause harm. We have given examples below but only include/add those relevant to you. | There is no need to list individuals by name just think about groups of people who could be harmed (examples below) | For each hazard you have listed list what precautions you already take | Is there anything else you need to do to make things safer? | Who will make sure that the remaining actions have been completed in time? |
| Hazards may include:  **Fire** – You should consider likely sources of ignition and any combustible materials.  **Slip/Trip** hazards  Use of chemicals or substances  **Use of Machinery** especially the moving parts of machinery (e.g. blades)  **Working at height**  Use of vehicles  Electricity  Gas/ LPG  **Manual handling** (Lifting/carrying)  **Noise**  **Livestock/ Animal** Issues  **Food Hygiene** | Staff  Members of the public  Pay particular attention to:-  People with disabilities  Vulnerable people  Children  Inexperienced staff/volunteers  People working on their own – they may be more vulnerable. | Example precautions may include  Using competent, trained staff.  Following safe systems of work.  Using well maintained and suitable equipment.  Being prepared for likely weather conditions  Restricting access to certain areas that may cause harm - barriers  Keeping areas clear and tidy.  Cleaning up spills.  Providing adequate supervision at all times.  Following food safety guidance e.g. Safer Food Better Business.  Providing safety equipment/ clothing where required.  Staff know how to get help and what to do in an emergency. | Inspections/ vigilance on the day.  Communicating with Marshals on day. | Trade Stand Staff |

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RISK ASSESSMENT FORM

Please complete in BLOCK CAPITALS (Please photocopy more sheets if you need to)

|  |  |
| --- | --- |
| Stand Name: | Name of Responsible Person: |
| Address: |  |
| Signature of Assessor: |
| Location of Stand on Showground: |  |
| Outdoor / Indoor (marquee) | Date Assessment undertaken: |
| Products exhibited: | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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**FIRE SAFETY –**

**Hazards associated with your stand (please tick):**

|  |  |
| --- | --- |
| LPG Dry Combustibles |  |
| Hot Surfaces Food Prep. |  |
| Heat & Ignition Sources |  |
| Highly Flammable |  |
| Electrical Equipment |  |
| Machinery |  |
| Dangerous Overcrowding |  |

**Please complete all questions below:**

|  |  |  |
| --- | --- | --- |
| Do you have an Emergency Evacuation Procedure with an appropriate means of raising the alarm, i.e. shouting, claxon: | | YES/NO |
| **Please explain:** | |  |
| Are all staff trained and aware of how to raise the alarm? | | YES/NO |
| Fire Extinguishers – Do you have a sufficient extinguisher of the right type available and identified with a sign stating ‘Fire Point’? | | YES/NO |
| **Please state how many & type:** | |  |
| Are all staff aware of the types of extinguishers available and their operating instructions? | | YES/NO |
| **Please explain any training given:** | |  |
| Combustible Materials/Flammable Substances/Hazardous Materials – Are combustible materials kept to an absolute minimum appropriately stored away from sources of ignition | | YES/NO |
| Fire Exit Routes – Temporary structure (i.e. marquee) over 6.5m in length or depth must have an alternative fire exit. Will all Fire Exit routes be clear of obstruction internally and externally at all times? | | YES/NO |
| Overcrowding – Are you aware of the maximum number of people considered safe in your temporary structure? | | YES/NO |
| Please state: | |  |
| Our safety officer on show day is Mrs P Ducker and will be based in the Event Office. | |