

# TRADE STAND RISK ASSESSMENT TEMPLATE 2026

## EDENBRIDGE & OXTED



AGRICULTURAL SHOW

Celebrating the country way of life since 1837



It's essential that traders and exhibitors help with event safety by identifying potential hazards on their stand, assessing how serious any harm caused could be, and how likely it is that an injury could occur from a hazard.

Under health and safety law we **all** have a duty to do all that is reasonably practical to ensure the health, safety and welfare of our employees and of anyone else that may be harmed by our work activities or our workplace.

It's a requirement of our Terms & Conditions that each stallholder (including their subcontractors) completes and submits a risk assessment form. This needs to be submitted in good time before the show along with proof of your £5m public and products liability insurance cover. If your insurance renewal time falls between now and the event then you'll need to re-submit when the new documents become available so we have proof of up-to-date cover. You can log into your online account and upload these documents.

See final page for sources of further advice and guidance.

BUSINESS NAME					
DATE OF ARRIVAL ON SITE		DATE OF DEPARTURE FROM SITE		STAND SIZE	
PERSON IN CHARGE			CONTACT NUMBER ON SITE		
DESCRIPTION OF STAND/UNIT					
MAXIMUM OCCUPANCY (STAFF)		MAXIMUM OCCUPANCY (PUBLIC)			
WILL ANYONE BE SLEEPING ON YOUR STAND OVERNIGHT?	YES/NO	IF YES, HOW MANY PEOPLE?			

## HAZARD IDENTIFICATION

Consider risks to your own staff and to customers, other exhibitors and visitors)

It's really important that you consider every aspect of your trade stand, from any marquee covering to flooring, electrical services, fire risk, food, machinery and weather risk.

In the event of an incident, risk assessment documents will become relevant documentation for insurance companies.

Our Trade Stands and H&S team will be undertaking spot checks to ensure that control measures listed are undertaken on the ground.

HAZARD IDENTIFIED  Add rows as necessary.	LIKELIHOOD OF INCIDENT (Column 2) 1 = unlikely 5 = Very Likely	POSSIBLE SEVERITY OF OUTCOME (Column 3) 1 = Negligible risk 5 = Fatality / major business loss	RISK SCORE (Calculate this score by multiplying Column 2 score x Column 3 score)	CONTROL MEASURES – things you will do to reduce risk
<b>EXAMPLE –</b> Electrical hazards: Cords	3	3	9	Tape down or cover cables. Ensure walkways are clear.
Electrical hazards: PAT testing				
Electrical hazards: Sockets				
Physical hazards: Trip hazards, ie uneven floor				
Physical hazards: Falling objects				
Physical hazards: Working at Height				
Fire hazards: Naked flames and smoking				
Fire hazards: Fuel				
Fire hazards: Flammable materials				
Fire hazards: Overcrowding, blocked exits				
Manual handling: Lifting				
Manual handling: Hot objects				
Manual handling: Sharp objects				
Chemicals: COSHH				
Food: Hygiene compliance				
Food: Allergen risk				
Food: Sampling				
Food: refrigeration				
Alcohol: Intoxication, service to minors, sampling				

Machinery: Moving parts				
Machinery: Static displays				
Crowd/Public: Overcrowding				
Crowd/Public: Accessibility				
Weather: Extreme of heat				
Weather: Extreme of cold				
Weather: Extreme of wind				

## FIRE SAFETY

CHECKLIST	COMMENTS
<b>List what fire fighting equipment you will be bringing for your stand</b>	
<b>When is/was your fire fighting equipment tested for safety?</b>	
<b>Are your staff trained in the use of this equipment?</b>	
<b>Have you</b> identified combustible materials and have <b>you</b> reduced the risk of them being involved in an incident? <b>What ignition sources exist on your stand?</b>	
The structure, roof, walls and fittings of <b>your</b> stand <b>should be</b> flame retardant. Are certificates of compliance available?	
<b>Have you got</b> adequate provision for managing rubbish and have <b>you</b> considered fire safety in how <b>you</b> manage this?	
<b>You</b> know that petrol generators are not permitted on site.	

## LPG – Complete this section only if you use LPG

CHECKLIST	TICK TO CONFIRM	COMMENTS
I have an inspection / gas safety certificate for the appliances and pipework and will keep a copy for inspection purposes. All hose connections are made with 'crimped' fastenings.		
The cylinders are kept outside, secured in the upright position and out of the reach of the general public.		

They're away from entrances, emergency exits and circulation areas.		
The cylinders are readily accessible to enable easy isolation in case of emergency.		
I will ensure that only those cylinders in use or likely to be in use are kept at my stand.		
Appliances are fixed securely on a firm, non-combustible, heat-insulating base and surrounded by shields of similar material on three sides.		
I will ensure that gas supplies are isolated at the cylinder as well as at the appliance when the apparatus is not in use.		
My staff have been trained in the safe use of LPG.		

Responsible person:

.....

SIGNATURE

.....

PRINT NAME

DATE

.....

POSITION IN COMPANY

Please note: Notwithstanding the content of this document, any exhibitor deemed to have unsatisfactory standards or provisions and who fails to remedy to the satisfaction of our Health & Safety Officer will not be permitted to trade and risks removal from site.

More information that will help you complete this form and ensure that you're following best practice is here:

<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

Fire risk assessment guidance for open air events like ours:

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues>

Guidance around temporary demountable structures:

<https://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm>

Guidance for the safe use of LPG at events:

<https://www.ncass.org.uk/resources/legal-compliance/gas-safety/the-law/>

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