

Exhibitor health & safety form

To be completed by the exhibiting organisation

Stand Name:	Mobile No:
Name of person responsible for health & safety onsite:	

Exhibitors' responsibilities

An exhibition stand is a workplace covered by health and safety legislation. As the exhibitor, it is your responsibility to ensure that your stand is a safe environment for event attendees to visit. This form is for each exhibiting organisation to complete to confirm the actions that will be undertaken on the stand during the open periods of the event.

Health & Safety

Every exhibitor, contractor, supplier and agent must comply with the Health & Safety at Work etc, Act 1974. Every exhibitor accepts that it is their legal and moral responsibility to ensure that their own and others' health & safety are not put at risk by their actions (or in-actions) throughout the event.

Please tick all relevant statements:

- Our stand staff will be sufficiently instructed and trained in relevant matters in order to carry out their tasks safely. **(To be actioned by every exhibiting organisation)**
- I have completed the risk assessment below. We have trained and made our exhibition staff aware of the potential risks present on site, providing them with any health and safety documentation relevant to the event. We have identified all conceivable significant risks caused by our exhibits, demonstrations and/ or work practises. All control measures will be clearly identified and communicated to all persons affected. **(To be actioned by every exhibiting organisation)**
- We have a corporate insurance policy that adequately covers our Public Liability for work at Events and is in line with the requirements of the Organiser. **(To be actioned by every exhibiting organisation)**

Risk Assessment

Does your stand include any of the following? If you answer **YES** to any of the questions, you must provide full method statement and risk assessment for each. Please note this is not an exhaustive list.

	Yes/No
Balloons or other inflatable items	
Demonstrations of any kind	
Display of anything containing liquid fuel e.g. a motor vehicle	
Display of sharp objects, weapons (even replica weapons)	
Fire risk of any kind	
Food/drink, 'tester' bottles or alcohol	
Coffee machine or kettle	
Heat source of any kind including cookery demonstrations, naked flame or gel burners	
Live animals on the stand	
Massage, beauty procedures, use of essential oils or ear piercing	
Pressurised gases including O ₂ or helium	
Working electrical appliances other than simple display lighting	
Working machinery of any kind even if static	
Any other hazard not identified above which could be a risk (please list below)	

Please complete if you have answered YES to any of the questions on the form above.

Risk: (Consider all potential fire hazards as well as other risks on your stand)
Who could be harmed:
Control Measures in Place:

To the best of my knowledge the information provided is correct. The control measures in place control risk to an acceptable degree.

Name:	Date:
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Signed:

Please return this form by Friday 9th September 2022
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