

Health & Safety Form –COMPULSORY FOR ALL EXHIBITORS

The South West Model Engineering, Model Making & Hobbies Exhibition

PLEASE READ THOROUGHLY AND COMPLETE THOROUGHLY
 Nationwide Exhibitions decisions are final on all matters of Health and Safety. Exhibitor passes will not be issued unless organisers have received full stand payment and are in receipt of this form.

Company/Club name	
Contact Name	
Stand Number	
Telephone Number	
Address	
Email	

Please read the following and sign the declaration below.

1. I/ We acknowledge Nationwide Exhibitions Health & Safety Policy and DDA Policy and confirm that they will be complied with in addition to our responsibilities under the Health & Safety at Work Act 1974 and DDA 1995 and all its subordinate regulations which apply.
2. I/ We/Our Contractors enclose a show and fire risk assessment for the build up, show open days and breakdown of our stand.
3. I/ We are satisfied that our staff have been given sufficient fire related information, instruction and training to carry out their tasks in a competent and safe manner and are aware of the emergency evacuation plan.
4. I/ We confirm that the following insurance/ policies are current and valid: 1. Public Liability Insurance 2. Employers Liability Insurance 3. Health & Safety Policy *(if you employ more than 5 permanent members of staff)*
5. I/ We agree to liaise with Nationwide Exhibitions on all matters regarding health & safety prior to and during the event where necessary to ensure the health & safety of all parties who may be affected by our actions/ instructions. Our risk assessment including a fire assessment will be available for inspection throughout the event.
6. I/ We accept Nationwide Exhibitions reserve the right to prohibit an exhibit or activity where there is contravention of the Health & Safety rules of Nationwide Exhibitions and/or statutory provisions where they consider that the health & safety or welfare of personnel is at risk.

To provide us with key information of key activities on your stand please tick the relevant boxes:	Yes ✓	No ✓
Will you be preparing / sampling / serving any food or drink on your stand?		
Will you be erecting a temporary structure? i.e. marquee / flagpoles / banner frame etc		
Will you have an electrical supply to your stand?		
Will you have a water supply to your stand?		
Will you be working at height (over 1 metre) using ladders etc?		
Will you be laying flooring or a platform?		
Will you be using any tools / power tools etc?		
Will you be installing a ramp or stairs?		
Will you be using LPG, highly flammable liquids, chemicals and ignition sources?		
Will there be any moving machinery / demonstrating exhibits on your stand?		
Will there be pre-recorded or live performances / music / public address systems on your stand?		

Please note LPG is not permitted at the venue

SIGNATURE:	DATE:
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Please return all forms to: Pinnacle House, 166a Gloucester Road North, Patchway, Bristol, BS34 5BG.
FAX BACK: 0117 907 1001 EMAIL: ec@nwe.co.uk

Risk Assessment Form – COMPULSORY FOR ALL EXHIBITORS

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We have completed a table of possible risks that could occur please read and sign the bottom of this page if you are happy we have covered all possible outcomes for our stand. There is a section below to add any other risks you feel could occur on your stand.

Activity / Hazard	Person at Risk	Risk Evaluation Level: High, Medium & Low	Current Precautions & Control Measures
<i>Construction of stands and components / Falls of panels, equipment etc</i>	<i>Operators working below stand including exhibition staff</i>	Medium	<ul style="list-style-type: none"> <i>a. Trained installers only used</i> <i>b. Appropriate equipment used to construct and dismantle</i> <i>c. Constructed in stages and only left unattended when safe to do so.</i> <i>d. Hard hats to be worn whilst operatives are working above.</i>
<i>Ladders / Working at Height / Falls</i>	<i>Installers / Exhibition Staff</i>	Medium	<ul style="list-style-type: none"> <i>a. Installers trained in the use of ladders</i> <i>b. Ladders checked before use</i>
<i>Manual Handling / Injuries from loading and unloading</i>	<i>Installers / Exhibition Staff</i>	Medium	<ul style="list-style-type: none"> <i>a. All staff are trained in manual handling</i> <i>b. Heavy components moved by trolley to minimise manual handling</i>
<i>Electrical / Electrical equipment, power tools and lighting</i>	<i>Installers / Exhibition Staff / General Public</i>	Low	<ul style="list-style-type: none"> <i>a. Only qualified electricians used</i> <i>b. All electrical equipment and lighting to be checked before use</i> <i>c. All portable electrical equipment to have a current PAT Certificate</i>
<i>Fire, Explosion, Skin burns, fume and smoke inhalation</i>	<i>All people in or entering the vicinity of activity</i>	Medium	<i>Fire separation, Fire detection equipment, trained staff, First Aid and Fire Fighting equipment. Venue monitoring, intervention and enforcement where necessary.</i>
<i>Fires caused by the use of flammable liquids / Fire, Explosion, Skin burns, fume and smoke inhalation</i>	<i>All persons within the event areas</i>	Medium	<i>Restricted use of flammable liquids, monitoring by safety officer, Information on restrictions supplied in the exhibitor manual.</i>
<i>Obstruction of Fire Exits and Exit routes, internally and externally by vehicles, waste materials</i>	<i>All persons within the event areas</i>	Medium	<i>Pre event briefing, supervision and regular inspections by safety staff</i>

SIGNATURE:

DATE:

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