

26th – 29th August 2021 – Covid-19 Safety Declaration Form

COMPANY _____

To be completed by the Manager or Health and Safety Representative, and returned by email or post not later than the 5th July 2021.

A Covid-19 Risk Assessment must be completed and returned prior to any activity on the Event site. The Risk Assessment requires you to identify any potential Covid-19 hazards that may be relate to your activities on-site and to recognize ways in which you will minimise and control these risks. You should have a Covid-19 Risk Assessment, please send a copy of this with this form or add to this form to complete a full Risk Assessment.

The Risk Assessment encompasses all practices you will carry out on site, including the build and break down of trade stands and marquees, activities that will be carried out within the trade stand, and transport on to and off site. The assessment must take into account potential risk to your own staff, volunteers and members of the general public. For more information and help in writing your risk assessment, visit the Health and Safety Executive website at www.hse.gov.uk/risk

Should you find you need more space to list potential hazards and the control measures you will employ, please continue on a separate sheet of paper.

Hazard – contracting Covid-19	Who could be at risk	Level of Risk	Risk Control Measures
<input type="checkbox"/> Enclosed spaces E.g. Inside trade stand Inside shared company vehicle	Contractors, Employees, Volunteers, Visitors, Event Organisers and other Exhibitors	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	<input type="checkbox"/> Improve ventilation of stands wherever possible. <input type="checkbox"/> Open the windows when in shared vehicles.
<input type="checkbox"/> Social distancing E.g. Queues Staff / volunteer working areas Staff breaks	Contractors, Employees, Volunteers, Visitors, Event Organisers and other Exhibitors	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	<input type="checkbox"/> Help people social distance by using marker tape floor, instructional signage, using one-way systems, limiting number of people working and shopping at the stand at one time, rearrange work area and tasks <input type="checkbox"/> Staff to take food breaks away from the stand <input type="checkbox"/> Monitor, supervise and make sure people are social distancing.
<input type="checkbox"/> Where social distancing isn't possible E.g. At till points	Contractors, Employees, Volunteers, Visitors, Event Organisers and other Exhibitors	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	<input type="checkbox"/> Use physical screens if face-to-face contact unavoidable, E.g. till points <input type="checkbox"/> Require all staff and visitors to wear face-coverings in and around stand (unless legally exempt) and provide face-coverings for staff. <input type="checkbox"/> Group work teams so they work together consistently <input type="checkbox"/> Monitor, supervise and make sure all people follow additional measures where social distancing isn't possible.
<input type="checkbox"/> Contaminated surfaces Eg. Shared touch points, card machine etc. Stock	Contractors, Employees, Volunteers, Visitors, Event Organisers and other Exhibitors	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	<input type="checkbox"/> Implement cleaning regime for surfaces frequently touched by many people. E.g. handrails, card machine, pens or shared equipment. <input type="checkbox"/> Do not have fitting rooms or permit trying on clothing, jewellery etc. <input type="checkbox"/> Reduce cash handling and provide contactless payment if possible. <input type="checkbox"/> Keep all areas tidy to make it easier to clean

			<input type="checkbox"/> Put in place monitoring and supervision to make sure people are following risk control measures. <input type="checkbox"/> Provide sufficient cleaning products and hand sanitiser for your stand for the whole Event. <input type="checkbox"/> Put signage up to remind staff to wash their hands <input type="checkbox"/> Allow staff time to wash or sanitise hands regularly
<input type="checkbox"/> Contaminated waste E.g. disposable face-coverings, gloves, tissues, food and drink containers and utensils	Contractors, Employees, Volunteers, Visitors, Event Organisers and other Exhibitors	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	<input type="checkbox"/> Have sufficient rubbish bags for the whole Event. <input type="checkbox"/> All rubbish to be bagged and regularly removed from stand <input type="checkbox"/> Staff to wash or sanitise their hands thoroughly, immediately after disposing of rubbish, including when wearing gloves.
<input type="checkbox"/> Your staff and volunteers E.g. Someone working on the stand Someone who develops symptoms of Covid-19 Those in vulnerable categories	Contractors, Employees, Volunteers, Visitors, Event Organisers and other Exhibitors	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	<input type="checkbox"/> Provide information and training so staff understand the risks, the control measures and what they should do. <input type="checkbox"/> All staff to comply with all Event contact tracing requirements <input type="checkbox"/> Have procedure to follow that reduces risk to other people if a staff member develops symptoms of Covid-19. <input type="checkbox"/> Identify any of your staff who could be clinically extremely vulnerable and follow the Government guidance to reduce the risk to them.
<input type="checkbox"/> Supervision/ Young People	Contractors, Employees, Volunteers, Visitors, Event Organisers and other Exhibitors	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	<input type="checkbox"/> Young or inexperienced staff will be supervised. <input type="checkbox"/> Appropriate additional Risk Control Measures in place concerning young or inexperienced staff.
<input type="checkbox"/> Food Preparation / Serving	All on site	<input type="checkbox"/> See separate Food Safety Risk Assessment	
<input type="checkbox"/> General activities (non Covid-19 risks)	All on site	<input type="checkbox"/> See separate Risk Assessment	

Declaration

I am in possession of my company's Health and Safety Policy and my company's Covid-19 Policy and/or safety procedures	YES / NO
Sufficient training has been provided for employees / volunteers to carry out their tasks safely and competently	YES / NO

I have read and understood my responsibilities as laid out in the Health and Safety at Work Act 1974, and taken note of the most common areas of risk. I accept my responsibilities as laid out in this Act and all relevant legislation covering my company's activities on the event site. I have read the Safety Guidance Notes of the Land Rover Blair Castle International Horse Trials and Country Fair and fully intend my company (and all personnel present) to comply with these guidelines in all respects.

SIGNED _____ DATE _____ PRINT NAME _____

N.B. As an Exhibitor, you have a legal requirement to assess risk pertaining to your participation in any exhibition. This form is intended as a guide only and does not absolve you or your employees / volunteers from your legal responsibilities, nor does it transfer them to the Event, the event Organisers, Atholl Estates or the Trustees of the Estate.