

26th – 29th August 2021 - Health and 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 Risk Assessment must be completed and returned prior to any activity on the Event site. The Risk Assessment requires you to identify any potential hazards that may be created by your activities on-site and to recognize ways in which you will minimise and control these risks. You should have a generic 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	Who could be at risk	Level of Risk	Risk Control Measures
<input type="checkbox"/> Manual handling E.g. Stand construction and deconstruction Transportation of equipment and stock	Contractors, Employees, Visitors, Event Organisers and other Exhibitors	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	<input type="checkbox"/> Staff fully trained in manual handling practices. <input type="checkbox"/> Awareness of surroundings and safe routes for transportation. <input type="checkbox"/> Removing potential hazards that could cause slips/trips/falls. <input type="checkbox"/> Heavy items stored low down.
<input type="checkbox"/> Generators & Electricity E.g. Faulty equipment Fire safety	Contractors, Employees, Visitors, Event Organisers and other Exhibitors	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	<input type="checkbox"/> Equipment regularly serviced, checked and used safely <input type="checkbox"/> Generator is diesel powered and super silenced <input type="checkbox"/> Generator is fenced off and earthed <input type="checkbox"/> Fuel is stored safely
<input type="checkbox"/> Fire or other emergency evacuation	Contractors, Employees, Visitors, Event Organisers and other Exhibitors	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	<input type="checkbox"/> Staff aware of fire safety procedures. <input type="checkbox"/> Fire Extinguishers kept on the stand at all times. <input type="checkbox"/> Staff trained to use fire extinguishers. <input type="checkbox"/> Regular removal of rubbish from stand. <input type="checkbox"/> All Staff aware of a strict no smoking policy.
<input type="checkbox"/> Slipping and Tripping E.g. Guy ropes Loose cables Carpet/Flooring	Contractors, Employees, Visitors, Event Organisers and other Exhibitors	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	<input type="checkbox"/> Removing potential hazards that could cause slips/trips/falls. <input type="checkbox"/> Staff aware of importance of clear passageways and ensuring floor areas are clear of hazards at all times, as far as is reasonably practicable.
<input type="checkbox"/> Working at Heights/ Falling Materials	Contractors, Employees, Visitors, Event Organisers and other Exhibitors	<input type="checkbox"/> Low	<input type="checkbox"/> Staff aware of the correct use of ladders through training. <input type="checkbox"/> Staff trained on stacking materials correctly.

		<input type="checkbox"/> Medium <input type="checkbox"/> High	
<input type="checkbox"/> Working Outdoors E.g. Wind or Wet weather	Contractors, Employees, Visitors, Event Organisers and other Exhibitors	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	<input type="checkbox"/> Staff aware of the increased risk of slipping in wet weather <input type="checkbox"/> Potential slip hazards and electrical hazards will be removed if the weather dictates. <input type="checkbox"/> In high winds, the stand will be closed or dismantled. <input type="checkbox"/> Staff will wear appropriate clothing for the weather conditions
<input type="checkbox"/> Motor Vehicles/Machinery E.g., Manoeuvring around the site	Contractors, Employees, Visitors, Event Organisers and other Exhibitors	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	<input type="checkbox"/> Staff given relevant training for any required specialised vehicles (horsebox/ trailer/ quad). <input type="checkbox"/> All members of staff required to drive will be asked to produce a valid driving licence. <input type="checkbox"/> Vehicles not moved around stand during Public opening hours <input type="checkbox"/> Machinery maintained in accordance with the manufacturer's instructions.
<input type="checkbox"/> Supervision/ Young People	Young People and Inexperienced Staff, Contractors, Employees, Visitors, Event Organisers and other Exhibitors	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	<input type="checkbox"/> Young or inexperienced employees will be supervised. <input type="checkbox"/> Appropriate additional Risk Control Measures in place concerning young or inexperienced employees.
<input type="checkbox"/> Food Preparation / Serving	All on site	<input type="checkbox"/> See separate Food Safety Risk Assessment	
<input type="checkbox"/> Covid-19 infection	All on site	<input type="checkbox"/> See separate Covid-19 Risk Assessment	

Declaration

I am applying to bring a generator and I understand it must be diesel powered, super-silenced, earthed and fuel safely stored, and I have included this in my risk assessment.	YES / NO
I am in possession of my company's Health and Safety Policy	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.