

KEITH SHOW 2022

SUNDAY 7TH & MONDAY 8TH AUGUST



Jennifer Duncan
Show Office
Seafield Park
Keith
AB55 5AJ
Mobile: 07816 316559

Trade Stand Space is available at this year's Keith Show being held on the Sunday 7th & Monday 8th August.

I enclose:

- A. Price List (printed overleaf)
- B. Trade Stand Safety Guidance and Rules & Regulations
- C. Application form (to be completed)
- D. Risk assessment form (to be completed)

Both the Application form and Risk assessment are to be completed and returned with the booking fee before the closing date 31st May. BACS details are available on request.

Note:

1. A late booking fee of £50 applies after 31st May.
2. Trade Stands must be open to the Public from 9am to 6pm Sunday and 9am to 5pm Monday.
3. Electricity, is only offered if a Periodic Inspection Report for the electrical installation and Certificate of Electrical Appliance Testing are provided. Please enclose photocopies of up to date certificates along with the application form.
4. Keith Show is not insured for cancellation due to severe weather conditions. Refunds will only be considered, if the show is cancelled for any reason prior to setting up within the show field.
5. If you wish to advertise in the Catalogue, please fill in the section in the application form.
6. The Show offers a Trophy and Whisky Prize for the best Large and best Small Stand.

We understand how hard trading is and hope that we may count on your support for our show in 2019. We have again held our stand prices from last year. We very much hope that the sun will shine on us for what promises to be an action-packed show.

If you wish to further support Keith Show by sponsoring a Class or Section or by donating a Trophy, I will be delighted to hear from you.

Please return your application, risk assessment and payment as soon as possible to prevent disappointment.

If you have any queries or need any further information, please do not hesitate to get in contact.

Yours sincerely

Jennifer Duncan

SECRETARY

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Outside Trade Space

Cost per 3m x 3m £ 60.00

Cost per 6m x 6m £160.00

Cost per extra 3m £ 30.00

Food & Drink Marquee

Cost per 3m x 2m £ 65.00 Price Includes: 1 Table & 2 Chairs

Cost per extra 3m £ 30.00

Lifestyle Marquee

Cost per 3m x 2m £ 65.00 Price includes: 1 Table & 2 Chairs

Cost per extra 3m £ 30.00

Craft Marquee

Cost per 3m x 2m £ 60.00 Extra: 1 Table & 2 Chairs @ £5.00 per set

Cost per extra 3m £ 30.00

Catering vans £750.00 Only allowed by prior arrangement

Passes Issued:

3m Two per Day

6m Two per Day

12m (& over) Three per Day

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PRICE FOR ELECTRICAL SERVICES

Please note the HSE requirements for electrical equipment & installations at Agricultural Shows.

- All electrical equipment in use must have been inspected and tested by a competent electrician and have a label affixed to it giving the date of the test and the name of the person carrying out the test.
- Surge protection is the responsibility of the stand holder.
- If using your own generator you must comply with Noise Emission: - SI 2001 No. 1701 <69dba @ 7 Metres

CHARGES:

Power point	Cost Each
13 amp 3 kw socket (maximum)	£100
13 amp twin socket	£100
16 amp blue caravan style	£100
32 amp blue caravan	£100
Food Marquee 13 amp	£ 50
Craft Marquee / Lifestyle	£ 25

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KEITH SHOW - SAFETY GUIDANCE NOTES

The Organisers place great importance on the health and safety of all employees, contractors, volunteers, competitors, exhibitors, and the general public at the Event.

The requirements of these Safety Guidance Notes apply, as appropriate, to all persons attending the Keith Show. Exhibitors, Competitors, Contractors or Sub-Contractors must take note of the requirements which apply to them. Failure to comply with these requirements could lead to persons being asked to leave the Showground. The Show Organisers will ensure that these Safety Guidance Notes are communicated to all employees, competitors, and contractors. All contractors and sub-contractors must ensure their staff are informed of the requirements and are instructed to comply.

The Show Organisers have appointed a Safety Officer, who, together with the Chief Stewards of the various sections, will be empowered to take whatever action they consider necessary in the event of infringement of these Safety Guidance Notes. All Show Stewards are asked to pay particular attention to Safety and to take such action, within their power, as is necessary to correct unsafe situations. Where the matter is beyond their power to correct, they must report it immediately to their Chief Steward.

These Safety Guidance Notes are not exhaustive in their coverage of specific equipment or situations. There may be exhibits which require precautions and it is the responsibility of exhibitors to ensure that precautions taken are adequate and comply with any relevant current Regulations and / or Safety Standards.

GENERAL

It must be appreciated that many of the visitors to the Keith Show are not aware of the need for a sense of awareness and vigilance when close to livestock. When considering safety precautions to be observed this must be taken into account and more stringent and comprehensive precautions may be required than would be the case under normal working conditions.

Attention must be paid to considerations which become necessary in crowded situations. Low level ropes and posts can become obscured and thus cause tripping accidents and injuries. Steps and slopes cannot easily be seen, nor can articles which are left on the ground. Where steps are provided, they should be firm and strong with non-slip treads and handrails. Signs, notices, protruding racking or exhibits at head height can cause injury. Where possible, they are not to be allowed. Where they cannot be avoided, they must be marked with flags, streamers, etc or padded.

DETAILED REQUIREMENTS

A. DEMONSTRATION OF WORKING MACHINERY OR EQUIPMENT

Demonstrations involving moving machinery, other live mechanical or electrical demonstrations, are not allowed except with the express written permission of the Show Organisers. The demonstration may not take place until it has been inspected and approved by the Safety Officer.

B. TRACTOR, MOTOR VEHICLES, ALL TERRAIN VEHICLES (ATVs), SERVICE VEHICLES & OTHER SELF-PROPELLED MACHINERY

The responsibility for all vehicular traffic within the Showground rests with the Show Organisers, assisted as and when necessary, by the delegated Stewards of other Sections. Generally, there will be no movement of anything other than service or essential vehicles or vehicles being driven on the car parks or the roadways leading thereto, between 8.30 am and 6.00 pm. Where service vehicles are required to reverse the driver must be assisted by another person who will be responsible for ensuring that persons are warned of the operation and that it is safe for the operation to be carried out.

All vehicles:

Must be immobilised when not in use.

Must comply with relevant Safety and Road Traffic Regulations.

Must only be driven by holders of appropriate and current driving licences.

Persons using ATVs must wear a helmet approved to current European Standards.

Must be driven with extreme caution and with particular care and attention to pedestrians when in pedestrian areas.

Any ropes, chains, or other devices used to tow trailers or vehicles on or off the grounds must have been thoroughly inspected before use, be of sound construction, of adequate strength and properly maintained. Drivers should be told of the importance of hitching the tow chain or rope below the axle of a towing tractor. Only tractors fitted with an approved safety cab may be used for this purpose. Nobody must ever ride on a trailer drawbar.

C. FIRE PRECAUTIONS

The Show Organisers will liaise with the local Fire Authority on matters affecting the site, such as access for emergency and fire fighting vehicles; general site layouts with respect to fire; and provision of firefighting facilities for the site.

Individual Exhibitors/Contractors - See Conditions for Trade Exhibitors - will be responsible for providing adequate means of escape and firefighting equipment on their own stands, marquees, etc to standards laid down by the Fire Authority. Extinguishers must have been inspected and serviced within the preceding 12 months by a competent person and proof of this must be provided. Exhibitors/Contractors staff must have been trained in the use of firefighting equipment.

Exits and entrances to stands, marquees, etc must be kept clear and must not be obstructed by ropes, guy lines, tent pegs, etc or by exhibition materials.

All fire exits must be clearly marked as such and must be always available the marquee/stand is occupied. The unlacing of flaps in marquees or the use of a key in temporary buildings to gain access to an emergency exit will not be permitted. Where gas rings are used to heat boilers, etc they must be stood on flameproof materials which will not transmit heat. They must not be stood directly onto grass. Heaters stood on the grass have, in the past started fires. In the right circumstances these could have tragic results.

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D. STORAGE OF FLAMMABLE LIQUIDS AND GASSES on the site will not be permitted except in areas controlled or specially approved by the Show Organiser in accordance with the guidance note UKLPG "Safe use of Butane and Propane Cylinders and Cartridges". However, exhibitors may have up to two cylinders of gas for their own use, on each stand. Gas cylinders will not be allowed in any tent, marquee or stand but must be stored in the open air. Use of the gas must be in accordance with CS6 "The storage and use of LPG on construction sites".

E. NO SMOKING AREAS

Smoking is strictly prohibited in areas in close proximity to straw (whether baled or loose), wood shavings, flammable liquids or gasses, or any other combustible materials.

F. TELEPHONE AND FLAG PLOES AND HIGH STRUCTURE/SIGNS

These must be securely installed and be of adequate strength taking into account wind and other stresses. Stays should be identified with streamers as and when necessary.

G. DIGGING OF HOLES AND OTHER EXCAVATIONS

No postholes are to be bored nor is any other digging or excavation to take place anywhere on the site without prior authorisation from the Show Office. Where permission has been granted, open holes must be fenced off or covered and all holes must be infilled as soon as possible.

H. LADDERS AND SCAFFOLDING

All ladders must be secured or footed while in use.

Any fixed ladders or scaffolding must be blocked off at the lower levels when not in use, to prevent unauthorised access.

All ladders must be Class 1 Industrial Ladders, properly maintained and in good condition. All scaffolding must be properly constructed, inspected at the statutory intervals and the necessary certificates kept readily available for inspection.

I. MARQUEES, STRUCTURES AND GRANDSTANDS

All temporary structures must be soundly constructed, erected, and secured against any form of collapse.

Account must be taken of the possibility of adverse weather conditions.

No marquee or structure may be erected without the prior permission of the Show Office.

J. LIVESTOCK

Must only be exercised in the designated exercise areas. Livestock must never be taken into the Trade Stand areas.

Livestock moving to and from the Main Arena, Show Rings etc must follow the designated routes.

All riders, whether competitors or not, must wear hats conforming to current European Safety Standards except when the FEI Rules permit them to do otherwise. Riders must comply with the regulations of their governing bodies.

K. DOGS

Dogs must be kept on a lead at all times while on the site. The only exception to this rule is for working dogs on demonstrations.

L. ELECTRICITY

Electricity on site is only to be supplied via the approved Contractor. Private generators will be allowed only with the permission of the Event Organiser and these must have a valid electrical test certificate and comply with Noise Emission regulations; S1 2001 No. 1701 <69dba @ 7 metres. The route of the power supply cables around the site must be closely studied to identify areas where damage to cable might occur, with particular attention being paid to livestock, pedestrian and vehicular crossing points. In all of these areas the cables should either be buried well below ground (say a foot) or they should have suitable strong covers placed over them. All electrical installations and disconnections may only be carried out by a competent electrician and they must comply with the "Electricity at Work Regulations 1989" and the relevant sections of the current edition (17th) of the "Institution of Electrical Engineers Regulations". On completion of the installation a certificate must be issued as detailed in those Regulations.

The approved Electrical Contractor will ensure all pre-wired installations have been tested when connecting a supply. If no test certificate has been submitted with Trade Stand application no electricity supply will be made available.

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M. USE OF CHAIN SAWS, ETC

All operators of chain saws or other potentially dangerous tools must wear the appropriate safety clothing and equipment. Operators of ATV bikes must wear a correctly fitting safety helmet conforming to current European Standards.

N. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS

All substances, which may include dusts, chemicals, additives, pesticides, herbicides, insecticides, etc, must be assessed to ensure that there is no hazard or risk involved in their use and that correct measures are taken to prevent such risk. Exhibitors who bring hazardous substances to the Event must assess the risk and control it in accordance with the COSHH Regulations.

O. THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES (RIDDOR)

All accidents or dangerous incidents should be reported to the Safety Officer and recorded in the Accident Book.

P. SAFETY INFORMATION

Appropriate safety information should if necessary be drawn to the attention of the public by whatever means necessary, such as wash hand signage etc.

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KEITH SHOW ~ TRADE STANDS & EXHIBITORS ~ RULES, REGULATIONS & CHARGES

1. DEFINITION

In these rules and regulations, the term "Exhibitor" includes all employees or agents of such; the term "Event" shall be deemed to mean Keith Show; the "Organiser" means the Keith Show Committee.

2. **EVENT Open to Public** - SUNDAY & MONDAY on the dates in August as advertised from 8.30 am until 6 pm each day.

3. APPLICATION FOR SPACE

Applications for space must be made on the forms provided by the Organiser and contain all information requested, including risk assessments and Electrical Test Certificates, where applicable. Application must be made for full frontage requirement since it may not be possible to allocate extra space at a later date. The Organiser reserves the right to accept or refuse any application without assigning any reason. Exhibitors whose stands are based on articulated prime-movers and trailers should indicate this on their Application Form, or inform the Event Secretary as soon as possible so that, if necessary, special arrangements may be made to get them on to their site.

4. PAYMENT OF SPACE

Bookings forms must be signed & returned with payment no later than 31st May to reserve a space.

Where payment is not made in accordance with the Rules and Regulations space will not be allocated and exhibitor details will not be printed in the Catalogue. No Exhibitor will be allowed entry to the Event unless full payment has been made.

5. SETTING UP & DISMANTLING OF STANDS

The setting up of stands and exhibits must be completed by 9:00am on the Sunday of the Event. All stands must be open to the public from 8.30am to 6pm inclusive. Stands must not be removed or displays dismantled, either partially or totally, before 6pm on Monday of the Event.

6. VEHICLES

There will be no vehicular access to individual trade stands or special marquees between the hours of 8:30am and 6pm, on both days of the Event. All trade vehicles will enter via the Land Street Gate and no entry will be allowed after 10pm on Saturday. Craft, WRI, Industrial, Food Fayre & Lifestyle will enter via Chapel Street

7. ENTRANCE PASSES

a) Vehicles

Trade stand vehicle passes will be issued on the following scale:

<u>Stand Frontage</u>	<u>Number of Car Passes</u>	<u>Trade Personnel Entrance Passes</u>
3m	One	2 trade admission passes per day
6m	One	2 trade admission passes per day
12m & Over	Two	3 trade admission passes per day

Exhibitors may park behind their stand provided that they do not take up any more space than the area booked otherwise vehicles must be parked in the car park.

b) ADDITIONAL ENTRANCE TICKETS / WRISTBANDS

Additional Personnel Tickets / wristbands may be purchased at time of Booking - £10 per person per day. Exhibitors are responsible for providing necessary car passes & individual tickets / wristbands for their staff.

Nb: All vehicles must display passes. All personnel must have an admission ticket / band otherwise they may be charged admission. This fee is not refundable.

8. PROHIBITION OF TRANSFER

Exhibitors may not assign, sub-let, share or grant licences in respect of the whole or any part of the space allocated to them, without the written permission of the Organiser. Any exhibitor found to be sub-letting or sharing a stand without written permission from the organiser will be charged accordingly and may be asked to leave the site.

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9. REVISION OF LAYOUT

Should it be necessary to revise the layout of the Showground for any purpose, the Organiser reserves the right to transfer an Exhibitor to an alternative Site.

10. HEALTH AND SAFETY

Exhibitors must comply with all laws, rules, regulations and byelaws imposed by any competent authority and indemnify the Organiser against any such breach. No animals or livestock will be exhibited on any trade stand without the prior consent of the Organiser.

11. STAND INTERIORS

Exhibitors creating interior displays must ensure that all such work conforms to the requirements of the Organiser and other appropriate authorities and is executed within the terms of the Health and Safety at Work etc. Act and the relevant risk assessment legislative requirements.

12. FIRE RISKS

All materials used in the construction of interior displays must be made of non-flammable material or be effectively fire-proof. Exhibitors shall not place or keep on the space allocated to them any substance which is of a dangerous, explosive or objectionable nature, without the prior written consent of the Organiser. All aisles and fire exits must be kept clear of exhibits. Exhibitors must adhere to all fire and safety regulations which affect the Event.

13. PROTECTION OF EXHIBITS

All exhibits must be properly protected so as to avoid danger to any person visiting or taking part in the Event. The Exhibitor shall indemnify the Organiser against all such claims, actions, costs and liability on account of any injury or damage being caused or occasioned by any exhibit to any person whatsoever.

14. INSURANCE LIABILITY

The Organiser will not be responsible for the safety of any exhibit or destruction of same by theft or fire or any cause whatsoever, or for any loss or damage whatsoever sustained by the Exhibitor in respect thereof. The Exhibitor shall insure to their full replacement value the contents of his stand and all associated ancillary equipment and materials. Exhibitors are advised to ensure that they have the appropriate insurance cover.

15. ADVERTISING MATTER

The Exhibitor may distribute advertising and printed material from his stand but shall not distribute such material in the vicinity of entrances, exits, car parks and livestock float parks, nor in such a manner as to cause annoyance or disturbance to other Exhibitors. In the event of complaint, the matter shall be referred to the Organiser for their decision. Exhibits or other devices which emit sound shall not be operated without the prior consent of the Organiser.

16. EVENT SERVICES

The Organiser will make all reasonable attempts to provide necessary services for the smooth operation of the Event but shall have no responsibility for the breakdown or failure of such services.

17. STORAGE / RUBBISH / LITTER

Exhibitors are responsible for removing all rubbish and refuse at the end of the Event and leaving the site in the same state as they found it. This includes the filling of postholes, etc. In the event that the Exhibitor fails to comply with these provisions the Organiser reserves the right to carry out these tasks then invoice the Exhibitor.

18. CANCELLATION OF SPACE

Where an Exhibitor withdraws from the Event or cancels any reservation up to one month prior to the Event the Organiser will refund the full stance fee less an administration fee of £20.00. If stance space is cancelled within the month prior to the show all fees paid shall be forfeited unless the Organiser can successfully re-let such space.

19. CONDUCT OF EXHIBITORS AND REPRESENTATIVES

a) Use: Exhibitors shall not display any exhibit or permit any activity on their stand which is not within the Description of the Exhibit given on Trade Stand Application, the Organiser reserves the right to withdraw the offer of a trade stand if the goods or services are deemed to be of an unacceptable quality or nature. The Exhibitor will uphold acceptable standards of conduct and be careful not to do, or allow anything to take place, which will reduce the commercial success of the Event for both the Organiser and other Exhibitors.

b) Space: No Exhibitor will be allowed to place his exhibits, of any description, so that any part thereof projects beyond the limits of the space allotted to him, nor in such a manner as to obscure unduly the exhibits of any adjacent stand

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c) Annoyance: The Organiser reserves the right to stop any activity on the part of any Exhibitor that may cause annoyance to other Exhibitors or visitors. Business shall be conducted only from the Exhibitor's own stand and under no circumstances in any Avenue or elsewhere in the Event.

d) Equipment: The operation of equipment such as generators, microphones or loudspeakers MUST be authorised by the Organiser who reserves the right to ask for removal of any causing disturbance.

e) Banners: Banners or advertising boards may not be erected outwith the confines of the allocated space without the prior consent of the Organiser.

DISCLAIMER OF LIABILITY

Save for a fatality or personal injury caused by the negligence of the Organiser or anyone for whom they are in law responsible, neither the Organiser of the Event, nor any agent, employee or representative of these bodies, accepts any liability for any accident, loss, damage, injury, or illness to livestock, owners, livestock exhibitors, handlers, spectators, trade exhibitors, land or any other person or property whatsoever, whether caused by their negligence, breach of contract or in any other way whatsoever.

The Organiser reserves the right to refuse admission to the Event to any person or to withdraw permission at any time to remain on the Event site and shall not be required to give any reason for such action. The Organiser shall not be liable in respect of any loss or damage whatsoever arising from the abandonment, cancellation or postponement of the Event or any such eventuality. In the event of cancellation the Organiser will refund the full stance fee less an administration fee of £20.00.

NOTE: THE ORGANISER'S DECISION IS FINAL AND BINDING UPON ALL PARTIES.

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KEITH SHOW TRADE STAND APPLICATION

Business Name	
Contact Name	
Address	
Postcode	
Telephone No	
Mobile	
Email	
Website	
Size of Stand	
Stand Cost	£
OUTSIDE STANDS: eg. Car Sales, Agriculture, Catering, Craft, etc	Please state type of OUTSIDE stand:
INSIDE STANDS: Craft, Lifestyle, Food Fayre	Please state type of INSIDE stand:
Description of Exhibit or Services <i>(This must be completed & wording should be as you wish it to appear in the catalogue)</i> Not more than 20 words	

Jennifer Duncan
Secretary
M: 07816 316 559
info@keithshow.org.uk
www.keithshow.org.uk

For office use only
Size:
Passes:
Invoiced:
Entry Pack Sent:

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Electricity required on stand?	YES / NO
If Yes, type of electrical point required (see Price List for cost / type) Cost If YES please enclose up to date photocopies of the up to date periodic inspection report for the electrical installation and the certificate of electrical appliance testing (PAT Testing Certificate)	
Additional Passes @ £10 each per day – no. required:	Sunday
	Monday
Extras: 1 table & 2 chairs can be provided @ £5.00 per set	

Advertisement / Sponsorship

Please book advertisement space in the Show Catalogue.

Artwork & contents of advert to be forwarded with this form

Full Page Catalogue (colour) 17cm x 10cm	£100	
Full Page Catalogue (B&W) 17cm x 10cm	Stand Cost	£
		£50
	Electricity	£
	Additional Passes	£
	Extras	£
	Advert	£
	Sponsorship	£
	Late Booking Fee £50 after 31/05	£
Total enclosed	£	
Half Page Catalogue (B&W) 8cm x 10cm	£30	

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BACS Details Below:

BACS Details: Keith Show

Sort Code: 82-65-24

Acc Number: 00115993

Company Name as Reference

Please return too: info@keithshow.org.uk

Or

Jennifer Duncan

Show Office

Seafield Park

Keith

AB55 5AJ

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KEITH SHOW

RISK ASSESSMENT FOR TRADE STANDS

BOOKING WILL ONLY BE ACCEPTED UPON RECEIPT OF YOUR RISK ASSESSMENT
PLEASE COMPLETE THIS FORM AND RETAIN A COPY FOR REFERENCE BEFORE AND AT
THE EVENT

This form to be returned with booking form to: Jennifer Duncan, Seafield Park, Keith, AB55 5AJ
info@keithshow.org.uk

General Guidelines are attached

Company Name:	
Address:	
Responsible Person:	
Date Assessment Done:	
Signature of Assessor:	

HAZARD	PERSONS AT RISK	CONTROLS TO MINIMISE RISKS

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Crane / Loader on site? Yes / No	Which Days	
Liquefied Petroleum Gas (LPG) on site? Yes / No		

To be completed & returned with booking form
Please continue on next page if more space
required

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Guidelines for Trade Stand Exhibitors, all of whom must complete the form attached

Using the guidelines below please consider what risk there is to those building /dismantling trade stands and to members of the public during the show. Outline the steps you will take to minimise risks in the table. Your own format of Risk Assessment is also acceptable.

HAZARDS	Who might be harmed	Is more needed to control the risks
<p>Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following as a guide</p>	<p>There is no need to list individuals by name – just think about groups of people doing similar work or who may be affected, e.g.</p>	<p>For the hazards listed, do the precautions already taken reduce the risk exposures to an acceptable (tolerable) level?</p>
<p>Slipping/tripping hazards Chemicals (eg. battery acid) Moving parts of machinery (eg. blades) Work at height (eg. Ladders etc) Pressure systems Vehicles (eg. Fork-lift trucks) Electricity Dust (eg. from grinding) Fumes (eg. Vehicles or generator engines) Manual handling Noise</p>	<p>Office Staff Maintenance personnel Contractors People sharing your workplace Operators Cleaners Members of the public Pay particular attention to: Staff with disabilities Visitors Inexperienced staff Lone workers – they may be more vulnerable</p>	<ul style="list-style-type: none"> ➤ Meet the standards set by a legal requirement? ➤ Comply with a recognised industry standard? ➤ Represent good practice? ➤ Reduce risk as far as reasonably practicable? <p>HAVE YOU PROVIDED:</p> <ul style="list-style-type: none"> ➤ Adequate information, instruction or training? ➤ Adequate systems or procedures? <p>If so, then the risks are adequately controlled, but you need to indicate the precautions you have</p>

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<p>Livestock on stand</p> <p>Lifting operations</p>		<p>in place.</p> <p>Where the risk is not adequately controlled, indicate what more you need to do (the "action list")</p>
<p>Fire Hazards eg. combustibile materials (rubbish, flammable substances, LPG etc) and ignition sources (Flames, smoking, sparks etc)</p>	<p>As above</p>	<p>Means of escape, fire detection and alarms. Firefighting equipment and fire evacuation plan.</p>