



**AGRICULTURAL & CHEESE SHOW
SATURDAY 8TH SEPTEMBER 2018**

TRADE STAND APPLICATION FORM

Office Address:
The Show Office
Rodden Road
Frome, Somerset
BA11 2AH

Office Use Only	STAND:
Date:	
Paid:	

Email: tradestand@fromecheeseshow.co.uk
Tel: 01373 463600 **Charity Number:** 1138613

Please return with payment and completed risk assessments to the Office Address above

This year's event will be held on Saturday 8th September at the West Woodlands Showground near Frome. With its 156 year history, the show regularly attracts up to 20 000 visitors from the local area and further afield, offering them a good fun, great value day out with lots of fantastic attractions, shopping and of course plenty of cheese!

NEW information for Trade Exhibitors this year -

- The Cheese Pavilion is now a permanent structure rather than a marquee
- The Local and Fine Food Halls have been combined into one larger Frame Marquee Pavilion. We will give the first 15 local traders a £25 discount on the price of their stand - traders must be located within a 20 mile radius of the Showground (BA11 5ES) to qualify. Please contact us for details
- The relocation of the Homecraft and Horticulture Marquees has created a new trade avenue leading to the entrance of the Members' tent

CONTACT DETAILS	
Company Name*	
Contact Name	
Address	
Contact Number	
Email Address*	
Website*	
Brief description of good/services on stand- 20 words MAX, please PRINT clearly*:	
*To be used in this year's Show Guide unless amended here:	

STAND DETAILS	Front (m)	Depth (m)	FOC Tickets	Price (inc. VAT)	Qty	Sub-Total
6m deep Outside Trade stands located around the Village Green, Food Hall, Cheese Pavilion & members tent	3	6	2	£115		
	6	6	2	£165		
	9	6	2	£215		
	12	6	4	£265		
	15	6	4	£290		
	18	6	4	£315		
9m deep Outside Trade stands located around Homecraft, Horticulture & Members tents and Village Green	6	9	3	£180		
	9	9	3	£250		
	12	9	5	£315		
	15	9	5	£355		
12m deep Outside Trade stands located around the Main Arena and the main walkway between entertainment arenas	18	9	5	£410		
	9	12	5	£290		
	12	12	5	£370		
	15	12	5	£435		
	18	12	5	£520		



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Office Address:
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BA11 2AH

Showground Address:
Bunns Lane
West Woodlands
Frome, Somerset
BA11 5ES

Email: tradestand@fromecheeseshow.co.uk
Tel: 01373 463600 **Charity Number:** 1138613

Please return with payment and completed risk assessments to the Office Address above

STAND DETAILS	Front (m)	Depth (m)	FOC Tickets	Price (inc. VAT)	Qty	Sub-Total
Horse Shoe Music Stage Area	3	6	2	£125		
Rural Craft & Shopping Hall	3	3	2	£125		
Food Hall	3	3	2	£150*		
Cheese Pavilion Market Stalls	3	2	2	£160		
Cheese Pavilion Open Space	3	3	2	£150		
Preferred Stand Number/Location (cannot be guaranteed)						

ADDITIONAL REQUIREMENTS	Price (inc. VAT)	Qty	Sub-Total
Vehicle Passes (do not include showground admission)	£0		
Additional Exhibitor Tickets	£10		
Superior frontage for end of row stands	£6/m		
Table hire	£8		
Chair hire	£5		
Food & Drink Consumption Charge - applicable to sellers of hot foods/drinks & alcohol available to purchase for immediate consumption	£150		
8 Amp Electricity Sockets - not available to Open Stands	£60		
3x3 Panel & Pole Shell Scheme Unit - in Cheese Pavilion only	£175		

DECLARATIONS & PAYMENT	
I agree to pay the full settlement stated here by cheque (payable to Frome Show Society) or BACS (Sort Code: 402119 Account No: 81608495) to confirm my booking*	£
I/We hereby agree to abide by the following Terms & Conditions and the Health & Safety Policy of the Frome & District Agricultural Society Ltd as do all persons in my/our employ	
Signed:	Date:
Print Name:	
Position in Company:	

For open trade stands only - a non-refundable £50 deposit may be paid at time of booking to secure space with the remainder due without prompt by 1st June 2018. If payment is not made in time, your stand will be reallocated & your deposit forfeited



**AGRICULTURAL & CHEESE SHOW
SATURDAY 8TH SEPTEMBER 2018**

TRADE STAND RISK ASSESSMENTS

Office Address:
The Show Office
Rodden Road
Frome, Somerset
BA11 2AH

Office Use Only
STAND NUMBER:
GRID REFERENCE:
PLI EXPIRY DATE:

Email: tradestand@fromecheeseshow.co.uk
Tel: 01373 463600 **Charity Number:** 1138613

Please complete in BLOCK capitals and return with necessary insurance and hygiene certificates along with your booking form and payment. Should any of your documentation expire prior to show, please ensure you send us updated copies as soon as they are available

Company Name				
Name of Assessor				
Address				
Contact Number			Email	
Event Contact			Mobile Number	
Date of Risk Assessment			Signature of Assessor	
GENERAL RISK ASSESSMENT				
Potential hazards	People/groups at risk	Size of risk: High, Medium, Low	Measures in place to reduce the hazards or risks	Further actions needed to reduce risk & by whom

RISK ASSESSMENT GUIDELINES

Using the guidelines shown below please consider the hazards and risks to other trade stands and persons whilst you are building up your trade stand and to members of the public and staff whilst you are operating as a business. Outline the steps you propose to take to minimise the hazards and risks.

Significant hazards	People/Groups at risk	Size of risk high, medium, low	Measures in place to reduce the hazards or risks	Further actions needed to reduce the risk
Slipping/tripping hazards, Chemicals (e.g. battery acid) Moving parts of machinery, electricity, combustible items, working at height, manual handling	Staff, contractors, maintenance personnel, cleaners, members of the public etc. Pay particular attention to inexperienced staff and lone workers	You will have to decide on the level of risk and take the appropriate action/control measures	These are measures you have already taken to safeguard against the risk or hazards	Training, procedures, monitoring, provide information, instruction and training. Reduce the risk as far as reasonably practicable

INSURANCE. It is imperative that all Trade Stand owners have their own insurance. Please note that it is recommended that all inside stands have a minimum of £5million public liability insurance cover. All outdoor stands are required to have £2 million in cover, all indoor stands are required to have £5 million in cover. **A COPY OF YOUR PUBLIC LIABILITY INSURANCE CERTIFICATE MUST BE RETURNED WITH THIS FORM**

STANDS SELLING FOOD MUST HAVE THEIR FOOD HYGIENE CERTIFICATES AVAILABLE FOR INSPECTION AT THE SHOW



AGRICULTURAL & CHEESE SHOW
SATURDAY 8TH SEPTEMBER 2018

TRADE STAND FIRE RISK ASSESSMENT

Office Address:
 The Show Office
 Rodden Road
 Frome, Somerset
 BA11 2AH

Office Use Only
STAND NUMBER:
GRID REFERENCE:
ELECTRIC/GAS:

Email: tradestand@fromecheeseshow.co.uk
Tel: 01373 463600 **Charity Number:** 1138613

In order to comply with relevant fire safety legislation you **MUST** complete a Fire Risk Assessment of your stand or unit. The Risk Assessment needs to identify the fire hazards and persons at risk, you must endeavour to remove or reduce these risks & protect people from fire. Failure to comply with this requirement will result in you being removed from the site.

You should be able to answer YES to all the questions. Where you answer NO there may be additional questions. If you have answered NO to any question other than 1, 6, 11 and 25 then you will have to add comments at the end of the form to give assurance that you have reduced the risk of, or from, fire.

This signed and completed form must be available for inspection by the Fire & Rescue Service / Event Organiser / Council Officers at all times.

No.	Question (please circle either YES or NO to answer)		
1.	Are you setting up inside a larger tent / marquee or building provided by another organization which is not under your control or management?	YES	NO
If you answered YES to Question 1 then go directly to Question 6. If you answered NO then continue with Question 2 onwards			
2	Are adequate exits provided for the numbers of persons within the unit or stall? (<i>Are your staff and customers able to evacuate easily if the normal exit is blocked?</i>)	YES	NO
3	Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?	YES	NO
4	Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use	YES	NO
5	If the normal lighting failed would the occupants be able to make a safe exit? (<i>Consider back up lighting such as torches</i>)	YES	NO
6	Please read the four parts of Question 6 CAREFULLY. Is it CORRECT to say that your stall has NO electrical units operating off of mains supply or a generator (lighting, fridges, kettles, display cabinets, computers etc)?	YES	NO
6a	Is it CORRECT to say that your stand has NO gas (LPG) appliances, burners, gas rings etc?	YES	NO
6b	Is it CORRECT to say that your stand has NO naked flames (candles, wood burners, blow torch, night lights etc)?	YES	NO
If you answered NO to ANY part of Question 6 then continue and answer Questions 7 to 10. If you answered YES to ALL parts of Question 6 then go directly to Question 11			
7	Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?	YES	NO
8	Has the fire-fighting equipment been tested within the last 12 months? <i>Note: a certificate of compliance will normally be required</i>	YES	NO
9	Have your staff been instructed on how to operate the fire-fighting equipment provided?	YES	NO
10	Have you identified all ignition sources and ensured that they are kept away from all flammable materials?	YES	NO
11	Just to confirm, is it CORRECT to say that you DO NOT use any LPG (Liquid Petroleum Gas – Calor, Propane or Patio gas) on your stall?	YES	NO
If you answered YES to Question 11 then go direct to Question 20. If you answered NO then continue & answer Questions 12 to 18 on the safe use of LPG.			
12	Do you have an inspection / gas safety certificate for the appliances and pipework (<i>copy to be available for inspection</i>) and are all hose connections made with "crimped" fastenings?	YES	NO
13	Are cylinders kept outside, secured in the upright position & out of the reach of the general public?	YES	NO
14	Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?	YES	NO
15	Are the cylinders located away from entrances, emergency exits and circulation areas?	YES	NO

16	Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	YES	NO
17	Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use?	YES	NO
18	Do you ensure that only those cylinders in use are kept at your unit/stall? <i>Any spares should be kept to a minimum and in line with any specific conditions for the event</i>	YES	NO
19	Is a member of staff, appropriately trained staff in the safe use of LPG, present in the unit / stall at all times?	YES	NO
20	Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit, and the exit locations?	YES	NO
21	Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled L.P.G. cylinders etc and reduced the risk of them being involved in an incident?	YES	NO
22	Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, household candles, tea lights, Chinese lanterns etc?	YES	NO
23	Do you have sufficient bins for refuse? Is all refuse kept away from your unit?	YES	NO
24	Are you aware that petrol generators are not permitted on site?	YES	NO
25	Is your stall unoccupied at night? If anyone may sleep in the stall then answer NO	YES	NO
If you answered YES to question 25, go directly to Question 27. If you answered NO, continue with Question 26			
26	Is there a working smoke detector and a clear exit route at night? <i>Note : Persons should not be allowed to sleep within a high risk area and some Authorities and events do NOT allow any sleeping within units.</i>	YES	NO
27	Are the structure, roofing, walls and fittings of your stall, or unit, flame retardant? <i>Note: certificates of compliance will normally be required</i>	YES	NO
28	Only answer this Question if you use mains electric, or a supply from a generator. Do all your appliances or installations have a current electrical testing certificate and have small appliances been PAT tested within the last 12 months ? <i>Proof of testing will be required</i>	YES	NO

If the answer to any of the above questions is "NO", please detail the actions you have taken to remedy the situation

Name of Person Responsible	
Contact Telephone during Show duration (from set up to break down)	
Position within Company	
Signature	
Date	

IMPORTANT NOTICE

THIS DOCUMENT DOES NOT PRECLUDE YOU FROM POSSIBLE PROSECUTION, OR REMOVAL FROM THE SITE BY THE ORGANISERS, SHOULD A SUBSEQUENT INSPECTION REVEAL UNSATISFACTORY FIRE SAFETY STANDARDS



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TRADE STAND TERMS & CONDITIONS

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Email: tradestand@fromecheeseshow.co.uk
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Please read this carefully, as on signing your application form, you have agreed to comply with these terms and conditions.

APPLICATIONS

1. Application for space: All applications must be submitted on the appropriate entry form (NO PHOTOCOPIES), which must be signed by the exhibitor or his representative, such signature being an acceptance of the regulations and health and safety policy. Cheques in payment of space charges, etc. must accompany the application and should be made payable to Frome Show Society. Any application for Trade Space without CORRECT PAYMENT will not be accepted and the application will be returned.
2. The Society reserves the right to limit the number of traders offering similar products.
3. The Society reserves the right to refuse any entry whatsoever, and also reserves the right to cancel any entry which may have been accepted, without any reason being given. In the event of refusal or cancellation, the Society will not enter into correspondence on the subject.
4. The Society will not accept post-dated cheques as payment for Trade Applications, these will be returned to you & your application will not be valid.
5. The Society reserves the right to charge a late booking fee after the 1st August 2018 and the rate will be at the discretion of the Secretary.
6. The name, address and business telephone number of each Trader and a brief description of the exhibit, goods and/or service will be included free of charge in the catalogue. The description must not exceed 20 words. A brief description of the exhibitor's goods or services must also be given on the application form. Only goods listed are to be sold from your stand. Catalogue information deadline is the 1st August 2018
7. Risk Assessment: All trade stands are required to submit a suitable and sufficient risk assessment which should include the setup, operation and break down of their site. The Society reserve the right to refuse entry to the Show if the risk assessment is not submitted or if in the opinion of the Society the risk assessment is not suitable and sufficient for purpose.
8. All trade stand applications received will be confirmed within one month of receipt. If confirmation is not received please contact the office to check the status. If you do not hear from us, your application has not been received and your trade stand is not booked

ALLOCATION OF SITES

9. The allocation of sites and positioning of Trade Stand space will be entirely at the discretion of the Society. Space allocated is for the sole use of the applicant. Exhibitors may express a preference for trade sites but positions cannot be guaranteed from year to year.
10. Units are limited inside Food Hall, Shopping & Cheese Pavilion and are allocation is on a "first come, first served" basis and no guarantee can be given that the preferred sites will be available. Outdoor traders from the 2017 show are given priority to rebook their same pitch until 1st April, after which time space is also given on a first come first served basis. Previous participation in Frome Agricultural & Cheese Show does not bestow any rights to participate in the Show.
11. The Society reserves the right to limit the stands selling a particular product. The Society reserves the right to refuse admission or remove any exhibit that it considers unsuitable.
12. The Society reserve the right to change the location of any Trade Stand site previously allocated.

SHOW ENTRY

13. Exhibitor tickets: Tickets will only be allocated on the basis stated within this leaflet. Any additional tickets must be purchased at £10.00 inc VAT per adult, prior to Show day, therefore exhibitors will only be allowed entry on to the Showground if they have a valid vehicle pass & admission ticket.
14. Vehicles: Must be removed to the Trader's car park by 8.30 a.m. Any Traders arriving after 9am will be turned away & will not be permitted to enter the Showground with their Vehicle. Vehicle passes allow access for vehicles only – all drivers and passengers must have valid admission tickets

PITCH REGULATIONS

15. All exhibitors must clearly display on the stand, their Trading Name and Address.
16. Gazebos: No gazebo roofing or canopies that may cause damage to marquee canvas may be erected. You will be liable for any damage to the marquee in your trade area
17. Boundaries: Outside traders must ensure sufficient space must be booked to allow for guy ropes, trailer drawbar, canopies, awnings and racks of stock, which must not project over the boundary line. Traders who need to draw stock from their vehicles must allow enough room to park them within the confines of their stand. If you have a display vehicle, trailer or caravan, you must ensure that you have booked enough space to accommodate the open or sales side and include the drawbar, and sufficient space for awnings and items on display. Traders who need to draw stock from their vans must book enough room to park these on their site. Traders must not use any part of the Showground outside the boundary of the allocated Trade Space.
18. Trading Standards – Exhibitors must comply with all relevant Trading Standards legislation; this involves safety, fair trading and quality. There will be representatives from the local Trading Standards department on site during the Show. The Show Organiser will encourage the consumer to forward any complaints to the Trading Standards Office.
19. Litter, Waste and Grass mowings - All litter and waste must be cleared from the allocated Trade Space, properly bagged and placed in the skips provided, failure may incur a ban from future Shows. **Please note: Grass clippings pose a serious danger to the health of horses and MUST be disposed of in skips otherwise traders risk being fined and/or removed from the showground**
20. The use of Microphones, Loud Hailers, Amplifiers, Megaphones etc. is Forbidden.
21. Sub-letting: No exhibitor shall sub-let or share any portion of the space allocated to him or move to any site other than that allocated to him. Any violation of this will result in the trader being asked to leave the Showground.
22. Traders Selling Food/Drink on their stand are reminded that they must conform to the requirements of the Food Hygiene (England) Regulations 2006 (as amended), The Food Hygiene (Market, Stalls and Delivery Vehicles) Regulations 1966 (as amended), the Alcohol Licensing Act of 2003, the Health & Safety at Work etc. Act 1947, and where applicable the Fire Dangerous Substances and Explosive Atmosphere Regulations 2002 (DSEAR) and any other relevant health and safety legislation. The Food Hygiene (England) Regulations 2006 and associated legislation make it an offence for anyone to sell, process food for sale or offer food which is harmful to health. They also place an obligation on businesses/organizations to ensure that their activities are carried out in a hygienic way.
23. Traders are reminded that regulations apply even when the refreshments are offered free of charge. Open Trade Exhibitors are at liberty to make arrangements regarding catering on their own stands as they wish, provided that no exhibitor offers for sale any foodstuffs or beverages on his stand unless agreed with the Secretary prior to the Show. There is a strict limit on the number of catering sites on the Showfield. Tender forms are available for all Food and Drink outlets. NO Food or Drinks may be sold in the Rural Craft & Shopping Hall
24. Traders are responsible to apply for a TENS - Temporary Events Notice if applicable.
25. All traders selling food and/or drink for immediate consumption must pay a consumption fee of £150.00 including VAT. The Frome & District Agricultural Society Ltd does not accept any responsibility for any non-compliance to current, appropriate legislation and will support any enforcement action resulting from such non-compliance.
26. Electricity: You must strictly adhere to the amount of amperage requested on your application form. No extension leads are permitted, any extra sockets must be booked in advance. If you exceed this the Steward reserves the right to remove your electricity supply. The fee you have paid is for the electricity supply for the Show Day only.

27. Collections and appeals: No Auctions, Raffles or Tombola are permitted without prior written permission from the Show Secretary. Charitable organizations wishing to make appeals for contributions to their funds and/or to hold any type of draw or raffle must first obtain permission from the Show Secretary and must confine their activities to the limits of their own Trade Stand. Games of chance are not permitted. No leaflets to be placed on car windscreens.
28. The Showground is a permanent pasture with some internal service tracks, access from the public highway is excellent. The Society cannot be held responsible for any damage caused to a site prior to the event. Digging on the site is strictly forbidden and holes for tent supports or displays must be back filled.
29. Setting up: You are welcome to set your stand up from the Wednesday before the show – please note that any electricity requested is for supply on Saturday 8th only. Gates will close at 10pm Friday 7th September and reopen at 6am Saturday 8th. If you have special requirements please contact the Show Secretary. Your stand must be set up for trading by 8.30am on Show Day.
30. Dismantling: The Show is open to the general public from 8.30am to 5pm, therefore Trade stand Opening Hours are 8.30am to 5pm. You are not allowed to dismantle your stand or remove your vehicle from the trade parking area until 5pm – ABSOLUTELY NO TRAFFIC MOVEMENT IS PERMITTED WITHIN THE SHOWGROUND BETWEEN 8.30AM & 5PM (official show vehicles are exempt). These timings are subject to change and you will be advised via the Showground's loudspeaker system of exact movement timings. Trade avenues will be partially blocked to vehicle movement between 8.30AM and 5PM to enforce these rules. A maximum speed limit of 5mph will apply at all times.

SITE REGULATIONS

31. Non-Compliance with Regulations: The Stewards have power to order the removal of any article from the Showground, or close the stand of any exhibitor who does not conform to regulations of the Society or the directions of the Stewards or Officials and if necessary to expel such exhibitor or his representatives from the Showground.
32. Security: The Show will provide roaming security on the Showground. This will start from 10pm Thursday 6th September until 8am Sunday 9th September.
33. THE SOCIETY WILL NOT ACCEPT ANY RESPONSIBILITY FOR THE LOSS OF OR DAMAGE TO GOODS OR EQUIPMENT, PRIOR TO, DURING, OR AFTER THE SHOW.
34. The Stewards & Officials shall have the power to remove from the Showground any exhibitor occupying unauthorised space, promoting lotteries, gaming tickets & Dutch auctions or other unfair trading, or selling articles not in accordance with description on their entry form.
35. The sale of Livestock is prohibited. Animals may not be exhibited on a stand without prior written permission of the Secretary.

FIRE

36. Exhibitors must provide fire extinguisher(s) suitable for the activities that they are undertaking (also see LPG). If electrical equipment is on the stand then a CO2 should be available. Fire extinguishers must be located within the stand and be easily accessible, and maintained. Exhibitors must provide a fire risk assessment for their stand and ensure that their staff/volunteers are aware of what to do in the event of a fire. Please ensure that combustible materials are stored away from any ignition source.

LIQUEFIED PETROLEUM GAS (LPG)

37. LPG cylinders/cartridges are allowed to be used on the Showground, however, the following procedures and regulations must be followed:
 - All installations must comply with the Gas Safety (Installation and Use) Regulations 1998.
 - All of the relevant Code of Practice compiled by UKLPG.
 - All relevant procedures complied by Gas Safe.
 - The HELA Document (Health & Safety Executive/Local Authorities Enforcement Liaison Committee) Mobile Catering/Fire Explosion.
 - All connections must be crimped.
 - Frome Show representatives have the right to inspect any gas installation, appliance or equipment and request documentation.
38. All appliances used on trade stands should have an annual Gas Safe Inspection Certificate available on site. The Society reserves the right to audit this documentation.
39. All gas bottles in use must be fixed, caged or staked and chained securely. As far as reasonably practicable LPG cylinders must be made secure to ensure they cannot be pushed over.
40. All cylinders must be located away from the public in the open air on a firm, level ground in a vertical position, away from any unauthorised interference. Combustible materials must be kept away from gas cylinders and appliances. Replacement cartridges for portable appliances must be fitted in the open air well away from source of ignition. When not required, gas supplies should be isolated at the cylinder as well as the appliance.
41. LPG Cylinders must not be left unattended, stored or located in any position unless they are adequately protected from unauthorised interference.
42. A suitably qualified, competent and registered engineer must carry out installations of LPG appliances, pipe work and fittings. Grills, toasters and barbecues must have a flame suppression device fitted.
43. Adequate Fire Extinguishers must be provided at every location where LPG cylinders are used and a competent person must be present to use them in the event of a fire. A minimum of 1 x 5KG dry powder fire extinguisher for every two cylinders. If deep fat frying is being carried out a fire blanket and a wet chemical fire extinguisher should be provided.
44. Extinguishers must be selected and maintained in accordance with BS 5306 part 3. This includes annual testing and records provided.
45. The transport of LPG around the showground is strictly prohibited during the opening hours of the Show.
46. The changing of LPG cylinders is strictly prohibited during the times when members of the public are allowed on to the Showground and should be carried out by a competent person.
47. Butane cylinders may be stored in the operating area providing that they are situated next to the appliance but away from any heat source, waste or other combustible materials.

ELECTRICITY

48. Exhibitors are reminded that all electrical equipment must have a current Portable Appliance Test (PAT), must be operated in accordance with manufacturer's instructions and appropriate Health & Safety and Environmental Health Certificates, which may be asked for by Environmental Health Officers at the Show and be available for inspection on the day. The Society's Safety Officer is empowered to carry out spot checks on all electrical appliances and if found in default, arrange for the item to be taken out of service. SILENT generators may be used as long as they cause no nuisance to other exhibitors and comply with current HSE Regulations.

THIRD PARTY CONTRACTORS

49. Exhibitors are responsible for ensuring that they employ competent contractors who work in accordance with health and safety legislation. Please ensure that third party contractors are aware that enforcement officers may be present on site and that, they or the Show's Health and Safety Adviser may request copies of their risk assessments/method statements. Should you have contractors working on your pitch prior to the arrival of the designated health and safety representative of your company, please let the Society know.

GENERAL

50. Awards for the Best Trade Stands. No entry form is necessary, all stands will be judged, and the winners will be presented with a Perpetual Trophy.
51. Refunds: If a Trader cancels reserved space or withdraws from the show for any reason, all fees paid shall be forfeited, whether the site is re-let or not.
52. In the event of cancellation, postponement or abandonment of the Show, the Society will make refunds of the booking fee at its discretion. Traders shall not have any claim against Frome Agricultural & Cheese Show or any Member of the Frome and District Agricultural Society Ltd in respect of any loss or damage whatsoever consequent upon the Show or any part of it failing (for whatsoever reason) to be held or having to be abandoned.
53. The Society will not be held responsible for damage caused to sites, during the pre-show period, and will not undertake to make good such damage.
54. The Society, its servants or agents will not be in any way responsible for death, injury, disease or damage/loss to any trader/exhibitor, his employees, assistants or property of whatever nature, and it is a condition of entry that each Trader/Exhibitor shall hold the Society harmless and indemnify it with regard hereto.
55. All Traders/Exhibitors must have adequate public Liability Insurance (as detailed in application form) against loss, or damaged including the risk of Fire and a copy of the insurance must be sent to the Society, prior to the Show.



AGRICULTURAL & CHEESE SHOW SATURDAY 8TH SEPTEMBER 2018

FDAS HEALTH & SAFETY POLICY

Office Address:
The Show Office
Rodden Road
Frome, Somerset
BA11 2AH

Showground Address:
Bunns Lane
West Woodlands
Frome, Somerset
BA11 5ES

Email: tradestand@fromecheeseshow.co.uk
Tel: 01373 463600 **Charity Number:** 1138613

Please read this carefully, as on signing your application form, you have agreed to comply with this health and safety policy

INTRODUCTION

The Society will hold an Agricultural Show held annually at West Woodlands Showground near Frome, BA11 5ES. The Frome & District Agricultural Society Ltd registered in England & Wales No. 7344699 is a registered Charity No: 1138613, whose registered office is, The Show Office, Rodden Road, Frome, Somerset. BA11 2AH.

POLICY STATEMENT

Frome & District Agricultural Society Ltd accepts its responsibility for providing and maintaining, so far as is reasonably practicable, at all times during the setting up and running of the Frome Agricultural & Cheese Show, an environment which is both safe and healthy for all.

To this end, the Frome & District Agricultural Society Ltd will take all steps within its power to meet its responsibilities under the Health & Safety at Work Act 1974 and all other legal requirements for Health & Safety, and actively seeks the full and understanding co-operation of all persons involved in the show for their commitment to the same. All Exhibitors, Traders, Contractors and all other personnel are required to comply with the Health & Safety at Work Act 1974, all its regulations and any other health and safety related legislation or guidance and act on instructions given to them by Officers or Stewards of the Society in regard to the safety of the public. Failure to do so will result in removal from the Showground with no refund of any fees paid to the Society

The Health & Safety Officer shall be responsible for the day to day running of the Health & Safety Policy and shall report directly to the Chairman & Show Secretary.

The Health & Safety Officer will:

- Provide guidance and advice on all matters of Health & Safety.
- Promote safety consciousness at all levels in conjunction with the Chairman and Show Secretary.
- Liaise with NHS Trusts, Fire Authority, HSE, Local Authorities and other bodies as appropriate during the show and afterwards.
- Carry out a pre event inspection of the site.
- Be available during the show to monitor compliance with the show's safety requirements & to be the point of contact for Health & Safety matters.
- Investigate and record all significant accidents/incidents.

All stewards will assist with the implementation and enforcement of this policy statement and assist the Health & Safety Officer with dealing with emergencies and major accidents at the Frome Agricultural & Cheese Show.

HEALTH & SAFETY ARRANGEMENTS

RISK ASSESSMENTS

It is a requirement of the Management of Health & Safety at Work Regulations 1999 that employers should identify and assess and control the significant risks generated by their undertaking. In order to fulfil this obligation the Frome & District Agricultural Society Ltd will carry out and record Risk Assessments for the overall management of the show. This duty also extends to contractors and stand holders. In order therefore to fulfil this obligation all stand holders and contractors will be expected to provide a risk assessment for their particular undertaking.

This risk assessment must cover entry onto the showground and erection and dismantling of the stand.

Stand holders will be provided with a risk assessment form and guidance on completion when applying for a pitch.

ELECTRICITY

Electricity at 240 volts, single phase is supplied to several parts of the Showground from the public supply.

All electrical equipment must be approved by the show's official contractor prior to use. Temporary low voltage distribution systems of 415 volts or less on the site will be subject to the 'Electricity at Work Regulations 1989'.

LIQUID PETROLEUM GAS (LPG)

Cylinders must be safely and securely stored. Burners must be suitably sited and must have been examined and tested by a competent person within the previous 12 months and satisfactorily labelled to that effect.

FIRE PREVENTION

Traders/ Exhibitors must comply with Fire Precautions (workplace) regulations 1997 and must bring their own fire extinguishers, which are most suited to the risks, on to the showground at the time of setting up, and keep them on the stand for the duration of the show.

Fire extinguishers must be sited in prominent positions and in full view and have a label indicating that they have been inspected and deemed fit for purpose. This inspection must have been within the preceding 12 months.

The Society will provide fire extinguishers in the main marquees as well as suitably signed fire exits.

FIRE: In the event of a fire, all staff and contractors should assist to evacuate people from the area of the fire immediately, and assist in clearing the surrounding area.

A fire appliance is, during the public hours of the show usually located on the showground, in an emergency you should immediately inform the Secretary's Office by radio or by telephone on 01373 463600, the Office will alert the fire service. Outside of the public hours of the show, or if the Secretary's Office is closed, the fire service should be called using the 999 telephone system.

VEHICLE MOVEMENTS: Vehicles and pedestrians are a dangerous mix. Only the minimum necessary movement of vehicles will be allowed on site. The speed limit of 5mph will be strictly enforced. No exhibitor/trader vehicles will be permitted to enter the site between 8.30 am and 5 pm. No vehicles of any type shall be driven, ridden or pedalled around the showground between 8.30 am and 5 pm, or until a formal announcement is made over the public address system advising that restrictions have been removed, or unless officially authorised and carrying the correct vehicle pass. Requests to move vehicles within the prohibited hours will be considered at the Secretary's Office but will be unlikely to be granted unless there is sufficient and compelling reason and an escort vehicle or stewards can be found to ensure that the movement can be accomplished without risk to pedestrians. Traders or exhibitors who fail to observe this embargo may be refused access to the Show in future years.

Vehicles must at all times be driven by a properly licensed and fully insured driver

FIRST AID: Whilst the site is open to the public there will be an Ambulance and First Aid Treatment Centre located next to the Main Ring. A Doctor is also available on site and can be contacted at the first aid treatment centre or through the Secretary's Office (01373 463600) during the hours that the Showground is open to the public. Outside of the public hours of the Show, and when the Secretary's Office is closed, assistance should be requested, as appropriate, by using the 999 system.

It is most important that any accident should immediately be reported to the Secretary at the Secretary's Office, so that the proper action can be taken with regard to emergency services and that it can be recorded in the Accident Book.

VETERINARY: A Veterinary Surgeon, Horse Ambulance and Farrier are all in attendance during the operating hours of the Show and can be contacted via the Horse Hospitality Marquee or the Secretary's Office on 01373 463600.

ANIMALS: Dogs should be kept on short leads at all times & are not allowed into the Food and Cheese Pavilions. Dogs must not be left unattended or in vehicles.

The movement of Cattle, Sheep & Goats must be kept to a minimum and when moving outside of their fenced areas, strictly controlled and stewarded.

Horses must not be taken into any area where the public have access, except within the confines of the 'Horse Area' which will be suitably signed to warn the public. Riders are required to wear a hard hat meeting current British Standard specification as specified by the British Horse Society.

ACCIDENT REPORTING: It is important that any accident should immediately be reported to the Secretary's Office, so that appropriate action can be taken with regard to emergency services and so that it can be recorded in the Accident Book. Please contact the Show Office 01373 463600.

HAND WASHING: E.coli 0157 and other diseases can be spread from animals to humans. A minute amount of bacteria can cause significant illness particularly in children. Signage will be erected directing public to the nearest hand washing facilities. Please take time to remind visitors of the importance of good hand hygiene after they have been in contact with animals or before eating food and ensure you know where the nearest hand washing facilities are. Please ensure that animal faeces and manure is kept away from areas where it may be subject to visitor contact.

SMOKING : Smoking is not permitted in any marquee or other structure erected for use on the Show site, including toilets. Smoking is also not permitted in any area where hay, straw or other bedding is stored. If smoking in any other area, please ensure that you dispose of cigarette ends safely & without causing litter or the potential for ignition.

GENERAL HAZARDS: There is a risk from Fire throughout the Showground. All persons should be aware and attempt to reduce the risk of fire due to discarded smoking materials, use of naked flames, hot vehicle exhaust systems (including catalytic converters) or alfresco dining using barbeques or LPG gas appliances. Smoking is prohibited by law in all marquees, tents and buildings. This will be strictly enforced and anyone found breaking this regulation may be asked to leave the Showground.

Guy ropes and tent pegs are used throughout the Showground & care must be taken to avoid these becoming a trip hazard. They must be clearly marked and sharp or pointed edges covered with a suitable protective and highly visible material. Children are at particular risk during the setting up & taking down periods & are discouraged from being brought to the showground at these times. Children must, at all times, be supervised by an adult.

EVENT CONDITIONS: Health and Safety is everyone's responsibility & it is a condition of entry to the Showground that all exhibitors, traders, contractors, stewards and other persons will abide by any rules and conditions in force at the time and in addition to the Health & Safety Requirements and Risk Assessments as laid down in this policy. All persons who enter the Showground are responsible for their own Health & Safety & for that of any other person that may be affected or impacted by their actions/ omissions.