



Risk assessment – Trades Stands Section

Activity being assessed:	General risk assessment for the Trades Stands Section			Version no:	001
Location:	Hampshire Factory Farm Grounds, Factory Lane, Emley Moor, Huddersfield, HD8 9TE	Assessment date:	19/03/2024	Review period:	Annually

Description of activity:

The Emley Show is an agricultural event that runs annually, typically on the first Saturday of each August. It takes place at the aforementioned location, which is normally used for agricultural livestock and hayfield purposes. With the permission of the landowner and tenant, the land will be repurposed for the day for the purposes of the show.

This risk assessment covers general hazards associated with the activities of the trades stands section and must be read in conjunction with the overall Emley Show risk assessment ES_H&S_RiskAssessment_001. Traders can pay to have a show plot allocated to them and they can use this to conduct their activities such as bring an awareness to their cause, sell/trade their goods safely within the rules and requirements of The Emley Show.

Where there are significant foreseeable hazards associated with individual traders activities (inc. equipment), this must be consulted with the Trades Stands Section Secretary well in advance of the day of the show (minimum 7 working days prior). Where an assurance of safety is required by The Emley Show, it is likely that traders will be asked to develop a suitable and sufficient risk assessment and safe system of work, detailing how these hazards will be managed.

The hours of working will be from 6am until 10pm.

This risk assessment must be read in conjunction with The Emley Show rules, requirements and expectations and be compliant with the Trades Stands Section T&Cs. All show expectations and requirements must be strictly adhered to ensure the health, safety, and wellbeing of all participants.

Significant Hazards What could cause harm?	What harm might occur, and to whom? Remember to consider all affected groups	Existing control measures	Risk Rating (with current controls)			Additional control measures What can we do / use / put in place to further reduce the risks to an acceptable level?	Residual Risk			Action no. (continues over page)
			L	S	RR		L	S	RR	
Falling as a result of tripping on obstructions in the walkways and working areas e.g., trader materials / trailing cables. This could also be due to wet ground conditions	Possible bruises, broken bones effecting any show participant as a result of falling and having impact with ground and surrounding surfaces	The Section Secretary and other show officials etc. to ensure through frequent monitoring, that any materials are placed considerately to reduce the likelihood of trips occurring. All Trading members to have received safety briefing information to remind them that they have a responsibility to others to not obstruct walkways and that they all must have an awareness of	2	3	6	N/A	-	-	-	1

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		<p>obstructions, their effect on them and other participants.</p> <p>Any electrical cabling provisions to be positioned in a way to avoid trailing so far as reasonably practicable.</p> <p>Owing to the nature of the event it is advisable to wear appropriate clothing and footwear e.g., Wellingtons / walking boots with a good tread.</p>								
<p>Faults with electrical supply. Ignition of fuel sources. Both resulting in fire</p>	<p>Possible burns and smoke inhalation causing significant injury to trading staff and other show participants</p>	<p>Only suitably competent persons to have received training on the safe operations and installation electrical supply.</p> <p>Only a suitably competent persons are allowed to operate and make any adjustments to the electrical supply.</p> <p>All electrical equipment will be suitable for the trading activities and where required will have visible confirmation that it has been tested (PAT test).</p> <p>Trading stands should be supervised at all times, if left vacant electrical and gas appliances must be switched off and isolated.</p> <p>Local emergency procedures for raising the alarm and dealing with fire will be established and information passed to all trading members.</p> <p>No Petrol generators are permitted on the Showground – only Diesel generators are acceptable.</p> <p>Diesel fuel to be stored in a suitable jerry can.</p> <p>All generators are to be turned off and allowed to cool prior to refuelling.</p> <p>Fire points and extinguishers will be situated at prominent positions across the site, it is advisable that Traders have their own provision for their equipment.</p>	2	4	8	<p>Establish the electrical provisions supplied by The Emley Show and liaise with the Section Secretary to confirm requirements.</p> <p>Establish pre-use checks of electrical equipment to ensure there are no visible faults prior to use.</p> <p>All electrical equipment to be in a safe and serviceable condition with evidence of this available via certificate/labelling.</p> <p>During the day, any issues should be reported to the Section Secretary who will seek guidance from the Showground Manager.</p>	1	4	4	2
<p>Manual Handling of equipment / supplies</p>	<p>Musculoskeletal injuries e.g., back strains / hernia etc. to trading staff and those helping as a result of lifting, putting down, pushing, pulling, carrying or moving loads</p>	<p>Traders are responsible for ensuring safe operations for manual handling activities (MHA) are followed for their equipment.</p> <p>Only authorised and trained trading staff members or their contractors are permitted to conduct MHAs.</p> <p>Non-trading individuals should not be encouraged to help with MHA without first</p>	3	2	6	<p>Consult information on the HSE website: https://www.hse.gov.uk/msd/manual-handling/index.htm</p> <p>Prior to conducting MHA, it is advisable to conduct a manual handling assessment.</p>	2	2	4	



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		consulting with the Showground Manager or H&S Advisor.								
Coming into contact with sharp utensils e.g., sowing needles, scissors, knives	Cuts and knicks e.g., to hands of trading staff, show officials and other participants	Only authorised trading staff members are permitted to use equipment and utensils. They are familiar with the safe operation and control. Trading staff members are trained and familiar with the use of their equipment by their managers. When not in use sharp utensils must be kept in a designated secure space, they must never be left unattended.	2	3	6	N/A	-	-	-	
Inadequate ambient lighting e.g., due to weather	Possible bruises, broken bones effecting trading staff and other show participants as a result of not seeing obstructions, falling and having impact with ground and surrounding surfaces and equipment.	N.B. owing to the nature of the show, additional flood lighting is not provided. The Section Secretary and other show officials etc. to ensure through frequent monitoring and assess whether there is sufficient lighting. Ensure that any materials are placed considerably to reduce the likelihood of trips occurring. Pausing activities will occur if lighting levels are insufficient. Consultation with H&S Advisor and Showground manager if lighting appears to be inhibitive.	2	3	6	N/A	-	-	-	
Participants congregating near critical circulation spaces	Risk of obstruction e.g., inhibiting access or egress during in emergency	The Section Secretary and other show officials to monitor that circulation spaces are kept clear of obstructions. All access and egress points to be of suitable capacity to cope with the anticipated crowd volumes. Any emergency exit routes to be clearly signposted.	2	3	4	The Section Secretary and other show officials to act as fire/emergency marshals providing clear and assertive instructions if and where required.	1	2	2	3
Falling/toppling of heavy objects	Risk of musculoskeletal injuries, bruises, broken bones, head injuries effecting trading staff and other show participants	Only light objects are to be stored at >1 m height. Large heavy items must be stored at lower levels, where this can not be avoided they must be suitably secured. The Section Secretary and other show officials will monitor and check objects that may be at height.	2	3	4	N/A				
Moving objects during stand set up and	Risk of injury, broken bones, internal injury etc. effecting trading staff and other show participants	Section Secretary/Show Officials at the entry points to the showground to control	2	4	8	Where possible a one-way system will be instigated as part of an onsite traffic management plan.	1	4	4	



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dismantling e.g., cars and trailers etc.		<p>vehicle entry and communicate strict adherence to the on-site speed limit. Clear directions and signage to minimise unnecessary vehicle movements. On show-day, vehicle movements on the showground are strictly not permitted between 9am and 5pm. What3Words locations will be used to assist the orientation to trade stand locations. Adequate show official resource to direct from market street will be utilised. Email/SMS communications will be provided detailing of on the day instructions.</p>				Where possible it may be permitted to allow Traders to setup the day before the show.			
Activities at height	Possible bruises, broken bones effecting to trading staff and other show participants as a result of falling from height	<p>Working at height (WAH) during the show is not permitted without first consulting with the H&S Advisor and Showground Manager. The use of tables and chairs to access at height areas is strictly prohibited. The Section Secretary and other show officials etc. to ensure through frequent monitoring that WAH does not occur.</p>	1	3	3	N/A			
Unauthorised access to preparation areas by members of the public e.g., children / vulnerable persons	All injuries as defined above which unauthorised persons could be exposed to. Higher level of harm could be likely due to unfamiliarity with equipment etc.	<p>Signage will be installed stipulating that access is for authorised persons only. Trading staff members will monitor the working environment regularly, they have been instructed that if any persons gain access to the working space that they are to stop their activities, make it safe and request the individual to move to a safe space outside of the preparation area. Non staff members who do enter the trader working locations should be chaperoned by a responsible trades staff member. On site security support available to assist in the event of a challenging situation.</p>	2	3	6	N/A	-	-	-



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Action number	Action required	Who is responsible?	By when	Completed (please tick)
1	Develop information and instruction sheet to include section secretary contact details, requirements and expectations, emergency protocols - to distribute to traders for the day of the show.	Section Secretary	July 2024	<input type="checkbox"/>
2	Establish electrical provisions with showground manager, inform traders of need to have their electrical equipment tested in accordance with portable appliance testing protocols.	Section Secretary	July 2024	<input type="checkbox"/>
3	Deliver a safety briefing to local section volunteers so that they are aware of safety/emergency protocols.	Section Secretary	July 2024	<input type="checkbox"/>



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Likelihood	Guide Description
5	Very likely/imminent – certain to happen
4	Probable – a strong possibility of it happening
3	Possible – it may have happened before
2	Unlikely - could happen but unusual
1	Rare - highly unlikely to occur

Severity	Guide Description
5	Catastrophic - fatality, catastrophic damage
4	Major – significant injury or property damage, hospitalisation
3	Moderate - injury requiring further treatment, lost time
2	Minor - first aid injury, no lost time
1	Very minor – insignificant injury

	Severity (S)				
	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

Likelihood (L)

Risk Rating (RR)	Action
High Risk	Stop the task/activity until controls can be put into place to reduce the risk to an acceptable level
Medium Risk	Determine if further safety precautions are required to reduce risk to as low as is reasonably practicable
Low Risk	No further action, keep under review

Assessment created by:	Bernie Corlett	Position:	Section Secretary
Details of any persons consulted:	Martin Paterson (President/Council Member), Stephen Gricmanis (H&S Advisor)		

I have been provided with information relating to the hazards contained within this risk assessment and agree to work in accordance with the working practices as defined. I understand that if I have any concerns about safety that I know who I can raise these issues with, to improve safety safely.

Print Name:	Signature:	Date: