



YAMS

Yorkshire Agricultural Machinery Show

RISK ASSESSMENT FORM

Wednesday 7th February 2024

NB: PLEASE READ OUR HEALTH & SAFETY ARRANGEMENTS ATTACHED TO THIS FORM



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RISK ASSESSMENT FOR

Name of Company:

.....

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ASSESSMENT UNDERTAKEN BY

Date of Assessment:

Assessor:

Position:

IMPORTANT NOTES:

- You are required to assess any risks to yourself, your staff and visitors using the tables below:
- Tick the boxes in Sections 1, 2, 3 & 4. You must complete all 4 Sections. If you have ticked "YES" to any of the boxes in Sections 1, 2, 3 or 4 and "NO" in any of the boxes in Section 3 please give details of the controls in place to reduce risks in Section 5.
- It is our opinion that all activities associated with the construction of trade stands will carry some risk. Therefore risk assessments stating "No risk" or "Not applicable" will be returned to the exhibitor for proper completion if deemed to be insufficient.
- If you are using contractors for any part of your stand build you must also submit their risk assessment otherwise they will not be permitted to work on site.

1 HAZARDS AND RISKS TO YOU OR YOUR OWN STAFF

YES

NO

Slips, trips or falls due to build up of waste or other debris (poor housekeeping)

Working at height (this includes all work off the ground)

Manual handling injuries associated with repetitive moving and handling of trade stand and products

Hit by falling objects, tools, equipment, unsecured advertising boards

Hazards associated with working machinery, entanglement, cuts, amputations etc

Exposure to defective electrical equipment or conductors/electric shock

Other hazards/risks

2 HAZARDS AND RISKS TO CUSTOMERS, OTHER EXHIBITORS AND VISITORS

YES

NO

Hit by falling objects, unsecured parts of the trade stands

Slips, trips or falls caused by poor housekeeping and poor waste collection

Manual handling injuries associated with heavy lifting

Dangerous overcrowding (too many people in the stand space to control in an emergency)

For latest news, information and list of exhibitors please visit our website: www.yams.uk.com

York Auction Centre, Murton, York, YO19 5GF

T 01904 489731 E enquiries@yams.uk.com



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| 3 FIRE CONTROLS | YES | NO |
|-----------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Fire Extinguisher on the Trade Stand | <input type="checkbox"/> | <input type="checkbox"/> |
| The staff are trained to use the fire fighting equipment | <input type="checkbox"/> | <input type="checkbox"/> |
| The Trade Stand has a means of raising the alarm (e.g. mobile phone, air horn, bell, emergency contact numbers) | <input type="checkbox"/> | <input type="checkbox"/> |
| The Trade Stand has a safe means of escape | <input type="checkbox"/> | <input type="checkbox"/> |

| 4 FIRE RISKS | YES | NO |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Will you generate a naked flame or have a heat source on your stand? If "YES" please give details in Section 5 of the appropriate controls in place to reduce the risk. | <input type="checkbox"/> | <input type="checkbox"/> |

| 5 IDENTIFIED RISK | 5 ACTION TAKEN TO REDUCE RISK |
|-------------------------------------------------------------------------------------------------------|-------------------------------|
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| <i>Additional information – please continue on a separate sheet if you need to give more details.</i> | |

Signed: Emergency contact number:

Please return this risk assessment with a copy of your Public Liability Insurance. If your insurance expires before the show you will need to renew it, and by signing above you are confirming that it will be renewed.

HEALTH AND SAFETY ARRANGEMENTS

YAMS is committed to its health and safety responsibilities under the Health and Safety at Work Act 1974 and associated regulations.

A copy of the safety policy is available on request. Stewards will attend a safety briefing prior to the Show and the Health and Safety file is kept in the YAMS office. Exhibitors, their staff, contractors and visitors are reminded to follow any instructions issued by the Health and Safety Officer and appointed stewards to help ensure the safety of all persons on site.

PLEASE NOTE IN PARTICULAR:

- All raised components must be securely supported by mechanical means. Under no circumstances should raised components rely solely on hydraulic pressure to remain in position.
- Visual displays must allow for viewing on the stands and not cause any obstruction of the aisles.
- There should be no protrusions from the stands into the aisles or walkways eg: from drawbars etc.
- NO SMOKING in marquees / permanent buildings.

MOVING OR OPERATING EQUIPMENT:

- Firstly any exhibitor must inform us and gain our prior consent to any proposed display of moving or operating equipment on their stands.
- Exhibitors who wish to display moving or operating equipment on their stands must ensure it does not interfere with any other exhibitor and in the opinion of the Health and Safety Officer, complies with Health and Safety requirements.
- This includes hot work and cutting demos .

FIRE SAFETY AND EMERGENCIES:

Stewards act as fire marshals in each area and in the event of an emergency, you should inform a steward, ring or contact the main reception 01904 489731. In the event of an alarm being raised, follow the steward's instructions and emergency PA announcements. Evacuation is to the nearest car park areas. Please note that smoking is not allowed in any of the permanent or temporary buildings.

FIRST AID AND ACCIDENT REPORTING:

- A first aid station and mobile unit is located next to the main show-field entrance.
- A first-aid service is also provided in the main market hall.
- All accidents must be reported to the YAMS office or Reception.

DISABILITY DISCRIMINATION ACT:

The Disability Discrimination Act 1995 (DDA) requires service providers to ensure that they do not discriminate against people with disabilities. Exhibitors are responsible for ensuring that they comply with the Act. Disabled parking arrangements have been made and stewards are available to assist where necessary.

VEHICLE MOVEMENTS:

Due to the high level of vehicle movements on site, high visibility jackets or waistcoats must be worn by all contractor's and exhibitor's staff during the build-up and break-down periods.

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