

Health and Safety Guidance Notes for Outdoor Exhibitors

The requests contained within the following information should be applied as relevant to your activities at The Showman's Show. If you are in any doubt as to which are applicable to your stand, please do not hesitate to ask.

Health and Safety Policy

A copy of your organisations Health and Safety Policy Statement, signed and dated, outlining the arrangements in place for managing and delivering health and safety. Applicable to company sizes of 5 or more people.

Risk Assessments

Exhibitor specific risk assessments detailing all activities to be undertaken for your exhibition stand. Please remember to include installation/dismantle along with any live event arrangements for demonstrations etc., where applicable.

Method Statements and/or Construction Phase Plans

Exhibitor specific method statements detailing sequence of works being undertaken and by who. These may also be presented using a Construction Phase Plan.

Technical Data and Structural Information

For Exhibitors with structures, please provide technical data, wind management plans/details, material specifications/certificates, where applicable. This includes, but is not limited to, seating, marquees, scaffold structures, inflatables, and fairground rides (PIPA/ADIPS required). Structural sign off may be requested for review on site prior to the show going live.

Insurances

Proof of your Public Liability Insurance certificate or letter from a Broker confirming an in-date Policy. Minimum Policy cover for outdoor Exhibitors is £5M, with any variations on this amount assessed on a case-by-case basis.

Proof of Competencies

For any activities involving certification, for example Forklift Trucks and MEWP operators, please provide copies of relevant qualifications and/or tickets of the operators, where possible. We understand that this may not be possible until installation begins, so will operate on a random spot check system once onsite.

PA Test Records

We ask that all electrical devices being plugged into power supplied by the Showman's Show are PA Tested. We ask that records of this testing are shared with us prior to installation either as individual or wider company testing reports. During installation, exhibitors may be subject to random spot checks by any of the following: Showman's Show electrical contractor (Excell), Site Manager, or Event Safety Advisor.

Enforcement History

Please submit details of any RIDDOR reportable accidents within your company over the last 5 years.

For any queries or further details on any of the information provided in this document, please contact Sophie Filer on +44 (0) 7857 381 150