

## **Health and Safety Guidance Notes**

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, however, best practice to have one in place.

### **Risk Assessments**

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

### **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 signs off may be requested for review on site prior to the show going live.

### **Enforcement History**

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

### **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 £10M, with any variations on this amount assessed on a case-by-case basis. Indoor Exhibitors are exempt from this minimum amount.

### **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 depending on installation activities and exhibitor set up.

### **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.

**For any queries or further details on any of the information provided in this document, please contact Sophie Filer on +44 (0) 7857381150 or alternatively email [info@hssophie.com](mailto:info@hssophie.com)**