Exhibitor Health & Safety Form
24th & 25th June 2020

Notes for Guidance:

Insurance:
Copies of certificates or a letter from your broker are required to confirm that you have Public Liability insurance in place to a minimum of £5m. Certificates must be valid for the duration of the Show. If current certificates do not cover the duration, because they need to be renewed, then copies of the existing certificates must be submitted, with a note added to confirm that the insurance is to be renewed and then submit the newly issued certificates as soon as they are available.

Health and Safety Policy:
A suitable Health & Safety Policy or statement detailing the organisation's overall health and safety procedures and its organisation's arrangements for implementation in relation to the Lincolnshire Show.

Food Safety:
Caterers will need, in addition to other applicable information detailed herein, to provide details of their food safety / HACCP management systems, food hygiene training/competency of their catering staff, local authority hygiene rating where available and gas safety certificates where applicable.

Technical Data for Marquees & Inflatable Structures:
We require plans, structural calculations, maximum wind speeds and materials certificates. All marquee contractors must be MUTA registered. Please visit performancetextiles.org.uk for details.

Certification:
We require copies of any applicable certificates for example; electrical certificates, PAT, fire, gas safety certificates etc.

Competence Details:

- **Individuals:** Copies of certificates or licences demonstrating competence of individual operatives on site will be required in respect of plant operators. Eg: Forklift operatives
- **Accident and Health and Safety Enforcement History:** If your company has had any RIDDOR reportable accidents, or has had any enforcement action taken against you in the last 5 years, please provide details.

ALL DOCUMENTS MUST BE SUBMITTED PRIOR TO YOUR ARRIVAL ON SITE.

Company Name	
Address	
	Post Code:
Contact Name	
Email	
Telephone	
Mobile	

On-site safety representative PLEASE PRINT NAME	
Email	
Telephone	
Mobile	

The checklist on the following page summarises the safety documentation that will be typically required for the Lincolnshire Show. Please complete and submit along with copies of the relevant documents as identified in the checklist.

Company Name:	✓
Public / Products Liability Insurances (Valid for the duration of the show)	
Health and Safety Policy Statement – signed & dated. (Please do not send entire manual)	
Risk Assessments (Specific to your activities at the show)	
Method Statements (Specific to your activities at the show)	
Fire Risk Assessment (Specific to your activities at the show)	
Fire Safety Certificates	
Technical details for Marquees & Inflatable Structures	
Competence details: professional qualifications/licences/certificates Eg: Plant Operators Licence, Food Hygiene Certificates etc	
If Applicable:	
Food Safety Management Systems and Procedures (HACCP)	
Electrical Certificates	
Gas Safety Certificates	

Accident and Enforcement Action History

I confirm we have had **NO** reportable accidents or dangerous occurrences in the last 5 years	
OR	
I confirm we **HAVE** had reportable accidents or dangerous occurrences and have supplied details of these on an attached sheet	

Communication with Staff and Contractors

I confirm that we will communicate the contents of our H&S documentation/Risk Assessment/ Method Statements to all of our staff attending the show prior to their arrival and they will be provided with all applicable Personal Protective Equipment	
I confirm receipt of the Health and Safety documents for the show and have read, understood and communicated the contents.	

Print name: **Sign:** **Date:**