

Risk Assessment Guidance Notes and Terms and Conditions

All exhibitors and skills/competition organisers must review all sections.

Safety information

The ARB Show

Friday 15 and Saturday 16 May 2020

LOCATED AT:



The National Arboretum, Westonbirt,
Tetbury, Gloucestershire GL8 8QS

BEARING: 51.608853 N – 2.217882 W

GRID REFERENCE: TR 921 984

NEAREST MINOR INJURIES UNIT AND CASUALTY DEPARTMENT:

Minor Injuries – Tetbury Hospital,
Malmesbury Road, Tetbury, Gloucestershire GL8 8XB
– T: **01666 502336**

Casualty – Cirencester Hospital A&E,
The Querns, Tetbury Road, Cirencester, GL7 1UY
– T: **01285 655711**

General

It is the Arboricultural Association's aim to lead by example and set the highest professional standards. Risk Assessment is a necessary part of our legal and moral obligation to ensuring the safety of exhibitors and those visiting The ARB Show. In order to discharge this duty we require **ALL** exhibitors and suppliers to supply a Risk Assessment which must cover the Set Up of the Stand, Time During the Event and Break Down of the Stand.

Please read the enclosed 'Stand & Demonstration Risk Assessment Guidance' (see Appendix) and complete your Risk Assessment accordingly. Copies of your Risk Assessment must be attached to the booking form. A copy of your Risk Assessment must be held on your stand at all times i.e. during the event build up, on the exhibiting days and during take down.

An Exhibitor/Supplier Risk Assessment proforma can be uploaded from the booking website and must be used to assist you in completing your Risk Assessment. If you are actively demonstrating equipment or techniques you are required to provide an additional risk assessment. Please ensure that your assessment does not omit any relevant items shown on the

proforma and that it is specific to your activities at The ARB Show 2020. A copy of the completed and signed risk assessment must be attached to this booking form.

If in doubt further guidance is available from the Health & Safety Executives free publication 'Five Steps To Risk Assessment' INDG163, Telephone HSE books 01787 881165, or contact your nearest HSE regional office. Advice on CoSHH is also available from the HSE website:
www.hse.gov.uk/pubns/guidance/index.htm.

Please note that ARB Show 2020 must comply with the Construction (Design and Management) Regulations 2015. As such further information may be required regarding the design and construction of your exhibit.

If you need further guidance please contact **Tony Lane**, the Safety Officer for the event, as follows: tony@amlane.co.uk, or AA Senior Technical Officer **Simon Richmond** simon@trees.org.uk or 01242 522152.

1. General Safety

- a) During the show, including the set-up and take down period, you are operating fully under the provisions laid down in the Health & Safety at Work (etc) Act 1974 and associated Regulations to include the Construction (Design and Management) Regulations 2015.
- b) Please obey **ALL** venue speed limits. Speed limits within the show ground or demonstration area is 5mph. Vehicles moving off road to or within show/demonstration/competition areas **MUST** proceed with extreme caution to avoid damage to venue property
- c) **ALL** persons, whether demonstrating or using any machinery, **MUST** have the appropriate certification of competence or training (as appropriate) and have the certificate available for inspection.
- d) Operators of plant or machinery must be trained and competent to do so. Evidence of competency should be available for inspection.
- e) Fires or barbecues **MUST** not be lit within the show grounds without the permission of the Safety Officer.
- f) Any area marked and taped off is out of bounds and **MUST NOT** be entered.
- g) Each exhibitor should appoint one person to represent their organisation on safety matters and liaise with the Show Safety Officer.
- h) Exhibitors & Event Organisers **MUST** carry out a risk assessment covering their time at the Show.

2. Demonstration

- a) Demonstration is defined as the starting and active use of powered machinery. It further includes the opportunity for visitors to have a go with machinery or equipment that exposes them to the risk of cut, pinch, fall or injury.
- b) Ensure that the demonstration area is clear of people before operations start.
- c) **ALL** ropes, barriers and other static crowd controls must be clearly visible, firmly fixed and at an adequate distance from working machinery.
- d) Exhibitors must have marshals facing the public to ensure that they keep behind barriers whilst machinery is demonstrating.
- e) **ALL** machinery must have correctly fitting guards to the appropriate standards.
- f) Fuels **MUST** be stored in approved containers away from the public.
- g) Exhibitor's vehicles, equipment, materials etc., must not obstruct emergency access routes, rides and pathways.
- h) **ALL** visitors testing equipment being exhibited **MUST** wear appropriate personal protective equipment and be supervised by a competent person.
- i) Exhibitors **MUST** have sufficient staff on site to ensure that safety standards are complied with in accordance to FISA, AFAG, HSE or other prevailing codes of best practice.

3. Tentage, Marquees & Display Trailers / Vehicles

- a) Marquees and tents provided by the Show Organiser are subject to the following restrictions:
 - i) No cross bracing, guy ropes, pins or other fixings may be removed from the frame or tent structure without the express permission of the safety officer. (With the exception or ground rails for side curtains).
 - ii) No flag poles or banner supports or other structures may be attached the tent structure that project above the roof apex or 1m above eaves edge whichever is the lower. **IN ALL** cases the tent must not be subject to excessive additional wind loading by attached structures.
- b) **ALL** tentage supplied and erected by outside contractors (marquee hirers) will conform to the MUTA Code Of Practice For Marquee Hirers & Code of Public Safety – Use and Operation of Marquees.
- c) Tents, gazebos, awnings (Upto 3m square and no higher than 3m to the ridge). These cover 'pop-up' type tents.
 - i) Be flame retardant to BS7837 or equivalent EU standard.
 - ii) Be structurally sound, free from defect and fit for the purpose.

- iii) Able to withstand normal weather conditions to include high winds especially when unattended.
- iv) Guy ropes will be fitted appropriate to the wind conditions.
- v) Free from sharp edges, protrusions or crush risks.
- d) Marquees, Tents or any other structure within which the public are invited erected by you **MUST** meet the following requirements:
 - i) Be flame retardant to BS7837 or equivalent EU standard.
 - ii) Erected by a MUTA or equivalent registered marquee / tent erector.
 - iii) Be structurally sound, free from defect and fit for the purpose.
 - iv) Able to withstand normal weather conditions to include high winds especially when unattended.
 - v) Guy ropes will be fitted appropriate to the wind conditions
- e) Display Vehicles & Trailers
 - i) Erection and deployment of the vehicle within the allotted stand will be undertaken by the hire company or by a suitably trained and competent operator.
 - ii) Access and exits will be stable and free from trip or slip.
 - iii) Edge guarding and hand rails will be in place to prevent falls from staging or steps.
 - iv) Awnings and raised hoardings will be secure. Gas struts will be propped.
 - v) Vehicle braking, chocks or other method of immobilising the vehicle will be in place.
 - vi) LPG must be stored outside of the vehicle/trailer, or in a cabinet adequately ventilated to the outside, and secure. Pipe work must be protected and be in good condition. A gas safety certificate will be required for fixed installations.

4. Slips, trips & falls

- a) Guy ropes, fixing pins, frames and other trip hazards will be clearly marked & protected.
- b) Exhibits, merchandise, stands, exhibits and other items will be positioned to minimise the risk of trip or the obstruction of public walkways.
- c) **ALL** low level exhibits, merchandise, stands, exhibits and other items will be marked to minimise the risk of trip.
- d) **ALL** surfaces will be slip resistant in all conditions whether wet or dry.
- e) Wires or cables will be buried, placed within a cable protector or routed to avoid walk ways.
- f) Edges of staging or steps must be suitably guarded against accidental falls.

5. Tables, stands, exhibits, signs, shelves & display boards

- a) Free from sharp edges or edges are adequately protected.
- b) Stable and will not collapse or fall over if accidentally knocked or lent on.
- c) Adequate for the loads applied.
- d) Are secure in windy conditions.
- e) Any items likely to cause cuts, penetrating wounds, pinch or crush injuries are suitably masked and/or secured.
- f) **ALL** canes or small diameter tree stakes (<12mm) must have end protectors.

6. Static non-demonstration machines & vehicles

- a) Free from sharp edges or protrusions likely to cause injury or area around machine/vehicle is cordoned off.
- b) The machine/vehicle is immobilised and cannot be started by unauthorised personnel.
- c) The machine/vehicle is stable and cannot be tipped or fall if leant against, climbed on or sat on.
- d) Any covers, guards or machine parts that can fall or otherwise cause harm to unsupervised visitors must be adequately propped and/or secured.
- e) **ALL** raised bodies, tipper beds, booms or similar must be propped or have an adequate mechanical interlocks to prevent failure or accidental operation.

- f) Exposed machine parts to include knives, flywheels and any other part that might cause cut, crush or other injury **MUST** be guarded, cordoned off or only accessible under direct supervision of exhibitor staff.

7. Manual handling

- a) **ALL** exhibitors **MUST** comply with the Manual Handling Operations Regulations 1992.
- b) **ALL** personnel engaged in manual handling will be adequately trained for the task.
- c) **ALL** manual handling tasks **MUST** be assessed by a competent person and effective controls put in place.

8. First aid

- a) Each stand is required to have a first aid kit appropriate to the number of staff on the stand and the nature of the activities undertaken.
- b) Each stand **MUST** have an appointed person aware of the First Aider location at the show and the emergency information.
- c) First aid facilities will be available on the event.
- d) The Show Safety Officer **MUST** be informed of any accident immediately.

9. Fire Safety & Smoking

- a) **SMOKING** is prohibited in all enclosed spaces to include tents, marquees.
- b) Exhibitors **MUST** not obstruct designated fire escape routes or emergency access points.
- c) No fires, barbeques, gas burners, cookers are permitted on the site of the venue without the safety officer's permission.
- d) Fuel and other highly flammable substances will be stored in the correctly marked containers, out of sunlight, away from sources of ignition and secured against accidental spillage or rupture.
- e) Storage of highly flammable substances outside will be adequately ventilated to avoid creating potentially explosive atmospheres.
- f) LPG **MUST** be stored outside of the vehicle/trailer/tent, or in a cabinet adequately ventilated to the outside, and secure. Pipe work must be protected and be in good condition. A gas safety certificate will be required for fixed installations.
- g) Marquees, tents, trailers and display vehicles **MUST** have adequate provision for evacuation in case of fire.
- h) **ALL** outside exhibitors must have a suitable fire extinguisher on their stand.
- i) In the event of fire:
 - i) Raise the alarm.
 - ii) Contact the nearest show official.
 - iii) Move the public away from the fire.
 - iv) Tackle the fire **ONLY** if it is safe to do so.

10. Vehicle or machinery movement

- a) During the official opening hours of the show no machine or vehicle may be moved outside of the exhibitor's designated stand or demonstration area without the permission of the show safety officer. Any such vehicles and machines movements must be escorted by a member of the Show Safety Team.
- b) Machines or vehicles **MUST** not be parked so as to obstruct **EMERGENCY ACCESS** routes.

11. Hazardous substances

- a) Exhibitors will comply with the Control of Substances Hazardous to Health Regulations.
- b) Any substance marked with a hazard warning symbol **MUST** be accompanied by a Material Safety Data Sheet and CoSHH assessment.

12. Cranes, hoists (MEWPS), forklifts and grabs

- a) **ALL** lifting equipment and operations must be in accordance with the Lifting Operations & Lifting Equipment Regulations.

- b) Operators must hold the relevant Certificate of competence or Training e.g. CITB, CPCS, NPTC (MO) or (FMO), which **MUST** be available for inspection.
- c) All lifting equipment **MUST** be certificated as checked by a competent person in the last 12 months (or 6 months where lifting people). All lifting equipment must have the Safe Working Load clearly marked.
- d) There **MUST** be a clearly marked barrier or banksman posted at a safe distance around both operating machines and loads.

13. Personal Protective Equipment (PPE)

- a) **ALL** PPE as specified by industry best practice e.g. FISA, AFAG, CITB, and the exhibitors risk assessment **MUST** be worn as appropriate to the task being undertaken.

14. Generators & electricity

- a) Liquid Propane Gas (LPG) & Petrol powered generators are **NOT PERMITTED** at this event.
- b) Diesel powered generators are acceptable where adequate fire precautions are in place and where fumes, noise and location do not present a nuisance to danger to others.
- c) Generators should be of the quiet type. Any generators considered too noisy by the organisers will be turned off.
- d) Fumes from generators must be adequately ventilated away from confined spaces such as marquees, tents or vehicles.
- e) Generators **MUST** be stopped before refuelling. Refuelling must be from an appropriate container, correctly marked and which reduces the risk of spillage.
- f) **ALL** electrical equipment must carry an electrical test certificate (Portable Appliance Testing) in accordance with BS7671:1992.
- g) **ALL** generators must be adequately earthed and have a Residual Current Device (RCD) or earth monitoring device that has been tested before use.
- h) **ALL** electrical leads, plugs and connections **MUST** be appropriate for outside use and/or be protected against moisture and accidental spills.
- i) **ALL** electrical leads must be protected against accidental damage and causing a trip hazard.

15. Timber stacks

- a) These **MUST NOT** exceed 1m high unless supported, be stable and if necessary be checked.
- b) Stacks **MUST** be positioned so that neither the public nor the operators are at risk if material should fall.
- c) The public **MUST NOT** be permitted to stand on stacked timber and stacks **MUST** be clearly signed: **DO NOT CLIMB ON TIMBER STACKS**.

16. Set up & take down

- a) Show set up and taken down will only occur during the times specified in the booking form.
- b) **ALL** personnel onsite during the set up and take down phase **MUST** wear HI VIS clothing to EN 471.
- c) The site speed limit of 5mph **MUST** be obeyed at all times.
- d) Before setting up or taking down a stand the exhibitor **MUST** liaise with adjoining stands to ensure health & safety is maintained at all times.
- e) Machines may not be demonstrated until the stand is set up and the safety barriers are in place.
- f) Reversing of vehicles 7.5T or above is **MUST** be under the direction of a banksman.
- g) All forklifts and self-propelled lifting equipment **MUST** have a Thorough Examination Report under LOLER and be operated by a trained and competent person.

17. Vehicles, machines & equipment

- ALL** road vehicles **MUST** comply with Department for Transport & VOSA requirements. A valid Road Tax Disc should be displayed where appropriate and proof of roadworthiness either as a valid MOT certificate or other maintenance/service records must be available.
- Drivers **MUST** hold the requisite DVLA licence for the vehicle they are operating on site.
- ALL** used equipment or machines **MUST** have proof of adequate safety checks in the form of a log book, safety test certificate or periodic inspection record.
- Machines being exhibited or demonstrated **MUST** comply with the relevant EU safety standards and be CE marked or EN approved.
- Operators **MUST** be adequately trained and hold the requisite proof of competency (CITB, LANTRA, NPTC, DVLC, etc.) for the vehicle or machine that they are operating.

18. Noise

- Exhibitors **MUST** ensure that adequate Ear Protection Zones are set when using machinery on site. This will require the use of appropriate PPE within the EPZ, the liaison with adjoining stands and the exclusion of unauthorised personnel from the zone during operation.
- Periods of high noise output should not exceed 10 minutes with a minimum break of 20 minutes between such demonstrations. Sound levels **MUST NOT** exceed 140dBI.

19. Fumes, Dust, Smoke, Arisings & Rubbish

- Fumes, dust, smoke or other arisings e.g. woodchip or saw dust **MUST** be directed away from visitors and other stands so as not to cause a hazard or nuisance.
- ALL** arisings **MUST** remain within the stand area, be left in a safe state and/or cleared as required in the terms and conditions.
- ALL** rubbish and packaging generated by the stand **MUST** either be taken away by the exhibitor or deposited in the designated exhibitor rubbish skips.

20. Working at height, ladders, steps & tree climbing

- All work at any height must be in accord with the Working At Height Regulations and wherever reasonably practicable avoided.
- ALL** ladders, step ups and scaffolds **MUST** be fit for use and inspected by a competent person. Scaffolds must be certified by PASMA qualified person.
- Scaffolds **MUST** be inspected before use and after use on each day or prior to use on the following day. A record of inspection **MUST** be available for inspection.
- Any tree climbing activity **MUST** conform to industry best practice (ICOP For Arboriculture – Tree Work At Height, AFAG) and prevailing best practices.
- Work on top of shipping containers or show structures is prohibited with appropriate fall protections in place.

21. Food, Catering & On Stand Hospitality

- Only food and drink vendors authorised by the organisers may provide food to visitors to the show whether free or for reward. This includes on stand hospitality.
- Cold & Hot drinks may be served as part of stand hospitality together with pre-packaged food items such as crisps and biscuits. Cooked or other prepared foods are not permitted without the agreement of the organiser and satisfying the food hygiene requirements of the event.
- ALL** cooking and heating appliances **MUST** conform to the safety standards above.
- ALL** Gas appliances must be secured, fitted with safety valves and adequately ventilated. Under **NO** circumstances may gas cylinders be stored within a tent or marquee. Installed gas appliances **MUST** have a valid Gas Safety Certificate.
- ALL** free standing gas cylinders **MUST** be firmly secured to prevent them falling over.
- The maximum size of LPG gas cylinder onsite is 15KG unless agreed in writing by the Event Safety Officer.

- Food preparation and cooking **MUST** conform to Food Hygiene Best Practice.
- ALL** food waste must be disposed of in a closed bag in the skips provided.
- Alcoholic drinks **MUST NOT** be sold and must only be offered free. Alcohol may only be given to over 18 year olds and exhibitors are required to check the age of recipients. Alcohol may only be offered as hospitality to individual guests on the stand and not as part of the stand attraction or offering. It **MUST NOT** be advertised on the stand or exhibitor literature.

22. Staging, scaffolding, steps, ramps or other built structures (Temporary Demountable Structure [TDS])

- TDS structures include stages >200mm in height, any scaffolding including portable load bearing frames assembled onsite (excluding shelving), lighting gantries, radio masts or towers, timber structures or any other structure assembled and installed for use at the event. This excludes shelving for shop goods as listed above, flagpoles <4m in height but includes banner frames mounted above 3m from ground level.
- TDS will be subject to a design and construction statement outlining the design limits for the TDS e.g. load bearing calculations, a plan showing the location of the TDS on stand and a method statement for the construction as well as the break down post event of the TDS, this will be submitted not less than 28 days prior to the event opening.
- A complex structure is defined as the following.
 - Any stand over 4 metres in height (this limit includes the overall height of the stand fitting, any branding and all raised platforms as measured from ground level).
 - Any structure regardless of its height which requires structural calculations.
 - Any part of a stand or exhibit which exceeds 4 metres.
 - Multi-storey stands.
 - Platforms and stages over 600mm high and all platforms and stages which are accessed by the public for viewing purposes (not including stand floor flats and platforms) will need to be signed off by an independent structural engineer..
 - Temporary raised or tiered seating.
 - A stand requiring foundations.
 - Sound/lighting towers.
- ALL** complex structures listed above and as deemed by the organiser will conform to *The Institution of Structural Engineers - Temporary Demountable Structures Guidance* (Third Edition April 2007), available from The Institution of Structural Engineers, 11 Upper Belgrave Street, London SW1X 8BH.
- ALL** temporary scaffold structures will be installed by a competent contractor and where accessible to contractors, exhibitors or the public signed off by as safe to use prior to first use. Scaffold structures will be subject to a daily inspection by a competent person once erected. Reference should be made to NASC guidance.

23. Flags, Banners, tethered Balloons, Drones & Blimps

- Flags to include feather flags **MUST** be stable and fixed to ensure they remain stable especially in high winds.
- Guy ropes are not permitted without the permission of the Safety Officer and then only where they do not cause obstruction or trip hazard.
- Flag poles may not exceed 4m in height.
- Flags and banners attached to structures such as marquees, fencing or other structures **MUST NOT** cause that structure to become unstable in high winds.
- The bottom edge of the flag **MUST NOT** hang between 0.5m & 1.8m above ground to avoid eye injury in windy conditions. Where a risk to eyes is identified flag corners must be secured.
- All balloons (helium or other large tethered type) and tethered blimps are only permissible with the permission by the Safety Officer.
- Drones of any type may not be flown on, over or adjacent to event without the permission of the Safety Officer. Drone pilots **MUST** in all cases comply with CAA requirements.

Terms and Conditions

1. **An online application will secure your plot immediately, provided:**
 - a) It is accompanied by either:
 - Full payment by card online, or
 - A request for an invoice, which must be paid on receipt of said invoice.

All information requested for upload (insurance documentation and risk assessment) must be provided at the time of application.
2. **If the full payment HAS NOT been provided within 7 days of the application, the plot will be released and made available for others to book.**
3. **An administration charge may be payable to amend the booking.**
4. **If the application is made after 1ST MAY 2020, full payment and all requested information is required immediately to secure your plot.**
5. **Any plot will be released if the required information (insurance and risk assessment documentation) does not satisfy the AA Safety Officer by 1ST MAY 2020.**
6. **No live plant material or freshly cut timber or bark-covered wood products may be brought onto the site, except with express permission. Those Exhibitors intending to demonstrate working machinery will be supplied with brash and other materials directly from the Arboretum estate.**
7. **All plots are 10x10m on a level rough grass surface unless specified. T Plots are curtain fronted marquees 3x3m. Plots D01 – D22 are offered to Exhibitors wishing to demonstrate. Noisy machinery demonstrations may ONLY be carried out on 'D' plots. You do not have to demonstrate on these plots but please bear in mind that your neighbour may be noisy! If in doubt please call us on 01242 522152. Please note: The showground is subject to changes at the discretion of the Arboricultural Association.**
8. **Please note that the Association MUST be notified in advance of the show if you intend to bring alcohol to offer from your stand. The Association maintains the right to deny exhibitors permission to distribute alcohol if they feel it is an unreasonable amount or is in direct competition with approved catering concessions on site. Alcohol cannot be sold at the Show without a license so any that is offered must be given away free of charge. Exhibitors must also be responsible for all legal age checks if handing out alcohol to the public.**

Declaration:

- I agree to the set up and take down times as specified.
- I will return all equipment hired from the Arboricultural Association in a complete, undamaged and clean condition.
- I will ensure the area under my control is free from all litter and other debris by the time I vacate the site.
- I have read and will abide by the Risk Assessment Guidance Notes.
- I acknowledge that the Arboricultural Association accepts no liability whatsoever for any loss or damage to exhibitors', their servants' or agents' persons or property howsoever caused.
- I accept that my plot(s) may be released if full payment isn't received by the due date.
- I accept that a plot(s) will be released if my Risk Assessment and insurance documents do not satisfy the AA by the due date.
- I accept that no refund will be payable after booking is confirmed by full payment or requesting an invoice.
- Any breach of these terms and conditions may result in a claim for any reasonable expenses incurred by the Association.
- I agree to insure my exhibition and/or competition and agree to the following:
 - **Insurance Condition 1** – Third Party Liability. The Exhibitor is responsible for all claims arising from personal injury or damage to property arising in connection with the erection and dismantling of the exhibitor's stand and anything permitted, omitted or done thereon or therefrom during the period of the exhibition or the construction or dismantling periods caused directly or indirectly by the Exhibitor or any contractor, sub-contractor, servant, agent, licensee or invitee of his or the act omission or neglect of any such person or by any exhibit, machinery, or other article or thing of the Exhibitor or in the possession of or use of the Exhibitor or any servant or agent of his. The Exhibitor will indemnify the Organisers in respect of each and every claim and all actions, proceedings, costs, claims and demands in respect thereof. The Exhibitor must hold a minimum of £1 million Public Liability Insurance for static displays and £5m Public Liability Insurance for demonstrations (in accordance with the above terms and conditions) in respect of all such claims.
 - **Insurance Condition 2** – Insurance of Exhibits. The Organisers do not accept responsibility for any loss or damage from any cause whatever, in respect of any property brought to the Exhibition, by Exhibitors or stand holders or their servants, agents, sub-contractors or any other persons, and the Exhibitor or stand holder is required to indemnify the Organisers in respect of any such loss or damage to the exhibitors or any other property brought to the premises whether it is their property or not.
 - **Insurance Condition 3** – Insurance Certificate(s). I will provide a copy of an insurance certificate(s) valid for the date of the event with a minimum cover of £1 million (static displays) or £5 million (demonstrations) Public Liability. [NB if your current certificate runs out before the date of the event please send a copy of your new certificate when renewed. A certificate to cover the dates of the event will be required before set up can proceed].