

Craft and Lifestyle Marquee Application Pack

Friday 2nd and Saturday 3rd August 2024

South Inch, Edinburgh Road, Perth, PH2 8BU



Application Form
Rules & Regulations
Fire Risk Assessment
Risk Assessment Record
Guidance Notes for Risk Assessment

Perth Show 2024 Main Funders



PERTSHIRE AGRICULTURAL SOCIETY

Registered Office; 26 York Place, Perth, PH2 8EH.

Tel: 01738 623780 or 07834 980073

Email; secretary@perthshow.co.uk

Scottish Charity SC014729. Company No., SC 262715



**PERTSHIRE
AGRICULTURAL
SOCIETY**
Est. 1866

(Office Use Only) Power	
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I hereby apply for a Craft & Lifestyle as indicated below subject to the Rules & Regulations of the Perthshire Agricultural Society (as attached). **Applications will not be accepted without the appropriate fees.**

Company Name	
Address	
Booking Contact Name	
Person Responsible on Show Day	
Telephone No	
Mobile No	
Email Address	
Website	
Principal Products	
Type of Stand	
P A Systems – Please refer to page 4, point 18 and contact the office if you require one.	

3 metre x 3 metre area including table and 2 chairs	£135 per table	£
Electricity where required Single Phase (blue plug) £20 per socket (16amp)	Yes/No Number required -	£
TOTAL		£

Return completed form & payment to: Jennifer Leslie, Secretary, Perthshire Agricultural Society 26 York Place Perth, PH2 8EH Email - secretary@perthshow.co.uk	Cheques payable to : Perthshire Agricultural Society Bank Details (BACS transfer) : Perthshire Agricultural Society A/C No: 00713303 Sort Code: 80-91-28 Reference: Company Name
Payment to be made with reservation of stand.	

Rules & Regulations – Trade, Craft & Food & Drink Stand Holders

1. There will be two trade stand entry tickets per day per stand. Further tickets can be purchased from the office for £10 each.
2. Trade delivery vehicle passes must be displayed to gain entry to the Showground.
3. All delivery vehicles must exit the Showground by 9am.
4. All persons in charge of stock or other exhibits and all persons admitted to the showground shall be subject to the rules of the Society and must obey the orders of the Directors, Secretary and other officials of the Society.
5. The Directors, attending members, gate stewards and all other officials have the power to enforce the regulations of the Society in their different departments and exhibitors shall be answerable for the conduct of their employees.
6. The Society shall disclaim liability for death or personal injury caused by the negligence of the Society, its servants, or agents or any person whilst entering or leaving the showground. The Society shall not be responsible for death, injury, disease or loss caused to any exhibitor or to his servant or agent, or to any other animal, insect, bird or thing of whatever nature exhibited by said exhibitor or any vehicle brought by the exhibitor to the showground or car parks from whatever cause death, injury, disease or loss arises.
7. All trade stands must be erected by evening of Thursday 1st August 2024. **No vehicles will be allowed in to the showground on Saturday 3rd August 2024 until 6pm**, when trade stands can be dismantled. Depending on weather conditions, and at the discretion of the Chairman and Trade Stand Convenor, Trade Stand Exhibitors with heavier equipment on their stand may be asked to refrain from removing their equipment until assessment of ground conditions for the removal of heavy equipment is established. Security will be provided.
8. The Show Chairman, Secretary and Committee, in conjunction with Perth & Kinross Council, reserve the right to move the Show to the Lesser South Inch if wet weather prevails.
9. All liability incurred on the trade stand lies with the particular trade stand holder, and the same must make all insurance arrangements.
10. Trade Stand holders must make sure their stand is manned at all times. Show hours will be from 9.00am – 6.00pm on both Friday & Saturday.
11. The Society will not be responsible in any way for any article, plant, machinery or object of any kind exhibited in the showground. Exhibitors are advised to insure against fire and any other relevant risks including theft, not only as regards their own property but also against any other third party claims.
12. No exhibitor shall sub-let any portion of the space allotted to him or move to any other site that has not been allocated to him.

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13. Exhibitors are at liberty to make such arrangements regarding catering on their own stands as they wish, provided that no exhibitor sells or offers for sale any foodstuffs or beverages. The Catering & Bar rights have been granted.
14. Tickets will be issued by the Society to stand holders to gain entry on both Friday & Saturday. Tickets will be allocated between car passes and trade stand passes.
15. Each trade stand holder is responsible for clearing and cleaning up of the site occupied by him/her/them. Any cost incurred by the Society in cleaning up a particular site may be charged to the relevant trade Stand holder.
16. Each trade stand holder must make adequate provision for the fire safety equipment on their stand, complying with the direction of the Fire Officer.
17. All vehicles belonging to the trade stand holders must be parked in the official trade stand car park area or within the bounds of their Trade Stand.
18. P A Systems - Exhibitors must not play music, use PA systems, or make other noise at a level which will cause annoyance to adjoining exhibitors. Microphones may only be used if you have prior permission from the Trade Stand Convenor.
19. In the event of cancellation, by either Perthshire Agricultural Society or the Trade Stand holder, then the following will apply: 6 weeks' notice – 75% of total fee refunded, 4 weeks' notice – 50% of total fee refunded, less than 4 weeks' notice – no refund given. No refund will be given on any tickets purchased.

ALL TENTS & MARQUEES MUST COMPLY WITH THE BRITISH STANDARD 5438 AND BRITISH STANDARD 7837

Code of Practice for Health & Safety

1. Any plant, machinery or equipment used prior to or after the Show should only be operated by an adult who is fully trained in its safe use. Children under the age of 17 must not be allowed to ride on or operate machinery including “all terrain” vehicles.
2. Exhibitors, trade stand holders, caterers, retailers, etc. using Liquefied Petroleum Gas (LPG) must comply with HSE Regulations in respect of storage and use of any containers which they may bring.
3. No generators for electricity allowed. All electricity required will be supplied by the Society at a cost.
4. All stalls should be properly erected, securely tied-in and, as far as possible, avoid protruding stays and jagged edges to trestles, etc.
5. Steps and stairs into side-shows and caravans should be firmly positioned and be of proper construction. Where applicable handrails should be provided.
6. Dangerous machinery should be positioned, guarded or otherwise protected so that it is not accessible to children or other persons.
7. It is essential that all persons engaging in the preparation and cooking of food are aware of the need for certain elementary precautions of safety in order to minimise the risk of accidents.
8. First aid facilities will be provided on the days of the Show and these will be clearly sign posted and identified.
9. Emergency services will have access to all parts of the showground at all times.
10. In the event of a major incident, an accident sheet will be available from the Secretary’s Office and all relevant information must be recorded immediately.
11. A Safety Officer has been appointed to check on safety procedures at the Show and it is expected he will have the full co-operation of all exhibitors and trade stand holders.

Fire Risk Assessment

Name of Stall: _____

All stalls trading must carry out the risk assessment. Until you can answer “YES” to all the following questions it will be an **OFFENCE** to operate.

	Yes	No	N/A
Are adequate exits provided for the numbers of persons within? (Are your staff able to evacuate your stall easily if normal access is blocked?)			
Are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?			
If the normal lighting failed would the occupants be able to make a safe exit? (Do you have back-up lighting such as torches?)			
Are all exits kept unobstructed?			
Is there an adequate number of fire extinguishers/fire blankets available in conspicuous positions?			
Has the fire fighting equipment been tested in the last 12 months?			
Have you given staff training in emergency procedures?			
Have all staff been made aware of exits and fire fighting equipment on your stall?			
Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG, etc?			
Are the structure, curtains and drapes flame retardent?			
If any staff sleep in the stall, is there a smoke detector and a clear exit route at night?			
Have you received the document “Code of Practice” which emphasises the conditions that you are required to comply with?			

Please complete and sign that these checks have been made.

The signed and completed form must be available for inspection by any of the following:
 The Fire & Rescue Services/Event Organiser/Concession Manager and Council Officer.

Signature.....

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Risk Assessment Record

A

Assessor:		Assessment Date:
Activity Assessed:	Location: South Inch, Perth PH2 8BU	Review Date:

B

Those Affected

A: Employees B: Members of the Public C: Adjacent Workers D: Children/Young Persons E: Contractors F: Visitors

C

HAZARDS		Those Affected	HAZARDS		Those Affected	HAZARDS		Those Affected	HAZARDS		Those Affected			
Falling			Fire & Explosion			Friction/Abrasion			Ejection of Objects			Radiation		
Falling Objects			Substances			Shearing			Confined Space			Dust/Fumes		
Vehicles			Access/Egress			Entanglement			Manual Handling			Water/Drowning		
Noise			Slips/Trips			Puncture/Stabbing			Lighting			Others (state below)		
Electricity			Crushing			Severing/Cutting			Temperature					
Vibration			Trapping			Ejection of Fluid			Weather					

D

HAZARDS As identified above	Existing Control Measures E.g. Design, Guarding/Procedures, Training, PTW, PPE, Signs, etc	RISK H, M, L	Additional Control Measures to Reduce the Risk Eg. Elimination, alternative methods, additional guarding, design changes, increased supervision to monitor controls, PPE	Completion Date	Residual Risk H, M, L

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Guidance for the Completion of Risk Assessment Record

Table A

Activity Assessed: Describe the activity that is being assessed. This could be a specific task e.g. Floor cleaning; operation of a machine; maintenance activities; etc.

Location: Describe the location of the activity. **SOUTH INCH, EDINBURGH ROAD, PERTH, PH2 8BU.**

Review Date: Enter the date that the assessment will be reviewed **FROM 2nd – 3rd August 2024.**

Table B

Those Affected: When carrying out a risk assessment any person who may be affected by the work that is being assessed must be identified. Should there be categories of persons not identified, then enter additional categories in the boxes provided.

Table C

Hazards: Identify the hazards in the activity being assessed by putting a cross in the appropriate boxes. The list provided is not comprehensive. Should there be hazards that are not on the list then enter additional hazards in the boxes provided.

Those Affected: Enter the identification letters of those affected (from Table B) against the appropriate hazard. Note: The definition of a Hazard is:- something with the potential to cause harm.

Table D

Hazards: List the hazards identified in Table C.

Existing Control Measures: Outline the existing measures which will reduce the risk arising from each of the hazards listed. Check that they meet legal requirements, industry standards and represent good practice. Typical control measures include: safe design, preventing access to the hazard eg. Guarding, written procedures and instruction, training, provision of PPE, etc.

Risk: Assess the risk arising out of the hazards identified using the criteria set out below. When carrying this out consideration must be given to what is reasonably foreseeable in relation to the identified hazards and recognition of the existing control measures that reduce the risk. Enter the appropriate letter – L for Low, M for Medium or H for High. If the overall risk category is low, then the assessment is complete and the information contained within the assessment should be disseminated to those affected. However if the overall risk category is medium or high then additional Control Measures are required (see below).

Note: The definition of a RISK is:- the likelihood of potential harm from a particular hazard being realised. The extent of the risk will depend on the potential severity of the harm and population that might be affected.

SEVERITY	LIKELIHOOD		
	Certain or near certain to occur	Reasonably likely to occur	Very seldom or never occurs
Fatality; major injury or illness causing long term disability	HIGH	HIGH	MEDIUM
Injury or illness causing short term disability	HIGH	MEDIUM	LOW
Other injury or illness	MEDIUM	LOW	LOW
RISK			

Additional Control Measures: Additional control measures that will reduce the risks further should be noted. For example elimination of the hazard should be considered first. If this is not possible, then try to reduce the risk e.g. Risks from electrical hazards might be reduced by using low voltage electrical appliances. Also consider: safer design, additional guards, additional procedures and instruction, increased supervision, personal protective equipment (PPE). The completion date for the introduction of each control measure should be recorded.

Residual Risk: The assessment process must be repeated taking into account the existing and additional control measures. Enter the appropriate letter – L for Low, M for Medium or H for High. If the residual risk category is low, then the assessment is complete and the information should be disseminated to those affected. If the overall risk is medium then additional measures should be introduced within the completion date period and the information contained within the assessment disseminated to those affected. If the residual risk remains High work **must not proceed** and the risks arising out of the hazard must be addressed and amended before continuing.