



# National Honey Show Ltd. 2018 Show Risk Assessment

<b>Assessment Date</b>	26 september 2018	Review Date: - 1 month prior to 2019 show
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## Risk Assessment Key

Severity Score	Likelihood Score				
	1	2	3	4	5
1					
2	Low				
3		Medium			
4			High		
5					

## Likelihood Key

Score	Likelihood
1	Unlikely
2	May Happen
3	Likely
4	Very Likely
5	Certain

## Severity Key

Score	Severity
1	Minor Injury (First Aid)
2	Minor Injury (Hospital Treatment)
3	Three Day Injuries (Time Lost)
4	Major Injuries
5	Death

*The box below can be completed if additional resources needed or a change in approach / management guidance needs to be adopted.*

We need to monitor the height of exhibits and consider further controls if concerned about safety.

Gift class sales of food / cakes / biscuits and the like need to have allergen labels and ideally eg use by dates, and full traceability, though I realise that this is tricky!

Note that insurance requirements are that there is a "log of incidents" maintained and available to them for inspection. We have an accident book that may meet this requirement, but some "incidents" may not be seen as accidents. I d suggest that we purchase a specific incident log book and maintain that, it being kept by the Company's Secretary with the Accident book. As a backup digital copies of any entries should be made too

## Disclaimer

This assessment is undertaken on a *pro bono*, volunteer basis, and the assessor does not carry any Liability Insurance; although this has been done with appropriate diligence, no liability is accepted for omissions. It is submitted on the basis that this condition is accepted. The National Honey Show does, of course carry Public Liability Insurance and reliance is placed on this.

The National Honey Show Ltd., a company registered in England and Wales. Company No. 266722.

Registered Office 26 Coldharbour Lane, Hildenborough, Tonbridge. TN11 9JT.

Registered Charity No. 233656

Activity	Hazard	Features affecting risk rating	Likelihood (1-5)	Severity Rating (1-5)	Risk Rating (L,M,H)	Existing Controls	Revised/recommended controls (to further minimise risk)	Implementation Date / Action by
<b>Access</b>	Trips, etc.,	Large numbers of people present	2	2	L	Venue, Sandown Park is professional and much used venue, with high standards regarding eg level non slip surfaces, steps indicated, handrails, guard rails	Ensure spills mopped up promptly / bollard available to indicate slippery floor if needed. Sandown park providing concierge services so spills to be notified to office as soon as possible for them to arrange for Sandown Park staff to attend.	For the whole Duration of show including set up and break down.
	Impact	Some attendees use mobility scooter type devices.				Use of wheelchairs and "mobility scooters" by disabled persons is permitted <b>so long as self powered devices are of appropriate size for indoor use and used with due consideration for others.</b>	Stewards to monitor and intervene if necessary.	
<b>General</b>	Fire	Presence of numbers of people.	1	5	M	presence of fire extinguishers, alarm system, compartmenting, escape routes, signage, fire marshalls. Fire Alarm is a siren; sandown Park staff will supervise evacuation. Issue briefing sheet which includes the current Sandown alarm and Evac. Procedure. Fire safety announcement in workshops and lecture rooms Sandown Park will provide Fire Marshall for workshops where combustible materials are being used – included in the cost.	Ensure Sandown Park Emergency Procedure is available and distributed to all who help to manage the show in advance; email "cascade" and paper copies on the day.  Sandown Park will demonstrate the fire alarm system during the set up period so stewards etc are familiar with it.	ditto
	Setting Up and Breakin	Presence of general public and young	2	2	L	Everyone to be excluded from all areas where set up and break down it taking place unless they are	Stewards to exclude At end of show; public excluded from trade area during	

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	g Down	people specifically				actively engaged in setting up. Staff and volunteers only when present when necessary; Persons under 16 years to be specifically excluded for the duration of set up. Trade Hall not open to the public before Noon. ( signs, and lectures to distract those present and entertain them until the trade hall is accessible. Traders to refuse to serve until the noon deadline.	dismantling; announcement at end of prize giving, directions to exit along top floor corridor or if collecting prizes, via lift and then out of the Surrey Hall via the nearest exit. Sterile zone during set up and break down. stewarding to prevent and remove stray persons from the Trade Hall during the set up.  thursday morning activities to entertain and occupy public;  ensure info to traders includes clear statement when set up is to be and deadline for completion.	
	Terrorism,	Suspicious objects	1	5	M	Suspicious objects instructions on the Stewards Briefing.		
		Ram Raid or similar	1	5	M	Activities in a building that is remote from main road with multiple barriers including steps.		
		Other	1	5	M	Sandown Park Security present; radio comms, mobile phones to report to police; whatsapp group for immediate comms with Stewards etc, multiple exits, different rooms and locations in use		
	Impact	use of trolleys and wheeled	1	3	1	prohibition on presence of and use of wheeled equipment, trolleys,		during periods when the public are in

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		equipment				barrows, etc other than during set up and break down times.		the show and trade etc, areas
Stalls and Stallholders	General risks	eg. trailing wires, tripping hazards, heavy items, unstable racking, heavy items at high level. Electrical hazards.	Generally low but each stall / display needs to assess its own hazards and act accordingly			Sandown park have power cables provided on request, suspended from ceiling; so there are no cables across public paths in the Trade and Show Areas.  Stall holders, traders and displays asked to undertake own Risk Assessments, Useful downloads: <a href="#">Guidance:</a> <a href="#">Template</a>	During set up and before the show opens walk round and daily reviews by NHS volunteers; document any corrective actions requested or required.	ditto
	MSD	Ditto	1	2	4 L	Normal risk management by traders  Briefing circulated in advance includes manual handling instructions	Review and dynamic risk assessment of trade area prior to public admission to identify any hazards and have them addressed.	Prior to public admission; periodically through the show
	CDM regulations	Construction of stalls, display stands etc on site	1	2	L	General care when assembling; available gloves and safety glasses.	Nothing at the NHS is of such complexity that the CDM Regulations apply however the Chief Steward is supervising the set up and break down of the show and his directions must be followed at all times.	
Electrical	Shock, fire	Use of electrical equipment	1	4	L	Sandown's own management of electrical installation; RCD and local consumer units provided on supplied outlets. Requirement to PAT testing of all appliances used by the NHS,		prior to connection and use ; ideally in advance of

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						exhibitors, etc Rules prohibit exhibits that require mains connection. see specific note at the foot of this RA for notes on auditing this.		the show
Workshops	Burns, scalds, chemical burns, fumes.	Some workshops use hot substances / chemical reagents	1	4	L	Care & ppe by demonstrators; heating on electric "hotplates" or rings rather than flame. Demonstrators etc. briefed of risks and asked to do own RA, <a href="#">Guidance: Template</a>	Canvass workshop tutors to establish if they are using reagents, obtain coshh sheets, and ensure they are familiar with safe handling and use of the materials, have appropriate ppe (goggles? Gloves) and other precautions as necessary.	During workshop, setting up and clearing up
	Fire	Presence of lit candles, inflammable liquids (wax); inflammable materials (straw etc) in workshops	1	4	L	<b>Sandown Park requirement:</b> presence of fire trained marshal outside workshops when they are operational. <b>Sandown Park requirement;</b> presence of appropriate fire extinguisher in relevant workshop (		
		Use of heat on reagents such as wax	1	5	M	demonstrators are experts, aware of fire risk & work accordingly; Demonstrators briefed of risk . <a href="#">Guidance: Template</a> <a href="http://www.hse.gov.uk/pubns/indg163.pdf">http://www.hse.gov.uk/pubns/indg163.pdf</a> <a href="http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc">http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc</a>	Appropriate fire blanket or extinguisher to be located close to demonstrator. Briefing to workshop chair and demonstrator. Briefing and risk assessments to be circulated in advance and paper copies to hand out at the show. flame systems <b>not</b> to be used; electric hotplates only	

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Loading / unloading and erection of equipment (at Garage and at Show Venue)	MSD	Numbers of volunteers working enthusiastically and quickly; during packing van after show, absence of lighting inside van; crush injury from van lift;	2	3	M	Care by all; manual handling (lifting) advice and training; gloves. Provide gloves, encourage use of ppe shoes, provide elec. Light to be available for loading and unloading after dark if necessary. Vehicle parked in well lit location.		During loading, unloading, set up, break down at both show venue and storage garage.
Judging & Candle making workshop	Fire	Candles are lit to assess performance and quality; presence of hot (liquid) wax.	1	5	L	Must only be in workshop / brassiere, room; Candles mounted on stands; ample supervision; presence of fire extinguishers and fire blankets, no combustible materials nearby; ; rooms well fire compartmentalised Fire extinguisher to be provided in the room. Fire marshall present in the room during testing.		N/a
Candle making workshop	Scalding	Presence of hot (liquid) wax	1	2	L	Small quantities of wax appropriate care by workshop leader.	cold water available to cool any scald.	
Miscellaneous	Miscellaneous	Dynamic nature of Show and presence public	N/a	N/a	N/a	Daily inspection of show areas to be undertaken and logged. Public etc encouraged to raise concerns both during the show and via feedback.	Record date and time of walk round; plus any issues that need attention either immediately (arrange for action to be taken) or longer term.	During and after Show.
		Unexpected item contingency	1	2	L	In the event of a hazard being indentified that can not be resolved adequately, authority exists for any two members of the NHS executive		

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						in agreement to take such action as is necessary to resolve the hazard.		
Cash Handling & presence of Trophies	Assault during attempted theft	Large amounts of cash; value of cups, trophies etc.	1	2	L	Minimise cash; take cheques, and card payments; remove cash to secure location, to be done covertly and ideally by two persons; counting to be done out of sight; lock cash away in secret location; Sandown Park is well supervised and secure location with eg overnight security present. banking to be done covertly / by two persons; wherever possible cash to be supervised by two persons when in transit and moved in a car, in plain containers (carrier bags etc). <b>in the event of an attempted robbery, no one to place themselves in harms way to fend off the thief; focus on looking at the felons to give good descriptions to the police.</b>	Only NHS volunteers to be involved in handling cash.  Nb;traders will also have cash with them; they are responsible for their own cash handling risk assessment and procedures.	
Trade Halls	Gazebos and similar structures	Some traders have printed gazebos that they erect their displays within or under	1	4	M	All gazebos to be from fire resisting material to relevant BSS. To be structurally sound, stable, and adequately secure.		
	MSD during set up and	Presence of public in hall	2	2	L	Trade Hall not open to the public before 12:00 Noon for trade; publicity in schedule, signs, lectures to distract those attending	Stewarding essential to prevent and remove stray persons from the Trade Hall during the set up.	

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	break down periods					and entertain them until the trade hall is accessible. Ask traders to refuse to serve until the noon deadline. .	More thursday morning activities to entertain and distract public; ensure info to traders includes clear statement when set up is to be and deadline for completion.	
	Set up and break down	Likely fairly chaotic conditions during set up;	2	2	L	Ensure all work considerately; keep pathways clear; work within confines of stall. Store stuff within confines of stall when pending erection etc.,		
Engraving	Eye injury from metal splinters	Engraving of metal	1	2	L	Professional Contractor employed, experienced and expert, has own protocol, risk assessment, PPE and H&S arrangements; works in isolated location away from public and stewards etc.,	Stewards etc to stay clear when engraving taking place.	
Skep workshop	Slipping	Floor wet	2	2	L	Warning sign on door		
	Fire	Presence of straw	1	1	L	No smoking status of venue; no naked flames used policy too. No other likely source of ignition. compartmentalisation, alarms, etc see above	Warning sign on door; fire risk, no smoking, no naked lights fire extinguisher (water) in the room.	
Media equipment (Cameras, Tripods, lights etc) in Lecture Rooms	Tripping	Presence of cables	2	2	L	Cables to be run appropriately and taped where they could present a trip hazard. Bridging strip and hazard tape available for use if necessary.		
	Crush	equipment on tripods at low level	1	2	L	Tripods to be stably mounted and if necessary secured to staging, seating etc.,to improve stability; led lights relatively lightweight		
	Trip	Presence of	1	4	L	Tripods to be sited so as not to		



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		tripod legs in lecture theatre				obstruct access routes; where necessary to be marked with hazard tape to make more apparent.		
General	Trips	Presence of electric cables	1	4	L	Electric cables to be routed safely as far as possible and taped or otherwise covered where they cross access routes. Additional rubber bridging strip available for use if necessary		
	First aid / defibrulators		1	4	L	Defibrulators and first aid provided by Sandown Park Staff when the Show is Open Rely on own first aiders during set up and break down periods. First aid kit in the office, several first aiders available. System in place to garner mobile phone numbers. Staging crew have some radio communication equipment		
PAT Testing by or on behalf of the NHS	Fire, electric shock, Liability	Equipment not tested, certified, appropriate; staff not adequately competent; insurance may not cover it	1	4	L	All asked to do pat testing before bringing equipment to show; limited people will be permitted to do pat testing (Clive Mence; possible Thornes staff; Labels provided and fitted to show that the test is only valid for the duration of the national honey show 2017	Print appropriate labels to indicate pat testing undertaken probono and only for the purposes of the show.	

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Exhibits	Electrical and fire	In the past, some exhibitors expected mains connection to be available.	0	4	L	Rules reviewed and mains electric power now prohibited; no power supplies to the "Show" area so physically impossible for mains power to be used.		
	Fire	Tables covered with red cloth drapes to enhance appearance .	1	5	L	No sources of ignition; drapes are fire resisting fabric		
	Fall, MSD	One exhibit (class 10) so high that in 2015 required step ladder used precariously to assemble	2	3	M	No restrictions imposed on height; common sense of the exhibitor relied on not to construct anything too precarious. During the show, exhibits to be surrounded by Tensa barriers to prevent public bumping into them and give a safety zone in the event they are knocked over.	Judges entitled to refuse to judge if they can not do so safely; eg if flagon of mead is too high to be safely accessed for sampling if that is desired.	
Storage, loading and unloading	Msd, crush, trip, etc	Equipment stored in Garage in Croydon, storage arrangements unknown	1	1	L	Reliance on good sense of volunteers to take care, use ppe (to be supplied) such as gloves, and store things safely / avoid trip hazards, items at excessive height, etc,		
First aid	Need to provide		2	1	L	First aid provision by Sandown Park staff; emergency and evacuation procedures in place, specified by Sandown Park. some NHS volunteers are also competent first aiders; often there		

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						are medically trained people present who are happy to step in and assist. Mobile phone availability to summons ambulance if necessary		
Sale of foodstuffs and candles in gift classes	Allergens,	Possible presence of allergens in the gift class produce for sale	1	3	M	Legal requirement that foods containing allergens be labelled appropriately; general labelling requirements for foodstuffs (name and address, weight, durability, etc, ) Receipes do not include allergens (nuts etc);	Introduce system under which labels are applied to the produce before sale. general sign on display at the sales table warning of possible allergen content	
	food borne disease or food poisoning	Sale of food by stall holders; sale of gift class produce by National Honey Shos	2	3	M	Traders not permitted to sell or give food from their stalls. - terms and conditions of let.	Honey and cakes low risk foods <b>SANDOWN PARK REQUIREMENT: disclaimer to be signed by anyone selling food on the site inemnifying them and the on site caterers from liability in case of incident a consequence of food supplied by the NHS or the Traders on site during the Show.</b>	before show opens
	candles, fire	sale of candles	1	5	5	nil	include candle safety warning on gift class sale items	before show opens
Working at height	Falls, drop & impact	possible need to erect items at high level	1	3	L	Little that needs to be erected other than standing on the ground.	Ladders to be inspected and accepted before use. work to be undertaken by competent persons only.	duration of the show, especially set up and break down

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Abusive persons	Possible verbal or other abuse	Presence of public at show	1	3	L	Presence of large number of persons in and around the show may dampen abusive . Power to call the Police if necessary, and Exec. Sign at reception	To grant authority to exclude any person from the show if their behaviour is inappropriate, terminate membership, ban from future shows	
Lost Child	Child abducted	Presence of large number of persons,	1	5	M	Relatively few children come to the show. Lost child policy	Sign “children must be supervised at all times “ or similar at reception. Lost child policy to be mentioned in the stewards briefing; copy to be printed and available in the Office Area, readily identifiable. Consider setting up a whatsapp group to enable prompt communication with eg stewards	
Miscellaneous	Unknown	Dynamic nature of show				Hazards may arise during the show that are outside this Risk Assessment; route to be made available for these to be reported in. a. mention in the Briefing document; and b. poster to be on display requesting attendees to report hazards and advising on how to do so.		
<p>Notes</p> <p><b>Additional Notes re. Fire:</b>  Sandown park, <b>no smoking anywhere within the Buildings</b>, a requirement of the smoke free legislation  <b>Evacuation Areas</b> ... B and C to be used; Sandown Staff will supervise and direct any necessary evacuation.  <b>There will NOT be a fire alarm demonstration at any time during the show;</b> should the alarm sound, it must be assumed that it is genuine</p>								

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<p>and evacuation effected immediately.</p> <p><b>No naked flames anywhere on site</b>; nb one exception allowed, candle testing in workshop room; which is fire compartmentalised; see risk assessment for precautions</p> <p>All workshops and lectures must have fire safety announcement made;*</p> <p>Fire blankets and extinguishers in the labs / workshop rooms;</p> <p>Emergency Evacuation Procedure to be circulated with Stewards Briefing, copies on display, copies to hand out to Stewards at the Show.</p> <p><b>Communications:</b></p> <ul style="list-style-type: none"> <li>• Sandown Park making available some Walke Talkie Sets for use of stewards;</li> <li>• Whatsapp group also set up to enable easy contact with stewards etc., during the show – relatively unobtrusive if goes off in a lecture or workshop, can be read; simultaneous broadcast to all in the group rather than serial texts or phone calls;</li> <li>• possible to set up other groups too – eg Exec. Committee, Stewards, First Aiders. Free! Relatively anonymous; ubiquitous as most now have smartphones and many use whatsapp, and have 3g, 4g or log in to the Sandown Park Wifi.</li> <li>• If this is found to be inadequate then consider seeing if sandown park can provide additional walkietalkie sets, or use a walkietalkie app such as modulo ptt</li> </ul>								