



VINTAGE & CLASSIC VEHICLE DISPLAY

GUIDANCE NOTES

Risk Assessments & Entry Forms are required due to the Vintage & Classic Vehicle Display being part of the Turriff Show as a whole and is a requirement of our Licensing agreements and Insurances.

IF YOU ARE HAVING DIFFICULTIES COMPLETING THE REQUIRED PAPERWORK PLEASE CONTACT THE OFFICE AND A MEMBER OF THE SHOW TEAM WILL ASSIST YOU.

ENTRY FORM

Please complete page one of the Entry Form:

- Exhibitor Name, Address, Postcode, Email (if applicable), telephone number, mobile number
- Number of Entries: complete the number of vehicles being entered
- First Aid Fee: £1 total for the whole entry
- Bank Details: account name, number and sort code for any prize money to be sent to
- Exhibit Details: Class Number, Type of Vehicle or Display, Make & Model of Vehicle, Year of Manufacture, Vehicle Registration Number
- Driver's Details: Name, Address, Postcode & Telephone Number

RISK ASSESSMENT

Please complete and sign the risk assessment

- Address
- Telephone/Mobile Number
- Exhibit Description – enter type of vehicle, make & model
- Parade Display – enter “Y” if you intend taking part in the display to the main arena
- Static Display – enter “Y” as you will be having your vehicle as part of the static display
- Name of Applicant/Responsible Person – This is the name of the Exhibitor which is on the entry form.
- Task Steps – Section 1 – please enter “Y” or “N” to each item numbered 1-23

Please see the attached Example Risk Assessment to assist with this process – also over leaf is an explanation of each of the numbered items to assist you

Hazard	Hazard Effect	Hazard Rank	Likelihood	Risk	Control Measure: stated measure may mitigate against multiple hazards	Residual Risk	Applicable Y/N	
1	Sharp Objects	Injury	M	M	M	Safety Covers / Competent operators	L	This is a medium Hazard, with medium Likelihood and medium Risk please enter "Y" to confirm that any sharp objects will have adequate covers/guards. If there are no sharp objects and not applicable please enter "N"
2	Chemicals	Injury	M	M	M	Follow COSHH / MSDS assessments	L	This is a medium Hazard, with medium Likelihood and medium Risk please enter "Y" to confirm that you will follow COSHH/MSDS assessments if you have chemicals. If you will not have chemicals this will not be applicable so enter "N"
3	Manual handling	Injury	M	M	M	Follow Manual Handling assessments	L	This is a medium Hazard, with medium Likelihood and medium Risk please enter "Y" to confirm that you will follow Manual Handling assessments and guidance if applicable. If no Manual Handling involved and not applicable enter "N"
4	Access / Egress	Injury	M	L	M	Certified Access / Egress	L	This is a medium Hazard, with low Likelihood and medium Risk please enter "Y" to confirm that you will follow Certified Access/Egress guidance if applicable. If not applicable enter "N"
5	Noise	Injury	M	L	M	Appropriate Hearing Aids / Sound Proofing	L	This is a medium Hazard, with low Likelihood and medium Risk please enter "Y" to confirm that you will have adequate hearing protection & sound proofing if applicable. If not applicable enter "N"

6	Weather	Injury	M	L	M	Adequate Shelter from elements	L	This is a medium Hazard, with low Likelihood and medium Risk Adequate Shelter from the Elements - this is an outdoor event so please consider all weather conditions. If hot weather please ensure you have adequate hydration, sun protection, etc or in the case of wet weather you wish to supply a gazebo to cover your vehicle. Please consider the relevant answer where applicable by answering "Y" or "N".
7	Stored Pressure	Injury	H	M	M	Certified / Tested Equipment/competent operators	L	This is a high Hazard, with medium Likelihood and medium Risk Stored pressure - won't be relevant for everyone - if relevant enter "Y" if not enter "N" as it won't be applicable
8	Slip / Trip / Fall	Injury	H	L	H	Good Housekeeping Practices	L	This is a high Hazard, with low Likelihood and high Risk Good Housekeeping practices to will be applicable to everyone so you will have to enter "Y" to confirm that you will ensure that your exhibit is clear of any slip/trip hazards
9	Hot / Cold Surfaces	Injury	M	M	M	Adequate Signage and guards	L	This is a medium Hazard, with medium Likelihood and medium Risk If there are hot/cold surfaces confirm that you will have adequate signage and guards if applicable enter "Y" if not applicable enter "N"
10	Dropped Objects	Injury	M	M	M	Competent / Trained Operators/barriers	L	This is a medium Hazard, with medium Likelihood and medium Risk If there is any risk of any dropped objects confirm that you will have adequate barriers and trained operators - if applicable enter "Y" if not applicable enter "N"
11	Struck by Objects	Injury	M	M	M	Tested Certified Equipment to be used/screens/barriers	L	This is a medium Hazard, with medium Likelihood and medium Risk If there is any risk that anyone could be struck by an object confirm that you will have adequate barriers/screens and that equipment will have adequate test certificates - if applicable enter "Y" if not applicable enter "N"
12	Electrocution	Death	H	M	H	Certified Tested Equipment to be used	M	This is a high Hazard, with medium Likelihood and high Risk If there is any risk that anyone could be struck by an object confirm that you will have adequate barriers/screens and that equipment will have adequate test certificates - if applicable enter "Y" if not applicable enter "N"
13	Rotating Equipment	Injury	M	M	M	Guards to be fitted	L	This is a medium Hazard, with medium Likelihood and medium Risk To prevent injury confirm that rotating equipment will be covered with adequate guards - if applicable enter "Y" if not applicable enter "N"
14	Environmental	Contamination	M	M	M	Spill kits and competent operators	L	This is a medium Hazard, with medium Likelihood and medium Risk To prevent contamination confirm that you will have a spill kit and a competent trained person - if applicable enter "Y" if not applicable enter "N"
15	Explosive Gas	Death / Fire	H	M	H	Safe Storage and Certified Equipment	M	This is a high Hazard, with medium Likelihood and high Risk To ensure that explosive gas is safely stored and certified as safe - if applicable enter "Y" if not applicable and there is no gas, please enter "N"
16	Flammable Chemicals	Death / Fire	H	M	H	Safe Storage and Certified Equipment/suitable FFE	M	This is a high Hazard, with medium Likelihood and high Risk To ensure that flammable chemicals are safely stored and certified as safe - if applicable enter "Y" if not applicable and there is no Flammable Chemicals enter "N"
17	LPG Bottles	Death / Fire	H	M	H	Safe Storage and Certified Equipment	M	This is a high Hazard, with medium Likelihood and high Risk To ensure that LPG are safely stored and certified as safe - if applicable enter "Y" if not applicable and there is no LPG enter "N"
18	Working At Height	Injury	M	M	M	Certified Access Platforms/training and harness/security	L	This is a medium Hazard, with medium Likelihood and medium Risk If "working at height" is applicable you confirm that you have training, harness, certified access platform, security - if applicable enter "Y" if not applicable enter "N"
19	Vehicle Collision	Death / Plant Damage	H	M	H	Trained Operators / Certified Equipment	L	This is a high Hazard, with medium Likelihood and high Risk With all vehicles being driven onto the showground there is a risk of collision, accidents, damage to vehicles or people. All Drivers MUST HOLD A CURRENT DRIVING LICENCE - with no exceptions. This will be applicable to all vehicles and "Y" must be entered to ensure your confirmation of this.
20	Dust and Fumes	Injury	M	M	M	Filters and Barriers	L	This is a medium Hazard, with medium Likelihood and medium Risk If there is any risk of dust and fumes confirm that the relevant filters and barriers will be used - if applicable enter "Y" if not applicable enter "N"
21	Bio/waste hazard	Injury	M	M	M	Control containment/PPE/immediate clean	L	This is a medium Hazard, with medium Likelihood and medium Risk If there is any risk of any Bio/Waste Hazards please confirm that there will be adequate Control containment/PPE and an immediate clean up will be carried out - if applicable enter "Y" if not applicable enter "N"
22	Public confrontation	Injury	M	M	M	Trained, multiple operators	L	This is a medium Hazard, with medium Likelihood and medium Risk This is an event which involves dealing with the general public. Confirm that there will be a capable responsible person who can deal with the general public - this will be applicable to everyone with a vehicle/equipment displayed. "Y" should be entered
23	Showground Parade	Injury	H	M	H	Follow marshal/police directions, no set route deviation	L	This is a high Hazard, with medium Likelihood and high Risk The Showground parade involves vintage vehicles being driven from the Vintage Vehicle Display area to the main arena, round the main arena and exiting back to the display area. During this process it is essential that all exhibitors follow the instructions of the Senior Vintage Vehicle Convenor and his team, TDAA Health & Safety Consultant and our security marshalls and police if applicable. Anyone refusing to follow instructions will not be permitted to enter future shows - This will be applicable to all those taking part in the Showground Parade and "Y" should be entered - if you will only have a static vehicle or a stationery engine then this will not be applicable and "N" should be entered.