

RISK ASSESSMENT - GUIDELINES

Guidelines for Trade Strand Exhibitors, all of whom must complete the Risk Assessment Form.

Using the guidelines shown below please consider what risk there is to those building trade stands and to visitors during the show. Outline the steps you propose to take to minimise that risk in the table on the form.

Hazard	Who might be harmed	Is more needed to control the risk
<p>Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide:</p>	<p>There is no need to list individuals by name – just think about groups of people doing similar work or who may be affected, e.g:</p>	<p>For the hazards listed, do the precautions already taken:</p>
<ul style="list-style-type: none"> • Slipping/tripping hazards • Chemicals (e.g. battery acid) • Moving parts of machinery (e.g. blades) • Working at height • Pressure systems • Vehicles (e.g. fork-lift trucks) • Electricity • Dust (e.g. from grinding) • Fumes (e.g. vehicle engines) • Manual handling • Noise • Livestock on stand 	<ul style="list-style-type: none"> • Office Staff • Maintenance personnel • Contractors • People sharing your workplace • Operators • Cleaners <p>Pay particular attention to:</p> <ul style="list-style-type: none"> • Staff with disabilities • Inexperienced staff • Lone workers – they may be more vulnerable • Visitors 	<ul style="list-style-type: none"> • Meet the standards set by a legal requirement? • Comply with a recognised industry standard? • Represent good practice? • Reduce risk as far as reasonably practicable? <p>Have you provided:</p> <ul style="list-style-type: none"> • Adequate information, instruction or training? • Adequate systems or procedures? <p>If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place.</p> <p>Where the risk is not adequately controlled, indicate what more you need to do (the 'action list').</p>
<p>Fire hazard e.g. combustible materials (rubbish, flammable substances, LPG etc) and ignition sources (flames, smoking etc)</p>	<p>As above</p>	<ul style="list-style-type: none"> • Means of escape; fire detection and alarms. Fire fighting equipment and fire evacuation plan.

RISK ASSESSMENT FORM

Please complete using BLOCK CAPITALS

Company Name		
Responsible Person		
Signature of Assessor		
Date Assessment Undertaken		
Hazard	Persons at Risk	Controls to minimise risk
Fire Assessment		
Liquefied Petroleum Gas (LPG) on site. Yes / No (Please circle)		