



Risk Assessment

Guidelines for Trade Stand Exhibitors, all of whom **MUST** complete the form overleaf and return with application.

Using the guidelines shown below please consider what risk there is to those building up Trade Stands and to members of the public during the Show. Outline the steps you propose to take to minimise that risk in the table overleaf. Please copy this page if more space is required.

Hazard (Please use as a guide to complete hazard column overleaf)	
Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use these examples as a guide.	• Slipping/tripping hazards • Chemicals (e.g. battery acid) • Moving parts of machinery (e.g. blades) • Work at height (e.g. from mezzanine floors) • 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 • Lifting operation
Fire Hazard	Combustible materials (rubbish, flammable substances, LPG etc) and ignition sources (flames, smoking etc)

Who might be harmed? (Please use as a guide to complete persons at risk column overleaf)	
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.	• Office staff • Maintenance personnel • Contractors • People sharing your work place • Operators • Cleaners • Members of the public Pay particular attention to: • Staff with disabilities • Visitors • Inexperienced Staff • Lone workers – they may be more vulnerable

Is more needed to control the risk? (Please use as a guide to complete controls to minimise risk column overleaf)
For the hazards listed, do the precautions already taken:- • Meet the standards set by a legal requirement? • Represent good practice • Comply with a recognised industry standard? • Reduce risk as far as reasonably practicable? Have you provided:- • Adequate information, instruction or training? • Adequate systems or procedures? • In case of fire, a means of escape • Fire detection and alarms • Fire fighting equipment • Fire evacuation plan If the answer to the above is yes, then the risks are adequately controlled, but you need to indicate the precautions you have in place. Where the risk is not adequately controlled, indicate what more you need to do (the 'action list').

Public Liability Insurance Details

Failure to supply this information may result in your application being delayed and or rejected.

Public Liability Insurance Details:	
Insurer Name:	Branch:
Policy Number:	Expiry Date:

Risk Assessment

(Please complete using BLOCK CAPITALS)

Company Name:
Address:
Responsible Person:
Date Assessment Undertaken:
Signature of Assessor:

Hazard See examples overleaf under “hazard”	Persons at Risk See examples overleaf under “who might be harmed”	Controls to minimise risk See examples overleaf under “is more needed to control the risk”

***FIRE RISK ASSESSMENT**

* Liquefied Petroleum Gas (LPG) on site? ☐ (Type YES or NO)		

***Must be completed**