

RISK ASSESSMENT FORM

If you are not able to supply your own Risk Assessment including fire and electrical risk, please complete the Risk Assessment Forms Attached.

Useful Guidelines for Completing Risk Assessment Form

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 – Chemicals (e.g. battery acid) – Work at heights – Pressure systems – Vehicles (e.g. fork-lift trucks) – Electricity – Dust – Fumes (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)
Electric	Is power used and installed (leads kept tidy and no trip hazards). Use of generators and safety refuelling. Power source and location (including associated risks being in a field / temporary structure). Ensure all electrically equipment is British standard compliant. Any electrical safety certificates (PAT tests) should be accompanied with your risk assessment.
Who might be harmed (please use as a guide to complete persons at risk column overleaf)	
There is no need to list individual by name – just think about groups of people doing similar work who may be affected, e.g.	Office Staff / Stall Staff / Maintenance personnel / Contractors / People sharing your work place / Operators / Cleaners / Members of the public / Other exhibitors / Site staff / Security / Show Organisers Pay particular attention to: Staff with disabilities – Visitors – Inexperienced Staff – Lone workers – they may be more vulnerable
Is more needed to control risk? (please use as a guide to complete controls to minimise risk column overleaf)	
<p>For the hazards listed, do the precautions already taken:-</p> <ul style="list-style-type: none"> • Meet the standards set by a legal requirement? • Represent good practice • Compliance with a recognised industry standard? • 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? • In case of a fire, a means of escape • Fire detection and alarms • Fire fighting equipment • Fire evacuation plan <p>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.</p> <p>Where risk is not adequately controlled, indicate what more you need to do (the 'action list')</p>	

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(Please complete using BLOCK CAPITALS)

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

Hazard See examples overleaf under "hazard"	Person at Risk See examples overleaf under "who might be harmed"	Controls to minimise risk See examples overleaf under "is more needed to control risk"

***Fire Risk Assessment**

*Liquified Petroleum Gas (LPG on site. Yes / No) (delete as appropriate)		

***Electric Risk Assessment**
