

RISK ASSESSMENT FORM

This form **MUST BE** completed by all exhibitors applying for space at the Show.

Using the guidelines below, please consider the risk to those building and dismantling your stand(s) and to members of the public during the Show. Overleaf, outline the steps you propose to take to minimise that risk.

If you have any queries about completing the form overleaf, please contact the Organisers.

HAZARD Think about possible hazards which you could reasonably expect to result in significant harm.	WHO IS AT RISK? There is no need to list individuals by name - just think of groups of people who may be affected.	ACTION TO CONTROL RISK For the hazards listed, what precautions have you taken?
<ul style="list-style-type: none"> • Slipping & Tripping • Fire (flammable materials or electrics) • Chemicals (bleach or cleaning materials) • Moving parts of machinery • Work at height (ladders etc.) • Pressure systems • Vehicles, forklifts etc. • Electricity • Dust (from grinding etc.) • Fumes • Manual Handling • Noise 	<ul style="list-style-type: none"> • Staff / visitors • Members of the public • Maintenance personnel • Contractors • Operators • Cleaners <p>Pay particular attention to:</p> <ul style="list-style-type: none"> • Staff with disabilities • Visitors • Inexperienced staff • Lone workers - they may be more vulnerable 	<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?

COMPANY DETAILS: (this address and contact details will appear in the show catalogue and on invoices).

PLC Charity Sole Trader Partnership Limited

Name of Business _____

Contact (Responsible Person) _____

Address _____

Post Code _____

Date Assessment Undertaken _____

Signature of Assessor _____

Stand Number _____

Items to be Displayed on Stand _____

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Likelihood of Happening

1 - Unlikely to happen.
 2 - May occur at some time.
 3 - Likely to occur at some time.
 4 - Very likely to occur.

Extent of Possible Injury

1 - Remote possibility of harm.
 2 - Slight injury, minor first aid.
 3 - Some injury, not too serious.
 4 - Serious injury or damage.
 5 - Could cause death or serious injury.

Hazard	Likelihood of Happening	Extent of Possible Injury	Person at Risk	Controls to Minimise Risk
<i>Slipping/Tripping</i>	2	2	<i>Staff, General Public</i>	<i>Covered possible trip hazard or highlighted with fluorescent tape</i>