

**Trade Stands, Exhibits & Exhibitors
RISK ASSESSMENT FORM**

Please complete using **BLOCK CAPITALS**

To be available on day of show

Trade Stand/Company Name

Correspondence Address

.....Postcode

Telephone NumberMobile Number.....

Person Responsible for Stand

Public Liability Insurance Cover: £.....million, expiry date

Insurance Cover Provided By.....

Hazard	Persons at Risk	Controls to Minimise Risk

Fire Assessment

*Outside Stands: Trailer/Marquee/Gazebo (Please circle)		
*Liquid Petroleum Gas (LPG) on site. Yes/No (Please circle) NO LPG allowed inside Marquees	Cylinder Size	

***Must be completed. All trade exhibitors must have a fire risk assessment and retain a copy on the stand ready for inspection if required.**

Risk Assessment Undertaken by.....(Print Name)

Signature.....Date.....

Guidelines for Trade Stand Exhibitors

The Risk Assessment form overleaf **must** be completed and made available on show day.

Using the guidelines shown below please consider what risk there is to those building 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 the form if more space is required. If in your opinion there is no risk, please print **NO RISK** and explain why there is no risk. **The acceptance of a trade stand with an accompanying risk assessment does not in any way constitute approval by the Society of the completed risk assessment.**

Hazard	Who might be harmed	Is more control needed to control the risk
Look 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.	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.	For the hazards listed, do the precautions already taken -
Slipping/tripping hazards	Staff	<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>
Chemicals (e.g. battery acid)	Maintenance personnel	
Moving parts of machinery (e.g. blades)	Contractors	
Work at height (e.g. from mezzanine floors)	People sharing your Stand	
Pressure systems	Operators	
Vehicles (e.g. fork-lift trucks)	Cleaners	
Electricity	Members of the public	
Dust (e.g. from grinding)	Pay particular attention to:	
Fumes (e.g. vehicle engines)	Staff and Visitors with disabilities	
Manual Handling	Visitors	
Noise	Inexperienced staff	
Livestock on stands	Lone workers – they may be more vulnerable	
Lifting operation		
Fire Hazard e.g. combustible materials (rubbish, flammable substances, LPG etc) and ignition sources (flames, smoking etc.).	As above	
LPG Gas		Not allowed inside marquees