



Incorporating Instow & Torrington Shows

NORTH DEVON AGRICULTURAL SOCIETY

North Devon Show – 1st August 2018

RISK ASSESSMENT FORM

Please return this Form with your application form, your application cannot be processed without your risk assessment.

Company/Business Name: _____

Address: _____

Responsible Person: _____

Date Assessment Undertaken: _____ 2018 Signature of Assessor:

<u>HAZARD</u>	<u>PERSONS AT RISK</u>	<u>CONTROLS TO MINIMISE RISK</u>
Crane on site? Yes/No (Please circle)	Which day(s)?	

FIRE RISK ASSESSMENT

Please read the enclosed document and supply us with a copy of your Risk Assessment.

Liquefied Petroleum Gas (LPG) on site? Yes/No (Please circle)	Cylinder size(s)	
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RISK ASSESSMENT

Risk Assessment Guidelines for Trade Stand Exhibitors

You should consider what risk there is to those erecting and dismantling stands in the trade stand areas, trade marquees and to members of the public during the show. Outline the steps you propose to take to minimise that risk in the table overleaf. Feel free to copy the page if more space is needed.

Nearly every stand will have risks associated with manual handling [unloading/loading of goods] and trip hazards [failure to clear site] and these should be assessed.

Either the original or a copy **MUST** then be forwarded to the Show with your application for space; *alternatively you may use a copy of any similar format, provided you are satisfied that it is applicable to your stand at this event.*

Hazard	Who might be harmed?	Is more needed to control the risk?
<p>Look only for hazards that you could reasonably expect to result in significant harm under the conditions in your workplace at the Show. Use the following examples as a guide</p> <ul style="list-style-type: none"> • Tripping/Slipping Hazard • Manual handling • Lifting operation • Vehicles (e.g.: fork-lift trucks) • Work at height (e.g. from ladders and trestles) • Livestock on stand • Electricity • Moving parts of machinery (e.g. blades) • Chemicals (e.g. battery acid or cleaning fluids) • Pressure systems • Dust (e.g. from grinding) • Fumes (e.g. vehicle engines) • Noise 	<p>There is no need to list individuals by name – consider the safety of workers and visitors; for example.</p> <ul style="list-style-type: none"> • Stand Staff • Members of the public • Office staff • Contractors • People sharing your work place • 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 	<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? • 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>

FIRE MANAGEMENT PLAN

<ul style="list-style-type: none"> • Fire Hazard e.g. combustible materials (rubbish, inflammable substances, LPG etc) • Ignition sources (flames, Smoking etc) 	<p>As above</p>	<p>Systems and procedures</p> <ul style="list-style-type: none"> • Fire exits - signs • Fire alarms • Fire fighting equipment • Fire evacuation plan • Staff training • No smoking signs
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If after reading these guidelines you are still in doubt, then you are advised to ring the Fire Safety Helpline on 01392 872288 or visit www.communities.gov.uk