



TRADE STAND RISK ASSESSMENT FORM

We would prefer if you would attach you own comprehensive Risk Assessment applicable to the particular circumstances of your company. Alternatively, please complete and/or amend the form below using the guidelines provided. Please keep a copy for reference at the event.

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

Hazard	Persons at risk	Control to minimise risk

FIRE ASSESSMENT

*Liquefied Petroleum Gas (LPG) on site. Yes/No (Please circle)	Cylinder size	

***Must be completed**

Risk Assessment Guidelines for Trade Stand Exhibitors

Using the guidelines shown below, please consider what risk there is to those erecting and dismantling trade stands, and to members of the public during the show. Outline the steps you propose to take to minimise that risk. If in your opinion there is no risk please print **NO RISK** and return the enclosed form.

Hazard	Who might be harmed?	Is more needed to control the risk?
Look only 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. For example.....	For the hazards listed, do the precautions already taken
Slipping/tripping hazards Chemicals (e.g. battery acid) Moving part of machinery (e.g. blades) Work at height (e.g. from mezzanine floors) Pressure systems Vehicles (e.g. fork-lifts) Electricity Dust (e.g. from grinding) Fumes (e.g. vehicle engines) Manual handling Noise Livestock on stand Lifting operation	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	Meet the standards set by a legal requirement? Comply with a recognised industry standard? Represent good practice? Reduce risk as far as reasonably practicable? Have you provided: Adequate information, instruction or training? Adequate systems or procedures? If so, 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')
Fire hazard e.g. combustible materials (rubbish, flammable substances, LPG etc) and ignition sources (flames, smoking etc)	As above	Means of escape: fire detection and alarms, fire fighting equipment and fire evacuation plan