

RISK ASSESSMENTS. Part1 Information & guide only please read and adjust to your exhibit or stall.

Health & Safety Legislation requires that all Exhibitors, Charities and Demonstrators must complete a risk assessment. You are required to complete and return the risk Assessment in part 2

Using the guidelines below, please consider what risk there is to those setting up your stand and what risk there is to members of the public during the event. Outline on the form the steps you propose to do, if in your opinion there is no risk please print NO RISK and return the form.

HAZARD	WHO MIGHT BE HARMED	IS MORE NEEDED TO CONTROL THE RISK
<p>Look only for hazards which you could reasonably expect to result in significant harm under conditions in your workplace. Use the following examples as a guide:</p> <p>Slipping/tripping hazards Chemicals, e.g. battery acid Moving parts of machinery, e.g blades Working at heights e.g. from gantries</p> <p>Pressure systems</p> <p>Vehicles</p> <p>Electricity</p> <p>Dust Fumes e.g. from generators</p> <p>Vehicle engines, furnaces</p> <p>Manual handling Noise</p> <p>Livestock's</p> <p>Lifting operations</p> <p>Fire Hazards e.g. combustible materials</p>	<p>There is no need to list people by name – just think about groups of people doing similar work or who may be affected, by such as:</p> <p>Staff</p> <p>Maintenance Personnel Contractors Machine operators</p> <p>Cleaners</p> <p>Members of the public</p> <p>Pay particular attention too:</p> <p>People with disabilities</p> <p>Visitors</p> <p>Inexperienced staff</p> <p>Lone workers- they may be more vulnerable</p>	<p>For the hazards listed, do the precautions already taken:</p> <p>Meet the standards set by legal requirements? Represent good practice?</p> <p>Reduce risk as far as is reasonably practical?</p> <p>Have you provided: Adequate information, training or instruction?</p> <p>Adequate systems or procedures?</p> <p>If so, then the risk is adequately controlled, but you need to indicate on the form the precautions you have in place.</p> <p>Where the risk is not controlled, indicate what, ore you need to do (the action list).</p> <p>Means of escape-firefighting equipment where specified and fire escape plan.</p>