

Compulsory **Risk Assessment Form** for all Exhibitors

Company Name:	
Address:	
Responsible Person:	
Date Assessment Undertaken:	
Signature of Assessor:	
Public Liability Insurance Details:	
<i>Insurance Company:</i>	
<i>Policy Number:</i>	

Hazard	Persons at Risk	Controls to Minimise Risk

<i>Fire Assessment</i>		
Liquefied Petroleum Gas on Site?		
Yes / No (Please Circle)		

PLEASE SEE THE GUIDE OVERLEAF FOR COMPLETING THIS FORM

Guidelines for Trade Stand Exhibitor Risk Assessment

All Exhibitors must complete the form overleaf and submit it with the stand reservation form

Using the guidelines shown below, please consider what risk there is to those constructing and dismantling trade stands, managing trade stands and to visitors during the event. Outline the steps you propose to take to minimise each risk in the table overleaf. If in your opinion there is absolutely no risk, please print 'NO RISK' in the table.

Hazard	Persons at Risk	Controls to Minimise Risk
<p><i>Look only for hazards that you could reasonably expect to result in significant harm within the conditions of your trade stand. Use the following examples as a guide:</i></p>	<p><i>There is no need to list the individuals by name – just think about groups of people doing similar work or who may be affected, for example:</i></p>	<p><i>For the hazards listed, do the precautions already taken :</i></p>
<ul style="list-style-type: none"> • <i>Slipping and tripping hazards</i> • <i>Chemicals (e.g. battery acid)</i> • <i>Moving parts of machinery (e.g. blades, gears)</i> • <i>Working at height (e.g. ladders, steps, stage floors)</i> • <i>Pressure systems</i> • <i>Vehicles (e.g. fork lift trucks)</i> • <i>Electricity</i> • <i>Fumes (e.g. engines)</i> • <i>Manual handling and lifting</i> • <i>Noise</i> • <i>Livestock on stand</i> 	<p><i>Show visitors</i></p> <ul style="list-style-type: none"> • <i>Company staff</i> • <i>Maintenance personnel</i> • <i>Contractors</i> • <i>People sharing your stand</i> • <i>Operators</i> <p><i>Pay particular attention to:</i></p> <ul style="list-style-type: none"> • <i>Staff with disabilities</i> • <i>Visitors</i> • <i>Inexperienced staff</i> • <i>Lone workers (as they may be more vulnerable)</i> 	<ul style="list-style-type: none"> • <i>Meet the standards set by a legal requirement?</i> • <i>Comply with a recognised industry standard?</i> • <i>Represent good practise?</i> • <i>Reduced risk as far as reasonably practicable?</i> <p><i>Have you provided:</i></p> <ul style="list-style-type: none"> • <i>Adequate information, instruction or training?</i> • <i>Adequate systems or procedures?</i> <p><i>If so, then the risks are adequately controlled, but you need to indicate the precautions that you have in place.</i></p> <p><i>Where the risk is not adequately controlled, indicate what more you plan to do – i.e. an 'action list'</i></p>