

Form 5A
RISK ASSESSMENT TEMPLATE
 Deadline: **Friday, 14 February 2014**

Sample of a Risk Assessment

List hazards which you will expect to encounter on-site. Use the following examples as a guide:

Hazards	<ul style="list-style-type: none"> • Slipping/Tripping hazards (e.g. poorly maintained floors or stairs) • Fire (e.g. from flammable materials) • Chemicals & Hazardous substances (e.g. cleaning fluids) • Moving parts of machinery (e.g. blades) • Working at height above 2.5m (e.g. platforms, tower scaffolds, etc) • Vehicles • Electricity (e.g. wiring) • Fumes (e.g. machinery) • Manual Handling • Noise • Temperatures • Water Features
Who is affected?	<p>List of groups of people who could be harmed and how:</p> <ul style="list-style-type: none"> • Maintenance staff • Contractors • People sharing your stand/space • Cleaners • Visitors • Pregnant women • Staff / visitors with disabilities • Inexperienced and new staff • Foreign staff/visitors • Overtime workers • Organisers • Venue staff
Level of risk	<p>Indicate the level of risk to who or what?</p> <ul style="list-style-type: none"> • High • Medium • Low
Precautions / Action	<p>After evaluating the risks, now indicate what precautions/actions you have already taken or intend to carry out:</p> <p>For example:</p> <ul style="list-style-type: none"> • Are all employees adequately trained or informed? • Erect warning signs where there is overhead work being carried out • Ensure waste is removed promptly • Ensure machinery, ladders etc are tested before bringing on to site <p>Do the precautions:</p> <ul style="list-style-type: none"> • Adhere to rules/Organisers manual? • Have local authority approval if necessary? • Comply with industry standards?
Further Action	<p>Can any of the risks be reduced further? If applicable, list what further precautions/actions you can take?</p>

No access to the site is permitted if **Form 5B is not returned to the Organisers before the deadline.**