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| **Okehampton Show 2023 – Risk & Fire Assessment**  |
| **GUIDANCE NOTES FOR COMPLETION OF FORM**  |

**Using the guidelines suggested below please consider what risks there are to those people setting up/dismantling, manning and**

**members of the public attending your stand on Show Day.**

*PLEASE COMPLETE RISK & FIRE ASSESSMENTS - \*\*\* Use notes following to help you complete this form\*\*\**

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| **HAZARD**Look for Hazards which you could reasonably expect to result in significant harm under the conditions of the workplace. Use examples as a guide. | **PERSONS AT RISK**List groups of people doing similar work or who may be affected, see below | **CONTROLS TO MINIMISE RISK**Have you already taken precautions against risks from the hazards you listed. Do these precautions meet the following below | **FURTHER ACTION**What more could you reasonably do for those risks which were not adequately controlled? You will nee to give priority to those risks which may effect large numbers of people or could result in serious harm. |
| * Slipping/tripping hazards
* Fire (eg from flammable material)
* Chemical (eg battery acid)
* Moving parts of machinery
* Work at height
* Ejection of material
* Pressure systems
* Vehicles (eg forklift trucks)
* Electricity (eg poor wiring)
* Dust
* Fumes
* Manual handling
* Noise
* Poor lighting
* Low temperature
* Animal bedding (ie straw)
 | * Office staff
* Maintenance personnel
* Contractors
* People sharing your workplace
* Operators
* Cleaners
* Members of the public
* **Pay particular attention to:**
* Staff with disabilities
* Visitors
* Inexperienced staff
* Lone workers
 | * Meet the standards set by legal requirement
* Comply with recognised industry standard.
* Represent good practice
* **Have you provided**:
* Adequate information, instruction or training?
* Adequate systems or procedures?
* If so, then risks are adequately controlled but you need to indicate the precautions you have in place
 | * Remove risk completely.
* Try a less risky option.
* Prevent access to the hazard (eg by guarding).
* Organise work to reduce exposure to the hazard.
* Issue personal protective equipment.
* (eg washing facilities and first aid).
 |
| **HAZARD** | **PERSONS AT RISK** | **CONTROLS YOU WILL TAKE TO MINIMISE RISK** | **FURTHER ACTION** |
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**By Signing this form, you are confirming your agreement to abide by all Covid regulations as current at the date of the show.**

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| **FIRE RISK ASSESSMENT – THIS SECTION MUST BE COMPLETED.*** **Please indicate how you intend to control the fire risk on your stand.**
* **ALL trade stands must supply their own fire extinguisher.**
* **Please indicate if cooking will take place or if there are other sources of ignition on your stand.**
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| **HAZARD** | **PERSONS AT RISK** | **CONTROLS TO MINIMISE RISK** |
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| **Liquefied Petroleum Gas:****(LPG) on site** **Yes** [ ] **No** [ ]  | **Vehicle to be kept on site** **Yes** [ ] **No** [ ]  | **Type of fire extinguisher to be held on your stand** **Water** [ ]  **Powder** [ ] **Foam** [ ]  **Carbon dioxide** [ ] **Fire blanket provided Yes** [ ]  **No** [ ]  |

I/We confirm that there will be a suitable fire extinguisher on site in good working order, a responsible person will be on the trade stand site at all times throughout opening hours and all members of staff will know how to operate the fire safety equipment located on the stand site.

**Name of Individual/Organisation (capitals please):** Click or tap here to enter text.

**Signature:** Click or tap here to enter text. **Print Name :** Click or tap here to enter text. **Date Assessment Carried out :** Click or tap to enter a date.

**Both above parts of this form must be fully completed – a form left blank or stating ‘No Risk’ ‘N/A’ or ‘None’ will be returned and the Trade Stand Application will not be processed or accepted until the form is completed.**