**Okehampton Show – Risk Assessment Form 2023**

**GUIDANCE NOTES FOR COMPLETION OF FORM OVERLEAF**

**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 Showday.**

**POTENTIAL HAZARD PERSONS AT RISK CONTROLS TO MINIMISE RISK FURTHER ACTION**

Look for hazards which you List groups of people doing Have you already taken precautions What more could you

could reasonably expect to result similar work or who may be against risks from the hazards you reasonably do for those

in significant harm under the affected, see below: listed? Do these precautions (see risks which were not

conditions in the workplace. Use below: adequately controlled?

examples below as a guide: You will need to give’;;;;;

 priority to those risks

 which may affect large

 numbers of people or

 could result in serious

 harm. Apply principles

 as listed below:

Slipping/tripping hazards Office staff Meet the standards set by legal Remove risk completely.

Fire (eg from flammable material) Maintenance personnel requirement. Try a less risky option.

Chemical (eg battery acid) Contractors Comply with recognised industry standard. Prevent access to the

Moving parts of machinery People sharing your workplace Represent good practice. hazard (eg by guarding).

Work at height Operators Reduce risk as far as reasonably possible. Organise work to reduce

Ejection of material Cleaners **Have you provided**: exposure to the hazard.

Pressure systems Members of the public adequate information, instruction or training? Issue personal protective

Vehicles (eg forklift trucks) **Pay particular attention to:** Adequate systems or procedures? equipment.

Electricity (eg poor wiring) Staff with disabilities Provide welfare facilities

Dust Visitors If so, then risks are adequately controlled

but

Fumes Inexperienced staff you need to indicate the precautions you have

(Eg washing facilities first aid).

Manual handling Lone workers in place

Noise

Poor lighting

Low temperature

Covid Protection

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| **Okehampton Show (Devon Food Hall) – Risk Assessment Form** |

*\*\*\* Use notes overleaf to help you complete this form\*\*\**

**This form must be fully completed - please note a form stating ‘No Risk’ ‘N/A’ or ‘None’ will be returned**

**This form has been enabled so that you can download, complete digitally, save and email back to info@okehamptonshow.co.uk**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HAZARD** | **HAZARD SEVERITY****RATING\*** | **HAZARD PROBABILITY RATING \*\*** | **PERSONS AT****RISK** | **CONTROLS TO** **MINIMISE RISK** |
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**\* Hazard Severity Rating**: 1 - **Negligible** (remote possibility of harm), 2 – **Marginal** (slight injury, minor first aid), 3 – **Slightly dangerous** (some injury, not too serious), 4 – **Dangerous** (serious injury or damage), 5 – **Very dangerous** (could cause death or widespread injury).

**\*\* Hazard Probability Rating**: 1 – **Improbable** (unlikely to happen), 2 – **Remote** (may occur at some time), 3 – **Possible** (like to occur at some time), 4 – **Probable** (very likely to occur), 5 – **Very probable** (very likely to occur soon).

**By Signing this form you are confirming your agreement to abide by all Covid regulations as current at the date of the show.**

**Name of 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.