

# Holsworthy & Stratton Agricultural Show – 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.

### HAZARD

Look for hazards which you could reasonably expect to result in significant harm under the conditions in the workplace. Use examples below as a guide:

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)

### PERSONS AT RISK

List groups of people doing similar work or who may be affected, see below:

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

### CONTROLS TO MINIMISE RISK

Have you already taken precautions against risks from the hazards you listed? Do these precautions (see below:

Meet the standards set by legal requirement.  
Comply with recognised industry standard.  
Represent good practice.  
Reduce risk as far as reasonably possible.  
**Have you provided:**  
Adequate information, instructions or training?  
Adequate systems or procedures?

If so, then risks are adequately controlled, but you need to indicate the precautions you have in place

### FURTHER ACTION

What more could you reasonably do for those risks which were not adequately controlled? 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:

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.  
Provide welfare facilities (eg washing facilities and first aid).

***PTO***

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

HAZARD	PERSONS AT RISK	CONTROLS YOU WILL TAKE TO MINIMISE RISK	FURTHER ACTION

**FIRE 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**

HAZARD	PERSONS AT RISK	CONTROLS TO MINIMISE RISK
<b>Liquefied Petroleum Gas: (LPG) on site</b> <div>YES / NO</div>	<b>Vehicle to be kept on site</b> <div>YES / NO</div>	<b>Type of fire extinguisher to be held on your stand (water, powder, foam, carbon dioxide)</b>  <b>Fire blanket provided</b> <div>YES / NO</div>

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): .....**

**Signature:..... Print Name: ..... Date Assessment Carried out: .....**

**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**