



CAITHNESS SHOW – RISK ASSESSMENT 2023

Friday 14th - Saturday 15th July – Riverside & Westerseat Grounds, Wick, KW1 4TD

Please complete this Risk Assessment and return along with your application. **Applications without a completed Risk Assessment cannot be accepted.**

RISK ASSESSMENT GUIDELINES

Please complete the risk assessment form using the guidelines shown below. Consider what risk there is for those setting up and dismantling exhibitor's stands and for the general public and exhibitors during the event.

HAZARD	WHO MIGHT BE HARMED?	IS MORE REQUIRED TO CONTROL THE RISK?
Look out for hazards that you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide.	There is no need to list individuals by name – just think about groups of people doing similar work or who may be affected. E.g.	For the hazard listed, do the precautions already taken -
Slipping/Tripping hazard Chemicals (e.g., battery acid) Moving Parts of Machinery (e.g., bales) Working at height Pressure Systems Vehicles (e.g., fork-lift trucks) Dust (e.g., from grinding) Fumes (e.g., vehicle engines) Noise Livestock on stand	Staff & members of the public Pay particular attention to: <ul style="list-style-type: none">Staff with disabilitiesVisitorsInexperienced StaffLone workers – they may be more vulnerable	<ul style="list-style-type: none"> Meet the standards set by a legal requirement? Comply with recognised industry standards (e.g., Health & Hygiene) Represent good practice? Reduce risk as far as reasonably practicable? <p>Have you provided:</p> <ul style="list-style-type: none"> Adequate information, instruction, or training Adequate systems or procedures? If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. <p>Where the risk is not adequately controlled, indicate what more you need to do (the "action list")</p>
Electricity		
Moving parts of machinery (e.g., blades)		
Manual Handling and Lifting Machinery		
Food Sampling/Display		
Fire Hazard e.g., Combustible materials (rubbish, flammable substances, LPG etc.) and ignition sources (flames, smoking etc.)	Staff and members of the public	Means of Escape. Firefighting equipment and fire evacuation plan.

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RISK ASSESSMENT FORM (Please see guidelines above)

Please complete, using BLOCK CAPITALS, and return with the Trade Stand Application Form

Company Name:	
Address:	
Person completing this form:	
Date:	

GENERAL ASSESSMENT

HAZARD	PERSONS AT RISK	CONTROLS TO MINIMISE RISK

FIRE ASSESSMENT

HAZARD	PERSONS AT RISK	CONTROLS TO MINIMISE RISK
Liquefied Petroleum Gas (LPG) on site? YES / NO	Cylinder size?	

SIGNED:	PRINT NAME:
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