

## RISK ASSESSMENT

FOR OFFICE USE ONLY	Stand Number	Acknowledged
<p><b>If contact details are the same as the name and address for all correspondence, please only provide the stand name.</b></p>		
<p>Company..... Contact</p> <p>Name.....</p> <p>Address.....</p> <p>.....</p> <p>.....</p> <p>Post Code.....</p> <p>Tel no. / Mobile: ..... On-Site Mobile Number</p> <p>.....</p> <p>Email.....</p> <p>.....</p>		

[illegible]

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

- Slipping / tripping hazards (e.g. floors / stairs)
- Chemicals
- Work at height
- Pressure systems
- Electricity
- Poor lighting & low temperature
- Fire (e.g. from flammable materials)
- Moving parts of machinery (e.g. blades)
- Ejection of material (e.g. from plastic moulding)
- Vehicles (e.g. fork lift trucks)
- Dust, fume, noise
- Manual handling

List hazards here: -

- COVID-19

[illegible]

**IS THE RISK ADEQUATELY CONTROLLED?**

Have you already taken precautions against the risks from the hazards you have listed? For example, have you provided:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Adequate information, instruction or training</li> </ul>   | <ul style="list-style-type: none"> <li>• Adequate systems or procedures</li> </ul>   |
| <p>Do the precautions:</p> <ul style="list-style-type: none"> <li>• Meet the standards set by legal requirement?</li> <li>• Represent good practice?</li> </ul> | <ul style="list-style-type: none"> <li>• Comply with recognised industry standard?</li> <li>• Reduce risk as far as reasonably practical?</li> </ul> |

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

List existing controls here or not where the information may be found (for example, procedures, manuals etc)

[illegible]

WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?
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What more could you reasonably do for those risks which you found were not adequately controlled?

You will need to give priority to those risks which affect large numbers of people and/or could results in serious harm.

Apply the principles below when taking further action, preferably in the following order:

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|--|--|
| 1. Remove the risk completely              | 2. Try a less risky option                                   |
| 3. <del>Prevent access to the hazard</del> | 4. <del>Organise work to reduce exposure to the hazard</del> |
| 5. Issue personal protective equipment     | 6. Provide welfare facilities (e.g. first aid)               |

List the risks which are not adequately controlled and the action you will need to take, where it is reasonably practical to do more. You are entitled to take cost into account, unless the risk is high.

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The Society recommend that you keep a copy of your completed trade stand forms and event rules and regulations for your records.

Signature: .....Date: .....