RISK ASSESSMENT

FOR OFFICE USE ONLY	Stand Number	Acknowledged			
If contact details are the same a	as the name and address for all correspondence	, please only provide the stand name.			
Company	Company				
Name					
Address	Address				
Post Code	Post Code				
Tel no. / Mobile:	Tel no. / Mobile: On-Site Mobile Number				
Email					
WHO MIGHT BE HARMED?					
There is no need to list individua	als by name – just think about groups of people d	loing similar work or who may be affected, e.g:			
Office Staff		aring your workplace			
Maintenance PersonnelContractors	OperatorsCleaners				
Members of the public	- Cicuncis				
PAY PARTICULAR ATTENTION					
Staff with disabilities	• Inexperier				
• Visitors	• Lone Worl				
List groups of people who are	especially at risk from the significant hazards w	nich you nave identified: -			

HAZARD				
Look only for hazards which you could reasonably expect to resu the following examples as a guide:	lt in significant harm under the conditions in your workplace. Use			
 Slipping / tripping hazards (e.g. floors / stairs) Chemicals Work at height Pressure systems Electricity Poor lighting & low temperature List hazards here: -	 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 COVID-19 			

Have you already taken precautions against the risks from the hazards you have listed? For example, have you provided: • Adequate information, instruction or training • Adequate systems or procedures Do the precautions: • Meet the standards set by legal requirement? • Represent good practice? • Reduce 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) WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK? 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: 1	IS THE RISK ADEQUATELY CONTROLLED?					
Do the precautions: • Neet the standards set by legal requirement? • Represent good practice? • Reduce risk as far as reasonably practical? 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) WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK? 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: 1. Remove the risk completely 2. Try a less risky option 2. Remove the risk completely 3. Remove the risk completely 4. Organice work to reduce expocure to the hazard 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.	Have you already taken precautions against the risks from the hazard	l uoy at	nave listed? For example, have you provided:			
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Signature:	Date:

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