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| **Okehampton 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 Showday.**

**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 (eg washing facilities and

Fumes Inexperienced staff you need to indicate the precautions you have first aid).

Manual handling Lone workers in place

Noise

Poor lighting

Low temperature

Animal bedding (ie straw)

***PTO***

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

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

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| **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. Please indicate if cooking will take place or if there are other sources of ignition on your stand.** | | |
| **HAZARD** | **PERSONS AT RISK** | **CONTROLS TO MINIMISE RISK** |
|  |  |  |
| **Liquefied Petroleum Gas:**  **(LPG) on site YES / NO** | **Vehicle to be kept on site YES / NO** | **Type of fire extinguisher to be held on your stand (water, powder, foam, carbon dioxide)**  **Fire blanket provided YES / NO** |

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**