

BURWARTON AND DISTRICT AGRICULTURAL SOCIETY

A Company Limited by Guarantee Company Reg No 2088026 Registered Charity No 518459

RISK ASSESSMENT FORM

In the interests of maintaining the Society's strict safety standards, the Society requires you to complete this Risk Assessment form in full, listing any potential hazards which may arise in your area, persons at risk, and the controls you will have in place to minimise any risk.

NO BOOKING FOR STAND SPACE WILL BE ACCEPTED UNTIL THE COMPLETED RISK ASSESSMENT FORM

All forms must be signed by the Responsible Person who will be in charge of your area during pre-show build up, Show Day and dismantling time.

All exhibitors are responsible for their staff and/or contractors and for ensuring that they are competent and/or qualified to carry out the work required on their exhibition site during the build up period, day of Show and breakdown period.

NAME OF BUSINESS _____

NATURE OF BUSINESS _____

RESPONSIBLE PERSON _____

CONTACT TELEPHONE NUMBERS _____

SIGNED _____

DATE _____

RISK ASSESSMENT GUIDANCE NOTES - PLEASE READ CAREFULLY BEFORE COMPLETING FORM BELOW

NATURE OF HAZARD - Look for hazards which you could reasonably expect to result in significant harm under the conditions of your exhibition space. Use the following examples as a guide.

- Slipping/tripping/tripping (e.g. tent pegs, ropes, loose cables, slippery surfaces)
- fire (e.g. flammable materials, smoke inhalation, burns)
- chemicals (e.g. battery acid)
- moving parts of machinery (e.g. blades)
- pressure systems (e.g. steam boilers)
- moving vehicles (e.g. fork-lift trucks, delivery vehicles)
- electricity (e.g. poor wiring)
- fumes (inhalation of toxic)
- manual handling (carrying heavy items)
- noise (excessive)
- poor lighting
- low or high temperature
- unsafe exhibits (furniture, products etc.)

WHO MIGHT BE HARMED? - There is no need to list individuals by name - just think about groups of people who may be at risk from the hazards you have identified, e.g.

- staff
- maintenance personnel
- contractors
- people sharing your exhibition space
- operators
- cleaners

- members of the public
- Pay particular attention to:
 - people with disabilities
 - visitors
 - inexperienced staff
 - lone workers

They may be more vulnerable.

CONTROLS TO MINIMISE RISK TO AN ACCEPTABLE LEVEL

For the hazards listed, do the precautions already taken

- meet the standards set by a legal requirement?
- comply with a recognised industry standard?
- represent good practice?
- reduce risk as far as reasonably practicable?

Have you provided

- adequate information, instruction or training?
- adequate systems or procedures?

If so, then the risks are adequately controlled but you still need to list the precautions you have in place to ensure that the risk of an accident has been reduced as far as is reasonably practicable

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