

### HEALTH & SAFETY RISK ASSESSMENT FORM

#### HEALTH AND SAFETY RISK ASSESSMENT GUIDELINES FOR TRADE STAND EXHIBITORS

All exhibitors **MUST** complete the Health and Safety Risk Assessment Form.

Using the guidelines shown below, please consider what risks there are to those building up trade stands and to visitors during the Show. Outline the steps you propose to take to minimise that risk in the table on the Risk Assessment Form.

Both Forms, along with a copy of your Public Liability Insurance Certificate must be uploaded to your stand booking on the Society's stand booking system.

Hazard	Who Might Be Harmed?	Is More Needed to Control the Risk?
<p><b>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:</b></p> <p><i>Slipping/tripping hazards</i></p> <p><i>Chemicals (eg battery acid)</i></p> <p><i>Moving parts of machinery (eg blades) *</i></p> <p><i>Work at height (eg from mezzanine floors) *</i></p> <p><i>Pressure systems</i></p> <p><i>Vehicles (eg fork-lift trucks)</i></p> <p><i>Electricity</i></p> <p><i>Fumes (eg vehicle engines)</i></p> <p><i>Manual handling</i></p> <p><i>Noise</i></p>	<p><b>There is no need to list individuals by name - just think about groups of people doing similar work or who may be affected eg:</b></p> <p><i>Office Staff</i></p> <p><i>Maintenance personnel</i></p> <p><i>Contractors</i></p> <p><i>People sharing your workplace *</i></p> <p><i>Operators*</i></p> <p><i>Cleaners</i></p> <p><b>Pay particular attention to:</b>  <i>Staff with disabilities</i>  <i>Visitors</i>  <i>Inexperienced staff</i>  <i>Lone workers - may be more vulnerable</i></p>	<p><b>For the hazards listed, do the precautions already taken:</b></p> <p><i>Meet the standards set by a legal requirement?</i></p> <p><i>Comply with a recognised industry standard?</i></p> <p><i>Represent good practice?</i></p> <p><i>Reduce risk as far as reasonably practicable?</i></p> <p><b>Have you provided:</b></p> <p><i>Adequate information, instruction, or training?</i></p> <p><i>Adequate systems or procedures?</i></p> <p><i>If so, then the risks are adequately controlled but you need to indicate the precautions that you have in place.</i></p> <p><i>Where the risk is not adequately controlled, indicate what more you need to do ("the action list").</i></p>

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This form **MUST** be uploaded with your Trade Stand Application Form

Company Name & Address			Authorised Signatory	
			Print Name in Full	
			Date of Assessment	
Telephone Number			Mobile Number	
Hazard	Severity *	Probability**	Persons at Risk	Controls to Minimise Risk

<b>** Hazard Probability Rating</b> <b>Low</b> (unlikely to happen) <b>Medium</b> (likely to occur at some time) <b>High</b> (very likely to occur)	<b>*Hazard Severity Rating -</b> <b>Low</b> (remote possibility of harm) <b>Medium</b> - (some injury, not too serious) <b>High</b> (serious injury or damage)
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**High** (very likely to occur)

**\*Hazard Severity Rating -**

**Low** (remote possibility of harm)

**Medium** - (some injury, not too serious)

**High** (serious injury or damage)