

Hawkshead Agricultural Society

Agricultural Show 2020

Guidelines for Trade Stand Exhibitors, all of whom must complete the form overleaf.

Using the guidelines shown below please consider what risks there are to those building up Trade Stands and to members of the public during the show. Outline the steps you propose to take to minimise those risks in the table overleaf. Please copy this page if more space is required.

If in your opinion there are no risks please print **NO RISKS** and return the form.

Hazard	Who Might be harmed	Is more needed to control the risk
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.	There is no need to list individuals by name – just think about groups of people doing similar work of who may be affected, e.g.	For the hazards listed, do the precautions already taken
Slipping/tripping hazards Chemicals (e.g battery acid) Moving parts of machinery (e.g Blades) Work at height (e.g. from mezzanine floors) Pressure systems Vehicles (e.g. fork-lift trucks) Electricity Dust (e.g. from grinding) Fumes (e.g. from vehicle engines) Manual handling Noise Livestock on stand Lifting operation	Office Staff Maintenance Personnel Contractors People sharing your work place Operators Cleaners Members of the public Pay particular attention to:- Staff with disabilities Visitors Inexperienced staff Lone workers – they may be more vulnerable.	<ul style="list-style-type: none"> * Meet the standards set by a legal requirement? * Comply with a recognised industry standard? * Represent good practice? * Represent risk as far as reasonably practicable? Have you provided: <ul style="list-style-type: none"> * Adequate information, instruction or training? * Adequate systems or procedures? If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. Where the risk is not adequately controlled, indicate what more you need to do (the 'action list').
Fire hazard e.g. combustible materials (rubbish, flammable substances, LPG etc) and ignition sources (flames, smoking etc)	As above.	<ul style="list-style-type: none"> * Means of escape; fire detection and alarms. Fire fighting equipment and fire evacuation plan.

HAWKSHEAD AGRICULTURAL SHOW 2020

(REGISTERED CHARITY No. 227716)

RISK ASSESSMENT FORM

Please complete in BLOCK CAPITALS (Please photocopy more sheets if you need to)

Company Name:
Address:
Responsible Person:
Date Assessment undertaken:
Signature of Assessor:
Products to be exhibited:

HAZARD	HAZARD SEVERITY RATING*	HAZARD PROBABILITY RATING**	PERSONS AT RISK	CONTROLS TO MINIMISE RISK

Please note that if you are using a portable generator a copy of an up to date test certificate must be provided

***Hazard Severity Rating:** 1 – Negligible (remote possibility of harm) 2 – Marginal (slight injury, minor first aid) 3 – Slightly dangerous (some injury, not too serious) 4 – Dangerous (serious injury or damage) 5 – Very dangerous (could cause death or widespread injuries)

****Hazard Probability Rating:** 1 – Improbable (unlikely to happen) 2 – Remote (may occur at some time) 3 – Possible (likely to occur at some time) 4 – Probably (very likely to occur) 5 – Very probable (very likely to occur soon)

Failure in completing this form means no tickets will be allocated for trade stands space at this years show.