

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

* must be completed

FOR GUIDELINES SEE OVER

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

Fire Assessment		
Hazard	Persons at Risk	Controls to Minimise Risk
Liquified Petroleum Gas (LPG) on site YES/NO (please circle)		

Please return with your completed Trade Stand Application Form to:
Jan Forrest, Shropshire & West Midlands Agricultural Society Ltd
Berwick Road, Shrewsbury, Shropshire SY1 2PF

RISK ASSESSMENT GUIDELINES FOR TRADE STAND EXHIBITORS

All exhibitors **MUST** complete the 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. If, in your opinion, there is no risk, then please print 'No Risk' and return the form to Ian Bebbington, Shropshire & West Midlands Agricultural Society Ltd, Berwick Road, Shrewsbury, Shropshire SY1 2PF.

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