

Gosforth Agricultural Society

Registered Charity No. 1176889

Guidelines for Trade Stand Exhibitors, attached form **must** be completed.

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.

NO APPLICATION WILL BE CONSIDERED WITHOUT A COMPLETED RISK ASSESSMENT FORM AND FIRE RISK ASSESSMENT 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 – 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 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.

Gosforth Agricultural Society

Registered Charity No. 1176889

RISK ASSESSMENT FORM

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

What are the hazards?	Who might be harmed and how?	What are you already doing to minimise the Risk?	Do you need to do anything else to manage this risk?
<i>Example</i> Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages	We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately, offices cleaned each evening	Better housekeeping is needed in staff kitchen, eg on spills

DO ALL ELECTRICAL APPLIANCES YOU MAY BE USING HAVE A CURRENT P.A.T. CERTIFICATE? YES / NO (delete as appropriate)