

Derbyshire County Show

Risk Assessment Guidelines for Trade Exhibitors

Below are some guidelines in respect of the Risk Assessment and Fire Risk Assessment documents which must be completed and returned with all applications for Trade Stands. A copy of which can be found on the website – www.derbyshirecountshow.org.uk

Using these guidelines, please consider what risk there is to those erecting Trade Stands and to members of the public during the Show. Outline any steps you propose to take to minimise that risk on the Risk Assessment Form.

HAZARD - (please use as a guide to complete the 'hazard' column on the form)

1. Look only for hazards which you could reasonably expect to result in significant harm under the conditions in the workplace.
 - a) Slipping/tripping hazards
 - b) Chemicals (for example battery acid)
 - c) Moving parts of machinery (for example moving blades)
 - d) Working at heights (use of a ladder, cherry picker)
 - e) Pressure systems
 - f) Vehicles (for example fork lift trucks)
 - g) Manual handling and lifting operations
 - h) Noise
 - i) Livestock on stand

2. **Fire Hazard**
 - a) Combustible materials (rubbish, flammable substances, LPG etc.) and ignition sources (flames, smoking etc.)

WHO MIGHT BE HARMED – (please use as a guide to complete 'persons at risk' column on the form)

1. There is no need to list individuals by name, but think about people doing similar work or who may be affected e.g.
 - a) Office staff, maintenance personal, contractors
 - b) People sharing your work place – operators, members of the public

Particular attention should be paid to: Staff with disabilities, visitors, inexperienced staff

Lone workers – they may be more vulnerable

IS MORE NEEDED TO CONTROL THE RISK? – (please use as a guide to complete 'controls to minimise risk' column on form.

FOR THE HAZARDS LISTED, DO THE PRECAUTIONS ALREADY TAKEN: -

- a) Meet the standards set by a legal requirement?
- b) Represent good practice
- c) Comply with a recognised industry standard?
- d) Reduce risk as far as reasonable practicable?

Have you provided: -

- a) Adequate information, instruction or training?
- b) Adequate systems or procedures?
- c) In case of fire, a means of escape – fire detection and alarms – firefighting equipment – fire evacuation plan