

MELPLASH AGRICULTURAL SHOW

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

Using the guidelines shown, please consider what risk there is to those building up trade stands and to members of the public during the Show. Outline the steps you propose to take to minimise that risk **in the table overleaf**. Copy this page if more space is required. If in your opinion there is no risk, please print **NO RISK** and return the form.

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>	<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>	<p>For the hazards listed, do the precautions already taken:-</p>
Slipping/tripping hazards	Office staff	Meet the standards set by a legal requirement?
Chemicals (ie battery acid)	Maintenance personnel	Comply with a recognised industry standard?
Moving parts of machinery (ie blades)	Contractors	Represent good practice?
Work at heights (ie from mezzanine floors)	People sharing your workplace	Reduce risk as far as reasonably practicable?
Pressure systems	Operators	Have you provided:
Vehicles (ie fork lift trucks)	Cleaners	Adequate information, instruction or training?
Electricity	Members of the public	Adequate systems or procedures?
Dust (ie from grinding)	Pay particular attention to:	If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place.
Fumes (ie vehicle engines or generators)	Staff with disabilities	Where the risk is not adequately controlled, indicate what more you need to do (the action list).
Manual handling	Visitors	Means of escape - fire detection & alarms. Fire-fighting equipment & fire evacuation plan.
Noise	Inexperienced staff	
Livestock on stand	Lone workers – they may be more vulnerable	
Lifting operation	As above	
Fire Hazard ie combustible materials (rubbish, LPG, flammable substances, etc and ignition sources (flames, smoking etc).		

MELPLASH AGRICULTURAL SOCIETY SHOW 2010

COMPULSORY RISK ASSESSMENT FORM

Please complete using BLOCK CAPITALS

Company Name:	
Address:	
Name of Person Responsible:	
Signature:	
Date Assessment Undertaken:	

Hazard	Persons at Risk	Controls to minimise risk

FIRE ASSESSMENT

Are you operating a generator? YES/NO		
Are you serving hot food or drinks? YES/NO		
*Liquefied Petroleum Gas (LPG) on site YES/NO		

***Must be completed**