Exhibitor Risk Assessments
Lincolnshire Show 2017
21st & 22nd June

Risk Assessment & Fire Risk Assessment Guidance

WHY COMPLETE A RISK ASSESSMENT

1. If someone comes onto your stand and injures themselves they can look to seek compensation from you. If you've made no effort to complete a risk assessment, or have simply put NO RISK across your form, a court would likely look at this as you not having made any effort to consider the welfare of people coming onto your stand. If however you have completed a risk assessment, and even if the injury is as a result of a hazard you had not identified in that risk assessment, a court is much more likely to look favourably on you as you've shown you've considered risks on your stall and taken steps to minimise them.

2. Once you have completed a risk assessment you can use it again and again at different events, simply "tweaking" and updating it as your stand changes, expands etc. Indeed if you already operate a risk assessment for your stand, we do not require you to transfer that information onto our form, we are happy to accept a copy of that risk assessment, so long as it is relevant to the setup you will be bringing to the Lincolnshire Show.

3. The Lincolnshire Agricultural Society has a duty to ensure the safety and well-being of all who attend the Lincolnshire Show, be they visitors, exhibitors or staff/volunteers. As such it forms part of our trade conditions that each stall holder must complete a risk assessment and submit it with their application form.

A risk assessment is an important step in protecting your workers and your business, as well as complying with the law. The Health and Safety Executive produce a useful guide to assist you in producing your risk assessments – the HSE Five Steps to Risk Assessment. A free copy can be downloaded from: www.hse.gov.uk/risk/fivesteps.htm

To access the risks of your trade stand, please follow the five steps:

1. Identify the hazards

2. Decide who might be harmed and how

3. Evaluate the risks and decide on precautions

4. Record your findings and implement them

5. Review your assessment and update if necessary

Risk Assessments and Method Statements (RAMS):
Must be specific to the intended activities to be undertaken at the event. Any residual risks must be clearly identified, particularly those which may affect others in close proximity.
Generic risk assessments and method statements *may* be accepted provided that they are accompanied with a letter confirming that they are relevant to the specific event, otherwise specific documentation will be required.

Construction / Set-up:
Where work will include erection and removal of structures, the risk assessments and method statements must include specific details of:

A) How you will ensure that unauthorised access to the working area will be maintained during the build-up and break-down phases.
B) If working at height is involved, how suitable access will be provided, how falls will be prevented and what rescue procedures are available.
C) Details of what PPE (Such as Hi-Viz, safety footwear etc) will be required to be used at all times within the construction area – be mindful of your duties under the CDM 2015 regulations.

Fire Risk Assessment / Fire Certificates:
You may require a specific fire risk assessment, subsequently needing to supply fire certificates for construction materials, fabrics, drapes etc.

HAZARD
A HAZARD is anything, within reason, which could cause damage to people, property or the environment. A marquee (***gazebos or small marquees should be fit for purpose***) could blow down in high wind, or a flag pole could blow over if not properly secured for example. The hazards may include any or all of the following, but please note this is not an exhaustive list.
Please tick below the boxes that may affect you, and include these in your risk assessment

POSSIBLE HAZARDS	✓
General access to the area	
Slips and trips	
Falls from height or ground level	
Working at height	
Manual handling	
Setting up / packing down stands or other structures	
Use of electrical equipment	
Adverse weather conditions – excess heat, wet weather or high winds	
Items on display on the stand	
Steps or ramps	

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RISK ASSESSMENT FORM

COMPANY NAME:	
RESPONSIBLE PERSON:	
DATE ASSESSMENT UNDERTAKEN:	
SIGNATURE OF ASSESSOR:	

HAZARDS	LIKELIHOOD*	SEVERITY**	PERSON AT RISK	CONTROL MEASURES IN PLACE

*Likelihood Rating – Low (Unlikely to happen); Medium (Likely to occur at some time); High (Very likely to occur)
**Severity Rating – Low (Remote possibility of harm); Medium (Minor injuries); High (Severe injury or damage)

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FIRE RISK ASSESSMENT FORM

COMPANY NAME:	
ADDRESS:	
RESPONSIBLE PERSON:	
DATE ASSESSMENT UNDERTAKEN:	
SIGNATURE OF ASSESSOR:	

MARQUEES
If a marquee is being used, is it privately owned? YES / NO
If YES, please provide details of fire retardant protection, or supply copy of relevant fire certificate:
If NO, please enclose a copy of the fire protection certificate from the supplier.

Number of extinguishers:	Type of extinguishers:

HAZARDS	LIKELIHOOD*	SEVERITY**	PERSONS AT RISK	CONTROL MEASURES IN PLACE

*Likelihood Rating – Low (Unlikely to happen); Medium (Likely to occur at some time); High (Very likely to occur)
**Severity Rating – Low (Remote possibility of harm); Medium (Minor injuries); High (Severe injury or damage)