

TRADE STAND FIRE AND RISK ASSESSMENT

Wednesday, 19th July, 2017

PLEASE DO NOT LEAVE BOXES BLANK

RISK ASSESSMENT FOR	UNDERTAKEN BY
Company Name:	Name:
Address:	Date:
Address:	Please return this risk assessment with a copy of your Public Liability Insurance , if your insurance expires before the event you will need to renew it AND RESEND TO US BEFORE THE EVENT.
Address:	
Email address:	
Telephone number:	

DESCRIBE THE TYPE OF TRADE STAND/AREA/FACILITIES THAT ARE BEING ASSESSED

EXPLAIN WHAT ACTIVITIES/USE WILL BE UNDERTAKEN BY THIS TRADE STAND

For example agricultural machinery, catering, retail, children's activities, etc.

SUB -CONTRACTORS		Yes	No				
Are you using a sub -contractor to put up or take down any part/aspect of your stand/marquee/structure? Have you obtained their Health and safety paperwork?							
List ALL contractors that visit your stand <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%; text-align: left; padding: 5px;">Name of Contractor/s</th> <th style="width: 60%; text-align: left; padding: 5px;">Telephone number</th> </tr> </thead> <tbody> <tr style="height: 150px;"> <td style="border: none;"></td> <td style="border: none;"></td> </tr> </tbody> </table>				Name of Contractor/s	Telephone number		
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IDENTIFIED HAZARD	Risk is High, Medium Low	WHO MAY BE INJURED Staff/public/contractor etc.	WHAT ARE YOU DOING TO CONTROL THAT RISK				
For example Slips, trips and falls over boxes of stock							

FIRE HAZARD/RISKS - IDENTIFY ALL POTENTIAL FIRE HAZARD/S	Yes	No
Will you generate a naked flame on your stand?		
Will you have any type of cooking equipment?		
Will you have any other heat/ source of ignition on your stand?		
Identify any Other?		
FIRE PREVENTION CONTROLS The stand will need a means of escape, fire- fighting equipment and a way to raise the alarm in case of fire, please can you confirm what you are supplying to meet this requirement		
YOUR Fire Controls must be describe here;		
Signed: Emergency Contact Number:		

In the box below is simple guidance from the HSE website please read this or for more information go to the HSE website at <http://www.hse.gov.uk/risk/controlling-risks.htm>

How to assess the risks in your workplace

- [Identify the hazards](#)
- [Decide who might be harmed and how](#)
- [Evaluate the risks and decide on precautions](#)
- [Record your significant findings](#)
- [Review your assessment and update if necessary](#)

Many organisations, where you are confident you understand what's involved, can do the assessment themselves.

You don't have to be a health and safety expert.

When thinking about your risk assessment, remember:

- a **hazard** is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc.
- the **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

FIRE PREVENTION AND CONTROLS MEASURES - YOU MUST EXPLAIN IN THE FIRE CONTROL SECTION THE ACTION TO BE TAKEN i.e. the controls you are putting in place to meet the Regulatory Reform (Fire Safety) Order 2005. This document is a legal document and is retained by the society for our health and safety documentation evidence and records.

YOU MUST ALWAYS TRY TO ELIMINATE A HAZARD/RISK WHEREVER REASONABLY PRACTICABLE, WHERE YOU CANNOT ELIMINATE A HAZARD/RISK THE AIM OF THE ASSESSMENT IS TO REDUCE THE RISK AS MUCH AS POSSIBLE TO PREVENT ANY HARM OCCURING.

There are some typical hazards that may arise within a risk assessment, we have listed them in order to help you but this is not an exhaustive list, each trade stand should look at their own business/stand and assess the hazards/risks specific to them

EXAMPLES OF HAZARDS:

Fall from Working at Height (all work off the ground)

Falling materials from the stand

Tripping over stock or wire/guy ropes

Hazards from operating machinery/powered tools/electrical equipment and or tools

Animals can pose a potential hazard

If you have any questions or concerns please ring the show office 01377 257 494.