

# Risk Assessment Guidelines for Tradestand Exhibitors

All Exhibitors must complete the form overleaf.

Using the guidelines shown below please consider what risks there is to those building up trade-stands and to visitors during the festival. Outline the steps you propose to take to minimise that risk in the table overleaf. If in your opinion there is no risk, please print 'No Risk' and return the form to the Tradestand Department.



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> <ul style="list-style-type: none"> <li>• Slipping/tripping hazards</li> <li>• Chemicals (eg: battery acid)</li> <li>• Moving parts of machinery (eg blades)</li> <li>• Work at height (eg: from mezzanine floors)</li> <li>• Pressure systems</li> <li>• Vehicles (eg: fork-lift trucks)</li> <li>• Electricity</li> <li>• Fumes (eg: vehicle engines)</li> <li>• Manual handling</li> <li>• Noise</li> <li>• Livestock on stand</li> </ul>	<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> <ul style="list-style-type: none"> <li>• Office Staff</li> <li>• Maintenance personnel</li> <li>• Contractors</li> <li>• People sharing your workplace</li> <li>• Operators</li> <li>• Cleaners</li> </ul> <p><b>Pay particular attention to:</b></p> <ul style="list-style-type: none"> <li>• Staff with disabilities</li> <li>• Visitors</li> <li>• Inexperienced staff</li> <li>• Lone workers – may be more vulnerable</li> </ul>	<p>For the hazards listed, do the precautions already taken:</p> <ul style="list-style-type: none"> <li>• Meet the standards set by a legal requirement?</li> <li>• Comply with a recognised industry standard?</li> <li>• Represent good practise?</li> <li>• Reduce risk as far as reasonably practicable?</li> </ul> <p><b>Have you provided:</b></p> <ul style="list-style-type: none"> <li>• Adequate information, instruction or training</li> <li>• Adequate systems or procedures?</li> </ul> <p>If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place.</p> <p>Where the risk is not adequately controlled, indicate what more you need to do ("the action list")</p>
<p>Fire Hazard eg: combustibile materials (rubbish, flammable substances, LPG etc.) and ignition sources (flames, smoking etc.)</p>	<p>As above</p>	<ul style="list-style-type: none"> <li>• Means of escape; fire detection and alarms. Fire fighting equipment and fire evacuation plan.</li> </ul>

# Risk Assessment Form

Royal Welsh Spring Festival 19 - 20 May 2012

Stand number:\*

Detach and return to Tradestand Department

\*must be completed

Company Name & Address*	Authorised Signatory:*
	Print Name in Full *
	Date of Assessment:*
Telephone Number:*	Mobile Number:*



Hazard	Persons at Risk	Controls to Minimise Risk
Crane on Site?    Yes/No (please circle)	Which day(s)?	

Fire Assessment		
Hazard	Persons at Risk	Controls to Minimise Risk
Liquefied Petroleum Gas (LPG) on site    Yes/No (please circle)	Cylinder size	

Please return to:  
Tradestand Department, RWAS Ltd, Llanelwedd, Builth Wells, LD2 3SY