



RISK ASSESSMENT FORM

Company name and address		Authorised signatory	
		Print name in full	
Telephone number		Date of assessment	
Hazard	Persons at risk	Controls to minimise risk	

FIRE ASSESSMENT		
Hazard	Persons at Risk	Controls to minimise risk

Guidelines for Exhibitors

All exhibitors must complete and return this form with their application.

Using the guidelines shown below, 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. Please 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 expect to result in significant harm under the conditions in your workplace. Using 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 e.g:</p>	<p>For the hazards listed, do the precautions already taken:</p>
<ul style="list-style-type: none"> • Slipping/tripping hazards • Moving parts of machinery • e.g blades • Electricity/Gas/Fire • Manual handling • Lifting operation 	<ul style="list-style-type: none"> • Staff • Other exhibitors • Members of the public • Pay particular attention to: • Staff with disabilities • Visitors • Inexperienced staff • Lone workers – they may be more vulnerable 	<ul style="list-style-type: none"> • Meet the standards set by a legal requirement? • Comply with recognised industry standard? • Represent good practice? • Reduce risk as far as reasonable practicable? • Have you provided? • Adequate information, instruction and training? • Adequate systems or procedures?