

# Dorset County Show 2020 - Trade Stand Risk Assessment

Company name:	<i>Enter the name of your company or title of your stand</i>				
Name of assessor:		Signature:		Date:	
Name of person in charge of the stand during the show:				Contact phone no:	
Please give a brief description of your stand / activity below:					

**NB: The examples below are simply a prompt and you will need to consider your own stand and the hazards present during set-up, the show period itself and post-show break down, e.g. vehicles, work at height, cooking, animals, equipment, activities etc. You may find further help and assistance from your own trade bodies and the HSE website**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<i>Slippery and uneven surfaces</i>	<i>Staff and visitors may be injured if they slip on wet ground</i>	<i>General good housekeeping is carried out.</i>	<i>Monitor throughout the period of the show</i>			
<i>Items on ground – tent pegs, flag spikes</i>	<i>Staff and visitors may be injured if they trip over objects</i>	<i>Staff keep areas clear, e.g. no boxes / items left in walkways.</i>	<i>Cover ground spikes when flag poles removed</i>			
<i>Displays protruding into walkways at eye level</i>	<i>Staff and visitors may be injured if they collide with displays – consider children</i>	<i>Ensure all walkways are kept clear and that there are no protrusions at any level</i>	<i>Monitor throughout the period of the show</i>			
<i>Electricity / electrical equipment</i>	<i>Staff and visitors may be seriously harmed by electric shock</i>	<i>Ensure all equipment is checked prior to use. Daily visual checks by staff</i>	<i>Report any faults and take equipment out of use</i>			
<i>Manual handling</i>	<i>Staff may suffer musculoskeletal damage from handling heavy / awkward loads</i>	<i>Any item over 25kg or of awkward shape to be handled by two persons.</i>	<i>Ensure that staff do not attempt to carry more than they are comfortable with</i>			



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<b>Name of person in charge of the stand during the show:</b>				<b>Contact phone no:</b>	
<b>Please give a brief description of your stand / activity below:</b>					

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to control this risk?</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>Done</b>

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What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done

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## Trade Stand Fire Risk Assessment

<b>Stand / area covered by this assessment:</b>	
<b>Name stand / area</b>	
<b>Size of stand</b>	
<b>Location (if known)</b>	
<b>Other relevant information</b>	
<b>Responsible Person</b>	
<b>Name(s) of risk assessor</b>	
<b>Date</b>	
<b>Signature</b>	
<b>Date</b>	

<b>1. Hazards and sources of combustion - ✓ as appropriate</b>		
<b>Fire</b>	<b>Ignition sources</b>	<b>Arson</b>
<b>Smoke</b>	<b>Flammable materials</b>	<b>Open fires</b>
<b>Waste</b>	<b>Electrical equipment</b>	<b>Other (please detail)</b>
<b>Dusts</b>	<b>Furniture</b>	
<b>Chemicals</b>	<b>Fabrics</b>	
<b>Fuels</b>	<b>Blocked fire exits</b>	
<b>2. People at risk- ✓ as appropriate</b>		
<b>Staff</b>	<b>Volunteers</b>	
<b>Guests / visitors</b>	<b>Contractors</b>	
<b>Others</b>		

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<b>3. Control measures in place</b>	✓		✓
<b>Fire fighting equipment – e.g. extinguishers / fire blankets.</b>  <i>Recommended for all stands, mandatory for any stand cooking or using hot processes</i>		Fire exits	
		Training for staff in fire awareness	
		Electrical appliance testing	

### Fire Risk Assessment Checklist

	Question	Yes	No	N/A	Controls / Comments
<b>Sources of fuel</b>					
1	Are combustible materials and flammable liquids or gases kept on the stand?				
2	Are all combustible materials and flammable gases stored safely?				
3	If using LPG, are all hoses in good condition, in date and secured with crimped clips?				
4	Is the stand kept free of rubbish and combustible waste materials?				
5	Is any furniture in good condition and if upholstered, of fire retardant material?				
<b>Sources of heat</b>					
6	Are all items of portable electrical equipment inspected regularly and fitted with correctly rated fuses?				
7	Is the use of electrical extension leads and multipoint adaptors kept to a minimum?				
8	Are flexes run in safe places, where they will not be damaged?				

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9	Is cooking carried out on the stand?				
10	Does activity on the stand involve combustible materials or other processes that use heat?				
<b>People at risk</b>					
11	Has consideration been given to the evacuation of persons who may be disabled vulnerable?				
<b>Means of escape</b>					
12	Are there a sufficient number of exits of a suitable width for the people likely to be present?				
13	Are they within the maximum recommended travel distances and signed correctly?				
14	Are all gangways and escape routes free from obstructions and combustible materials?				
15	Are the escape routes free from tripping and slipping hazards?				
<b>Fire fighting equipment</b>					
16	Are an adequate number of suitable fire extinguishers in place?				
17	Are the fire extinguishers and fire blankets located suitably and ready for use?				
18	What date is the next service of fire-fighting equipment due?				
<b>Fire safety administration</b>					
19	Have all members of staff and volunteers been trained in what to do in the event of a fire, fire awareness and use of fire extinguishers?				

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Notes