

2024 TRADE STAND RISK ASSESSMENT

RISK ASSESSMENT GUIDELINES

Please complete the below assessment and return with your application. If relevant task specific risk assessments & method statements have been completed in the last 9 months, please use these copies instead.

Please ensure all in-date insurance & hygiene certificates are also sent with your application. If these are due to expire prior to the show, it is your responsibility to ensure we have up to date copies otherwise trading will not be permitted.

EXAMPLES

| | |
|--------------------------------------|--|
| HAZARD | Slipping/tripping hazards, Chemicals (e.g. battery acid) Moving parts of machinery, electricity, combustible items, working at height, manual handling |
| PERSONS AT RISK | Staff, contractors, maintenance personnel, cleaners, members of the public etc. Pay particular attention to inexperienced staff and lone workers |
| EXISTING CONTROLS | Training, Method Statements, Maintenance, Statutory Testing, Guards, Signage, Firefighting equipment |
| SEVERITY RATING | 1 - Minor, 2 – Slight (requires first aid), 3 – Harmful (RIDDOR, non-permanent incapacity), 4 – Major (permanent/long term) incapacity, 5 – Extreme (fatality) |
| LIKELIHOOD SCORE | 1- Highly unlikely, 2 – Unlikely, 3 – Possible, 4 – Likely, 5 Highly likely |
| RISK LEVEL SCORE | Severity rating x Likelihood Score |
| RISK LEVEL CATEGORY | Negligible/Tolerable: 1-4 – No further additional controls required |
| | Moderate/Substantial: 5-16 – Additional controls required |
| | Intolerable: 20+ Prohibited unless substantial controls implemented |
| ADDITIONAL CONTROLS If applicable | Training, Method Statements, Maintenance, Statutory Testing, Guards, Signage, Firefighting equipment OR if you consider the remaining residual risk to be adequately controlled without complete elimination |

GENERAL RISK ASSESSMENT

| HAZARD | PERSONS AT RISK | SEVERITY/ LIKELIHOOD/ RISK LEVEL | EXISTING CONTROLS | ADDITIONAL CONTROLS |
|--------|-----------------|--|-------------------|---------------------|
| | | S. L. R. | | |
| | | S. L. R. | | |
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| | | S. L. R. | | |

FROME & DISTRICT AGRICULTURAL SOCIETY LTD

Office Address: The Show Office, West Woodlands Showground, Bunns Lane,
Frome, Somerset, BA11 5ES

E : tradestand@fromecheeseshow.com – W : fromecheeseshow.co.uk – 01373 463600

Company No. 7344699 Registered Charity No. 1138613 VAT Reg. No. 139 3050 81

GENERAL RISK ASSESSMENT Cont.

| HAZARD | PERSONS AT RISK | SEVERITY/ LIKELIHOOD/ RISK LEVEL | EXISTING CONTROLS | ADDITIONAL CONTROLS |
|--------|-----------------|----------------------------------|-------------------|---------------------|
| | | S. L. R. | | |
| | | S. L. R. | | |
| | | S. L. R. | | |

ELECTRICAL UNITS ON STAND CHECK LIST (to complete if applicable)

| | |
|--|--|
| Does your equipment carry the necessary PAT certification? | |
| Will you ensure all stand access/exit points remain unobstructed in case of fire? | |
| Do you have adequate firefighting equipment available in prominent positions and easily available for use? | |
| Does your firefighting equipment have valid certification of testing? | |
| Have your staff been instructed on how to operate the fire-fighting equipment provided? | |
| Have you identified all ignition sources and ensured that they are kept away from all flammable materials? | |

GAS EQUIPMENT ON STAND CHECK LIST (to complete if applicable)

| | |
|---|--|
| Do you have an inspection / gas safety certificate for the appliances and pipework (copy to be available for inspection) and are all hose connections made with "crimped" fastenings? | |
| Are cylinders kept outside, secured in the upright position & out of the reach of the general public? | |
| Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides? | |
| Are the cylinders located away from entrances, emergency exits and circulation areas? | |
| Are the gas cylinders readily accessible to enable easy isolation in case of an emergency? | |
| Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use? | |
| Do you ensure that only those cylinders in use are kept at your unit/stall? Any spares should be kept to a minimum and in line with any specific conditions for the event | |
| Is a member of staff, appropriately trained staff in the safe use of LPG, present in the unit / stall at all times? | |
| Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit, and the exit locations? | |
| Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled L.P.G. cylinders etc. and reduced the risk of them being involved in an incident? | |
| Do you have adequate firefighting equipment? A minimum of 1 x 5KG dry powder fire extinguisher for every two cylinders. If deep fat frying is being carried out a fire blanket and a wet chemical fire extinguisher should be provided. | |

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