

**HEVENINGHAM HALL COUNTRY FAIR
TRADE STAND RISK ASSESSMENT PRO FORMA**

Please complete in Block Capitals and cover the period from arrival on site to final departure - Please continue on separate sheet if needed

Nature of Business	Period on site
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Company Name & Address	Contact (Person Responsible)
	Mobile Number
	Date
Telephone Number	Signature

HAZARD	PERSONS AT RISK	PRECAUTIONS TAKEN

LPG Quantity? Where stored?
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RISK ASSESSMENT

You are required to complete a risk assessment prior to arrival at the show ground.

The following should assist you in the completion of the risk assessment pro-forma.

You should consider all likely hazards from initial setting up to dismantling, documenting who is at risk and the steps you are taking to minimise the likelihood of injury.

HAZARDS	PERSONS AT RISK	PRECAUTIONS TAKEN
<p>A Hazard is something with the potential to cause harm. Use these examples as a guide.</p> <p>Animals Bottled Gas Chemicals Dangerous activities Dust Electricity Ejection Explosion Falls from height Fire Fumes Hot surfaces Livestock Machinery Manual handling Noise Pressure systems Trips and slips Vehicles Waste materials</p>	<p>Please list the groups of people at risk.</p> <p>Staff Contractors Exhibitors Public</p> <p>Please pay particular attention to:</p> <p>Disabled staff and visitors Inexperienced staff</p>	<p>Please list the precautions you are taking to eliminate or reduce the risk of injury from the hazards identified.</p> <p>Consider:</p> <p>The levels of instruction and information given to staff</p> <p>The use of physical barriers</p> <p>Legal requirements</p> <p>Spacing</p> <p>Control methods</p> <p>Monitoring</p>