

RISK ASSESSMENT FORM

THE ROYAL ULSTER WINTER FAIR, 9th DECEMBER 2010



This form **must be** completed by all exhibitors applying for trade space.

Using the guidelines below, please consider the risk to those building and dismantling your trade stand(s) and to members of the public during the Show. Overleaf, outline the steps you propose to take to minimise that risk.

If you have any queries about completing the form overleaf, please contact

David Laidlaw on davidlaidlaw@kingshall.co.uk or 028 9068 6185.

Hazard Think about possible hazards which you could reasonably expect to result in significant harm.	Who is at Risk? There is no need to list individuals by name - just think of groups of people who may be affected.	Action to Control Risk For the hazards listed, what precautions have you taken?
<ul style="list-style-type: none"> • Slipping & Tripping • Fire (flammable materials or electrics) • Chemicals (bleach or cleaning materials) • Moving parts of machinery • Work at height (ladders etc.) • Pressure systems • Vehicles, forklifts etc. • Electricity • Dust (from grinding etc.) • Fumes • Manual Handling • Noise • Livestock on your display 	<ul style="list-style-type: none"> • Staff / visitors • Members of the public • Maintenance personnel • Contractors • Operators • Cleaners <p>Pay particular attention to:</p> <ul style="list-style-type: none"> • 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 a recognised industry standard? • Represent good practice? • Reduce risk as far as reasonably practicable? <p>Have you provided:</p> <ul style="list-style-type: none"> • Adequate information, instruction or training? • Adequate systems or procedures?

COMPANY DETAILS: (this address and contact details will appear in the show catalogue and on invoices).

PLC Charity Sole Trader Partnership Limited

Name of Business.....

Contact (Responsible Person).....

Address.....

..... Post Code.....

Date Assessment Undertaken..... Signature of Assessor.....

Stand Number & Location..... Items to be Displayed on Stand.....

