

## Strawberry Moon Festival 2008

### RISK ASSESSMENT FORM Guidelines

**All Trade Stand Exhibitors, must complete the form overleaf.**

Using the guidelines below, please consider what risk there is to those building up trade stands and to members of the public. Outline the steps you propose to take to minimise that risk in the table overleaf. Please copy the actual form if more space is required. If in your opinion there is no risk please print **NO RISK** and return the form to REAP.

<b>HAZARD?</b>	<b>WHO MIGHT BE HARMED?</b>	<b>IS MORE ACTION NEEDED TO CONTROL THE RISK?</b>
<p><b>Look only for hazards, which could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide.</b></p>	<p><b>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.</b></p>	<p><b>For the Hazards listed, do the precautions already taken</b></p>
<p>Slipping / tripping hazards</p> <p>Chemicals (e.g. battery acid)</p> <p>Moving parts of Machinery (e.g. blades)</p> <p>Work at height (e.g. from mezzanine floors)</p> <p>Pressure systems</p> <p>Vehicles</p> <p>Electricity</p> <p>Dust (e.g. from grinding)</p> <p>Fumes (e.g. vehicle engines)</p> <p>Manual Handling</p> <p>Noise</p> <p>Lifting operation</p>	<p>Members of the public</p> <p>Maintenance personnel</p> <p>Operators</p> <p>Cleaners</p> <p>Members of the Public with disabilities</p> <p>Pay particular attention To:</p> <p>Children</p> <p>Staff and Members of the public with disabilities</p> <p>Visitors</p> <p>Inexperienced staff</p> <p>Loan Workers – they may be more vulnerable</p>	<ul style="list-style-type: none"> <li>• Meet the standards set by a legal requirement?</li> <li>• Comply with a recognised industry standard?</li> <li>• Represent good practice?</li> <li>• Reduce risk as far as reasonably practicable?</li> </ul> <p><b>Have you provided:</b></p> <ul style="list-style-type: none"> <li>• Adequate information, instruction or training</li> <li>• Adequate systems or procedures</li> </ul> <p>If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place.</p> <p>Where the risk is not adequately controlled, indicate what, more you need to do (the “action list”).</p>

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### RISK ASSESSMENT FORM

Please complete in BLOCK CAPITALS (Please photocopy more sheets if required)

Company Name:	
Address:	
Responsible Person:	
Date Assessment undertaken:	
Signature or Assessor	

HAZARD	HAZARD SEVERITY RATING*	HAZARD PROBABILITY RATING**	PERSONS AT RISK	CONTROLS TO MINIMISE RISK

\* Hazard Severity Rating: **1 – Negligible** (remote possibility of harm) **2 – Marginal** (slight injury, minor first aid) **3 – Slightly Dangerous** (Some injury, not too serious) **4 – Dangerous** (serious injury or damage) **5 – Very dangerous** (could cause death or widespread injuries)

\*\* Hazard Probability Rating **1 – Improbable** (unlikely to happen) **2 – Remote** (may occur at some time) **3 – Possible** (likely to occur at some time) **4 – Probably** (very likely to occur) **5 – Very probable** (very likely to occur soon)

<b>(FOR OFFICE USE)</b>	
Stand No.	
Safety Officer Informed	

**DO NOT FORGET TO INCLUDE A COPY OF YOUR PUBLIC LIABILITY CERTIFICATE**