

Risk Assessment for exhibitors attending

Show:

Stand No	Company		
Address			
			Postcode
Telephone		Fax	
Email			

Risk Assessment Completed By:

Contact	Signature
Dated	Print name

Under current legislation, The Management of Health & Safety at Work Regulations 1999 require all employers and self employed persons to "make a suitable and sufficient risk assessment posed by work activities and anyone affected by them, so far as is reasonably practicable".

This form has been designed for exhibitors to complete a risk assessment for the exhibition/show. Please tick as appropriate to your stand/area.

1. Identify potential hazards on your stand:

- a) Slips/Trips & Falls
- b) Services – e.g. Water, Compressed Air, Electricity
- c) Machinery – e.g. drilling, grinding, cutting
- d) Hazardous Substances e.g. Gases, Chemical & Biological
- e) Manual Handling
- f) Vehicles
- g) Working at Height
- h) Other (please state) _____

2. Please identify persons that could potentially be harmed:

- Exhibitors Contractors Visitors Staff

3. Please identify control measures to reduce the risks:

- a) Slips/Trips & Falls hazards eliminated:
 - Carpet taped down securely
 - No trailing cables across stand or gangways
 - All display items secured safely to stand
 - Good Housekeeping – non slip surfaces, general cleanliness
 - Clear access & egress to stand and gangways
 - Other (please state) _____
- b) Services used for purposes they were intended and all relevant regulations complied with.
 - Water Supply limited to portable containers
 - Electricity Socket not overloaded & correct fittings used
 - Extension leads no longer than 2metres and tested.
 - Compressed Air (No Service available from HMC) tested as appropriate and serviced.
 - Other (please state) _____

3. Please identify control measures to reduce the risks(cont'd)

- c) Machinery
- Fitted with suitable guarding to prevent access to hot surfaces, blades, grinders etc....
 - Working machinery production products & waste materials storage & handling process in place
 - Any necessary protective clothing & equipment supplied
 - Permit to work available(Hot work i.e. Naked Flame permit must be obtained from HMC before use of this type of equipment/procedure)
 - Other (please state) _____
- d) Hazardous Substances
- Suitable handling, waste & storage procedures & processes
 - Any necessary protective clothing & equipment supplied
 - Other (please state) _____
- e) Handling & Lifting
- Suitable for purpose equipment used
 - Manual Handling processes
 - Any necessary protective clothing & equipment supplied
 - Exhibitors and staff suitably trained
 - Permit to Work & Licences available
 - Other (please state) _____
- f) Vehicles
- Minimal fuel and disconnect batteries for Vehicles displayed inside
 - Drip trays placed under vehicle
 - Operatives/drivers must be familiar with vehicle
 - Vehicle to be locked
 - Vehicles not parked on access roads, Zebra crossings or double hatch line areas.
 - Other (please state) _____
- g) Working at Height
- Suitable fit for purpose equipment & protective clothing supplied
 - Trained personnel operating equipment & completing task
 - Suitable fit for purpose equipment used
 - Other (please state) _____
- f) Other-please state details _____

4. Residual Risk with the above control measures in place

- Low
 Medium
 High
If Medium or High please completed section 5

5. Additional Controls Measures

- Add additional controls
 Eliminate risk completely
 Additional control measure (please state) _____

**Please note that no trading will be permitted without receipt of a completed risk assessment prior to the event date. Completed forms must be sent to:
Events Department, Heritage Motor Centre, Banbury Road, Gaydon, Warwickshire, CV35 0BJ
or emailed as an attachment to events@heritage-motor-centre.co.uk**

If you have any questions about completing this form call 01926 645120.