



Hot Rod & Custom Show 2020

Trade Stand Risk Assessment

Name of stand

Please make sure this generic risk assessment is adequate for your needs.

Amend as necessary to make sure all your health & safety needs are met.

| | Task | Hazard | Person at risk | | | Risk Rating | Current Controls | Further Precautions | Residual Risk Rating |
|----|--|---|----------------|---|---|-------------|---|---|----------------------|
| | | | S | C | V | | | | |
| 1. | Management of Health and Safety | Accidents or incidents due to lack of controls. Legal liability | ✓ | | ✓ | Med | <ul style="list-style-type: none"> Appropriate public & employer's liability insurance in place. Risk Assessment prepared Safety briefing for staff involved On-going dynamic risk assessments by staff during event. | On-going assessment before & during event. | Low |
| 2. | First Aid Provision and Accident Reporting | Lack of response or treatment leading to worse injury or treatment. | ✓ | | ✓ | Low | <ul style="list-style-type: none"> First aid kit & first aid trained staff available at stand Accident Reporting Book available. First aid point & emergency cover provided by event. | | Low |
| 3. | Emergency Situation | Inadequate procedures may lead to additional injuries | ✓ | | ✓ | Med | <ul style="list-style-type: none"> All workers briefed as to the Emergency Procedures for event. Co-ordinate with event emergency procedures as needed. | Ensure emergency procedures are understood by all staff once on site. | Low |
| 4. | Fire Safety & | Injury and damage due to fire & smoke | ✓ | | ✓ | Med | <ul style="list-style-type: none"> Ensure all staff are aware of fire assembly point and evacuation procedures at event. No smoking | | Low |

*Person at Risk: S =Staff, C = contractors, V = Visitors public

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|----|----------------------------------|--|----------------|---|---|-------------|---|---------------------|----------------------|
| | | | S | C | V | | | | |
| | | | | | | | <ul style="list-style-type: none"> • Combustibles stored safely. • 2Kg dry powder fire extinguisher available at stand • All ignition sources suitably controlled. • Open sided gazebo – limited combustible materials. • Waste collected & cleared regularly | | |
| 5. | Electrics & Electrical Equipment | Electrical fault, electric shock | | | | Low | <ul style="list-style-type: none"> • No electrical equipment | | Low |
| 6. | Display / Stand | Manual handling Fire Slips, Trip & Falls | ✓ | | ✓ | Low | <ul style="list-style-type: none"> • Correct manual handling techniques used for setting up and moving tables and retail items. • Display stand / tables checked for sharp edges and stability. • Display tables suitable for loads. • Awareness of floor conditions and check for slip, trip, risks in area. | | Low |
| 7. | Marquee / Gazebo | Fire Collapse of structure High winds | ✓ | | ✓ | Low | <ul style="list-style-type: none"> • Follow manufacturer's instructions for erection of marquee and securing. • Fire retardant material • Adequate securing relevant to wind speeds and conditions. Not used if wind speeds exceed manufacturer's parameters for safe use. | | |

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| | | | S | C | V | | | | |
| 8. | Generators | Fire Explosion Manual handling | ✓ | | ✓ | Med | <ul style="list-style-type: none"> • Only Diesel Generators are allowed on the showground. • Staff aware of emergency procedures and action to take. • Follow manufacturer's instructions for set up and use. • Generator stored safely. • Staff trained in correct procedures for use. • Generator located away from public access. • Generator located away from all combustible material and gazebo fabric. • First aid kit available. | | Low |

Please note: this document does not preclude you from possible prosecution or removal from the site by the organizers, should a subsequent inspection reveal unsatisfactory standards.

Completed by:

Signed:

Position:

Date of assessment:

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