 **Family Festival- Stand Risk Assessment 2019**

As part of our Health & Safety arrangement we would be grateful if you would complete the information below and include any control measures you put in place to manage risks. You are required to assess any risks to yourself, your staff and visitors using the tables below. If you have your own risk assessment please also submit a copy via the online exhibitor form.

**Exhibitors will not be sent tickets and passes or be able to set up their stand until a satisfactory, signed risk assessment has been received.**

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Responsible Person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Summary of Activity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Hazards and Risks** | **Yes** | **No** | **If Yes, you will need to identify control measures put in place to manage the risk** |
| Slips, trips and falls on stand |  |  |  |
| Manual handling injuries |  |  |  |
| Hit by falling objects on the stand |  |  |  |
| Working at height (anything off ground level) |  |  |  |
| **Hazards and Risks** | **Yes** | **No** | **If Yes, you will need to identify control measures put in place to manage the risk** |
| Hazards associated with working machinery |  |  |  |
| Will there be any chemicals on your stand  If yes how will these be stored |  |  |  |
| Other hazards/risks |  |  |  |
| Are you using any electrical equipment  If yes has the equipment been PAT tested by a competent person in the last year (evidence required) |  |  |  |
| Do you need to break the surface of the ground to a depth of more than 10cm to set up your stand |  |  |  |
| Will you be using a heat source or generate a naked flame on your stand |  |  |  |
| Will you be using LPG? |  |  |  |
| Do you intend to sell alcohol?  If yes are you aware that no alcohol can be consumed on site and it must be sold in a sealed bottle |  |  |  |
| Will you be offering food for consumption on your stand?  If yes please give details of the food and drink you will be providing:  Are you registered with your Local Authority for the purposes of H&S and/or food hygiene? If you are selling food products you are required to provide proof that you are licensed accordingly eg; Food hygiene rating (please upload this with you food hygiene certificate via the online form). |  |  |  |

Signed (If using a computer just type name):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_