**RISK ASSESSMENT FORM  
All food stands must provide a copy of their Hygiene Certificate  
Please fill in BLOCK CAPITALS**

|  |  |
| --- | --- |
| **Company Name** |  |
| **Address** |  |
| **Responsible Person** |  |
| **Date Assessment undertaken** |  |
| **Signature of Assessor** |  |
| **Products to be exhibited** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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. **Probable – very likely to occur**
5. **Very probable – very likely to occur soon**

Guidelines for Trade, Craft and Food Stand Exhibitors, all of whom must complete the Risk assessment form. Using the guidelines shown below please consider what risks there are to those building up stands and to members of the public during the event. Outline the steps you propose to take to minimise those risks in the table overleaf.

|  |  |  |
| --- | --- | --- |
| Hazard | Who might be harmed | Is more needed to control the risk |
| Look only for the hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide.   * Slipping/tripping hazards * Chemicals (e.g. battery acid) * Moving parts of machinery (e.g. blades) * Work at height (e.g. from mezzanine floors) * Pressure systems * Vehicles (e.g. fork lift trucks) * Electricity - Generators * Dust (e.g. from grinding) * Fumes (e.g. from vehicle engines) * Manual Handling * Noise * Livestock on stand * Lifting operation * Fire hazard e.g. combustible materials (rubbish, flammable substances, LPG etc) and ignition sources (flames, smoking etc) | There is no need to list individuals by name – just think about groups of people doing similar work of whom might be affected, e.g.  Office staff, Maintenance Personnel, Contractors, People sharing your workplace, Operators, Cleaners, Members of the public.  **Pay particular attention to:**  Staff with disabilities  Visitors  Inexperienced staff  Lone workers – they may be more vulnerable | * For the hazards listed, do the precautions already taken * Meet the standards set by a legal requirement? * Comply with a recognised industry standard * Represent good practice * Represent risk as far as reasonably practicable? * Have you provided * Adequate information, instruction or training? * Adequate systems or procedures? * If so then the risk are adequately controlled, but you need to indicate the precautions you have in place. * Where the risk is not adequately controlled, indicate what more you need to do (the action list) * Means of escape, fire detection and alarms. Firefighting equipment and fire evacuation plan. |