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**Uffculme Show** and **Country Fair**

Sunday 3rd September 2023 at Bridwell Park, Uffculme, Devon. EX15 3BU

Health & Safety Risk Assessment Form

Trade Name

Assessment carried out by: Date:

| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
| Slips and trips | Staff and visitors may be injured if they trip over objects or slip on spillages | We carry out general good housekeeping on our stand. We do not allow trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in stand area, carpets laid correctly, wipe all spills up. | Continue to be vigilant to possible hazards | All staff, supervisor to monitor |  |  |
| Knives, glass, paper and other sharp objects | Staff may be injured whilst working. Visitors may be injured if sharp objects are left unattended. | Staff trained in the safe use of knives and equipment with sharp edges, also how to clear sharp objects such as broken glass safely. | Knives have blade protectors, sharp edges are minimised. Dust pan and brush with suitable receptacle available. Staff have been warned about paper cuts. First aid kit on stand. | All staff, supervisor to monitor |  |  |
| Hot liquids |  |  |  |  |  |  |
| Manual handling |  |  |  |  |  |  |
| Food storage |  |  |  |  |  |  |
| Gazebo/trailer instability | Visitors may walk into, trip over Guy ropes and pegs. |  |  |  |  |  |
| Moving machinery |  |  |  |  |  |  |
| Display equipment |  |  |  |  |  |  |
| Electrical hazards |  |  |  |  |  |  |
| Cash handling |  |  |  |  |  |  |
| Gantry equipment |  |  |  |  |  |  |
| Stand waste |  |  |  |  |  |  |
| Hand washing (Street Foods in particular) |  |  |  |  |  |  |
| Cleaning chemicals |  |  |  |  |  |  |
| Working at height |  |  |  |  |  |  |
| Fire risks on your stand | All | Completed Fire Risk Assessment |  |  |  |  |
| Temperature exposure to staff |  |  |  |  |  |  |
| Injury exposure of staff |  |  |  |  |  |  |
| Welfare of staff | Ensure adequate drinking water is available |  |  |  |  |  |
| Working near vehicles |  |  |  |  |  |  |
| Dropping objects on feet |  |  |  |  |  |  |
| Theft | Ensure vehicles are locked when unsupervised |  |  |  |  |  |
| Abusive customers |  |  |  |  |  |  |
| Other risks, Fire |  |  |  |  |  |  |
| Stock / Products for sale |  |  |  |  |  |  |
| Other risks 1 |  |  |  |  |  |  |
| Other risks 2 |  |  |  |  |  |  |

If Using LPG or Electric for heating / cooking, please complete this section:

|  |  |  |  |
| --- | --- | --- | --- |
| **Please Review these Fire Safety points** | **Yes** | **No** | **Comments** |
| Have your staff been instructed in how to raise the alarm, including temporary staff? |  |  |  |
| If using LPG a minimum of 5kg powder extinguisher for every 2 cylinders. |  |  |  |
| Have they been inspected in the last 12 months by a  competent person / company? |  |  |  |
| Do your staff know how to use your fire extinguisher? |  |  |  |
| Is your extinguisher at hand and ready for use? |  |  |  |
| Do you have a fire blanket? |  |  |  |
| Are consumable materials stored away from any ignition source? |  |  |  |
| Have all electrical items been PAT Tested?  Paperwork must be available for inspection |  |  |  |
| Have all Gas appliances been inspected by a Gas Safe Registered Engineer?  Paperwork must be available for inspection |  |  |  |
| If you have LPG, is this stored outside your tent and secured? |  |  |  |

We review our risk assessment regularly, and after an accident whilst setting up, working on or breaking down our stand.

We keep a copy in a presentation folder on our stand along with all other documentation in case of accidents which will speed up the review process from any complainant

Signature: Printed Name – Authorised Signatory

Date: