

SUTHERLAND COUNTY SHOW

Saturday 18th July 2009

RISK ASSESSMENT GUIDELINES

Please complete the table overleaf using the guidelines below. Consider what risk there is for those setting up trade stands and for the general public during the Show. If in your opinion there is no risk please print NO RISK and return the form.

HAZARD	WHO MIGHT BE HARMED	IS MORE REQUIRED TO CONTROL THE RISK
<i>Look out for hazards that you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide</i>	<i>There is no need to list individuals by name – just think about groups of people doing similar work or who may be affected, eg.</i>	<i>For the hazards listed, do the precautions already taken -</i>
Slipping/Tripping Hazards Chemicals (eg. battery acid) Moving parts of Machinery (eg. blades) Working at Height Pressure Systems Vehicles (eg. forklift trucks) Electricity Dust (eg. from grinding) Fumes (eg. vehicle engines) Manual Handling Noise Livestock on Stand Lifting Operation	Office Staff Maintenance Personnel Contractors People sharing your work place Operators Cleaners Members of the Public Pay particular attention to ~ Staff with disabilities Visitors Inexperienced staff Lone workers – they may be more vulnerable	<ul style="list-style-type: none"> Meet the standards set by a legal requirement? Comply with recognized industry standards? Represent good practice? Reduce risk as far as reasonably practicable? <p>Have you provided ~</p> <ul style="list-style-type: none"> Adequate Information, instruction or training Adequate systems or procedures? <p>If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place.</p> <p>Where the risk is not adequately controlled, indicate what more you need to do (the action list)</p>
Fire Hazard eg. combustible materials (rubbish, flammable substances, LPG etc) and ignition sources (flames, smoking etc)	As above	<ul style="list-style-type: none"> Means of escape. Fire detection and alarms. Fire fighting equipment and fire evacuation plan.

RISK ASSESSMENT FORM

(Please complete using BLOCK CAPITALS)

Company Name:	
Address:	
Responsible Person:	
Date of Assessment:	
Assessor's Signature:	

HAZARD	PERSONS AT RISK	CONTROLS TO MINIMISE RISK
Crane on Site? YES/NO		

FIRE ASSESSMENT

HAZARD	PERSONS AT RISK	CONTROLS TO MINIMISE RISK
Liquefied Petroleum Gas (LPG) on site? YES/NO	Cylinder Size	

Please return to: Mrs Morven Taylor, 1 Ardjachie Farm Cottages, Tain, Ross-shire, IV19 1JX