

RISK ASSESSMENT FOR EGHAM ROYAL SHOW - 25th & 26th AUGUST 2018

As part of managing the health and safety of your activity at the Show, you must control the risks when at the Show. To do this you need to think about what might cause harm to people and decide whether you are taking reasonable steps to prevent that harm. This is known as **risk assessment** and it is something you are required by law to carry out. If you have fewer than five employees you don't have to write anything down but you still need to assess the risk of doing harm. **The Risk Assessment process must be 'on-going' and 'dynamic'**. In other words, professional judgements and decisions regarding safety will need to be made **during** the activity. If control measures aren't sufficient, the activity must not proceed.

A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks whilst at the Show. You are probably already taking steps to protect your staff or volunteers, but your risk assessment will help you decide whether you have covered all you need to. Think about how accidents and ill health could happen and concentrate on real risks – those that are most likely and which will cause the most harm. Reference Risk Assessment HSE INDG 153 Aug 2014.

RISK ASSESSMENT FORName of activity..... **DATE :**

PREPARED BY : (PRINT NAME) **SIGNATURE :** **REVIEW DATE:**.....

POTENTIAL HAZARD	WHO WOULD BE HARMED	EXISTING CONTROL MEASURES	FURTHER ACTION REQUIRED
Slipping/tripping hazards, chemicals (e.g. battery acid), moving parts of machinery (e.g. blades), work at height, pressure systems, vehicles (e.g. fork lift trucks), electricity dust (e.g. from grinding), fumes (e.g. combustible materials, rubbish, flammable substances, LPG etc.) and ignition sources (flame, smoking, etc.), manual handling, marquee erection and weather related risks, noise, livestock on stands, lifting. Look for hazards which you could reasonably expect to result in	Hazard - Who might be harmed? Show Staff, maintenance personnel, contractors, people sharing your workplace, cleaners, operators, members of the public, emergency services - Pay particular attention to: people with disabilities, visitors, inexperienced staff, lone workers, children - may be more vulnerable. There is no need to list individuals by name - just think about groups of people doing similar work or activities or others who may be affected.	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, reduce risk as far as reasonably practicable? Have you provided adequate information, instruction or training, systems or procedures? If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place.	Is more control needed to reduce the risk? Remember risk is the probability of a hazard happening. Where the risk is not adequately controlled, indicate what more you need to do on the Risk Assessment Form, i.e. remove the risk completely, try a less risky option, prevent access to the hazard, organise work to reduce exposure to hazard, issue personal protective equipment, provide welfare facilities (e.g. first aid)

RISK ASSESSMENT FOR EGHAM ROYAL SHOW - 26th & 27th AUGUST 2018

RISK ASSESSMENT FOR ..Marquees & Gazebos.....Name of activity. Erection, Use and Dismantling..... **DATE** : ..##/##/2018.....

PREPARED BY : (PRINT NAME)Brian Perry..... **SIGNATURE** : **REVIEW DATE:** July 2018.....

POTENTIAL HAZARD	WHO WOULD BE HARMED	EXISTING CONTROL MEASURES	FURTHER ACTION REQUIRED
Passer-by coming into contact with equipment and crew during set up and break down. Slips, trips, & falls leading to bruises, lacerations, breaks	Risk of collision between passer-by (public & ERS staff) and contractor/crew and equipment	Contractor crew trained to remain vigilant and set up an exclusion area when setting up marquee or gazebo.	Exclusion area enforced during times of set-up and breakdown through a clearly visible taped off area.
Poorly constructed leading to collapsing leading to bruises, lacerations, crushing and concussion	Visitors, staff, volunteers, crew	Only fully trained contractor/trade will be involved in setting up . Only approved supplier – will have supplied relevant risk assessment & PLI for their equipment (marquees)	Marquees obtained from MUTA contractor.
Blowing away in the wind or collapsing. Being hit causing bruises, lacerations, breaks, concussion, also damage to property.	Visitors, staff, volunteers, crew	All marquees or gazebos will be weighted down or pegged down to avoid movement	Should the weather be extreme, the Showground Manager will make decision to not allow erection of marquees or gazebos or decide to take them down.
Tripping over pegs or stays leading to bruising, lacerations etc	Visitors, staff and volunteers, traders	Ensure pegs or stays well driven into ground. All pegs should be covered or highlighted to avoid tripping, in particular, those in the vicinity of the entrances and exits and other areas	

		which are accessible to members of the public/visitors to the Show	
Lifting and carrying equipment which could lead to strains/sprains.	Staff, visitors, contractors	Only trained contractors will be involved in heavy lifting associated with marquee set up and breakdown including loading lorries. For small marquees or gazebos lifting will be light/medium in nature and as such traders etc must brief team members how to lift objects safely. Where possible trolleys will be used to transport equipment.	People should be trained in safe manual handling techniques. Loads will be assessed on the basis of HSE guidelines. All personnel involved with the running of the Show will receive very clear guidance and instruction for the management of the Show (see CoP) and be very clear about their roles and responsibilities for each aspect of the Show and carry these out under the guidance given.
Temporary electricity supply – faulty or incorrectly installed electrical equipment causing electrocution or burns. Cabling to temporary supply not being correctly located or marked causing slips, trips & falls	Visitors, staff volunteers, traders contractors	Power supplies under 13A will be checked or installed by trained/qualified personnel. Ensure that all portable electrical equipment is PAT tested or certified. Any equipment found faulty shall not be used.	Any electrical equipment matters will be answered by site electrical contractor. All power cables will be positioned out of walkways eg behind marquees or trenched or covered where this is unavoidable.
Electrical equipment – electrical shock, fire, burns,	Traders, staff, volunteers, contractors, visitors	All electrical equipment must be PAT tested certified OK in date	All power supplies located within marquee or gazebo ideally raised off ground or in dry box.
Trip/Slip hazards – leading to falls, bruising, sprains	Traders, staff, volunteers, contractors, visitors	Ensure all electrical equipment positioned to avoid trailing leads in the main public domain. Ensure all leads/cables secured	
Insufficient light – not being able to see hazards leading to falls, bruises, lacerations	Traders, staff, volunteers, contractors, visitors	Lights to be provided when inadequate lighting conditions. Activities in gazebos only during daylight – if out of daylight hours lights will be provided inside .	Rope light to light pathways after daylight hours eg route to Community Marquee for Barn Dance.

