RISK ASSESSMENT FOR EGHAM ROYAL SHOW - 24th & 25th AUGUST 2024

GUIDELINES FOR COMPLETING A RISK ASSESSMENT:

As part of managing the health and safety of your activity at the Show, you must control the risks when at the Showground. 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.
While the law may not require companies with fewer than five employees to write anything down, it is good practice to because the risk of doing harm still needs to be accessed.
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 health & safety risks whilst at the Show. You are probably already taking steps to protect your staff or volunteers, and 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 Management of Health and Safety at Work Regulations 1999.

POTENTIAL HAZARD	WHO WOULD BE HARMED	PRECAUTIONS IN PLACE	FURTHER ACTION NECCERSARY
Look for hazards which you could reasonably expect to result in significant harm under the conditions for your pitch and products being sold. **Identify ALL Potential Hazards:** Slipping/tripping hazards Chemicals (e.g. battery acid), moving parts of machinery (e.g. blades) Vehicles (e.g. movement & parking on site), Risk of fire: Electricity (e.g. generators), Combustible materials (packing boxes etc.), rubbish, flammable substances, LPG etc.) and ignition sources (flame, smoking, etc.) Manual handling, lifting and carrying Marquee erection Weather related risks, noise, livestock on stands Health & hygiene standards	There is no need to list individuals by name - just think about groups of people doing similar work or others who may be affected. **Identify Who might be harmed?** Staff, Volunteers, contractors Members of the public Pay particular attention to: people with disabilities people with allergies visitors to your stand inexperienced staff lone workers	Have you provided adequate information, systems, procedures, instruction or training? If so, then the risks are adequately controlled, but you need to **indicate the precautions you have in place.** **List controls already in place:** For the hazards identified, list the precautions already taken (e.g. training in place, combustible material stored safely etc.) Do the standards set by a legal requirement comply with a recognised industry standard Represent good practice Reduce risk as far as reasonably practical	Is more control needed to reduce the risk? Where the risk is not adequately controlled, **indicate what more you need to do.** **Identify ANY Training or preparation needed prior to the show:** Are there any other measures that could be taken? Prevent access to the hazard Issue personal protective equipment Provide equipment (e.g. first aid box, fire extinguishers), Ensure staff have appropriate training, and inexperienced staff are supervised.

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PREPARED BY : (PRINT NAME) ..... SIGNATURE : .....

POTENTIAL HAZARD	WHO WOULD BE HARMED	PRECAUTIONS IN PLACE	FURTHER ACTION NECCERSARY
Minimum for ALL Traders: Driving on Showground to Setup and Clear Parking on Showground	**Minimum for ALL Traders:** Other Trade Staff and Show volunteers	**Minimum for ALL Traders:** Drive below 10mph with Hazard lights flashing Park in allocated space, don't block fire paths	**Minimum for ALL Traders:**
Uneven Ground	Trip hazard for staff when carrying stock Stock falling – Members of public	Stay on main pathways, be aware of any uneven areas Ensure Tables are firm on the ground and don't wobble.	Make a note of any specifically rough patches to avoid
Manual Handling and lifting	Staff	Take appropriate precautions when lifting and carrying stock	Ensure Staff are adequately trained, and inexperienced staff are supervised
Equipment – i.e. machines with moving parts	Staff, Members of the public	Ensure appropriate safety guards and signage is in place, never left unattended	Ensure Staff are adequately trained
Risk of Fire – Smoking, combustible material	Everyone	No Smoking around Marquees, Gazebos or combustible material	Have/Know where nearest Fire point is with Fire extinguisher/Bucket of water
Traders using Gazebos: Erection of Gazebo with secure Guy lines	**Traders using Gazebos:** Staff, Show volunteers, Members of the public	**Traders using Gazebos:** Take appropriate precautions when setting up Gazebos so that any securing lines or pegs are marked and don't cause a trip hazard	**Traders using Gazebos:** Ensure Staff are adequately trained in putting up a Gazebo
Traders using Generators/Electricity: Risk of Fire – Faulty equipment, Generator and Fuel i.e. Diesel, Calor gas, propane.	**Traders using Generators/Electricity:** Everyone	**Traders using Generators/Electricity:** Equipment has up to date PAT stickers Keep fuel away from Generator & other ignition sources, don't fill while running/hot, allow to cool down before re-fuelling.	**Traders using Generators/Electricity:** Ensure Fire extinguisher/blanket is available
Traders selling Food: Food Hygiene & Safety regulations are adhered to	**Traders selling Food:** Staff, Show volunteers, Members of Public	**Traders selling Food:** Ensure staff follow appropriate Food & Hygiene guidelines and are adequately trained/certified	**Traders selling Food:** Inexperienced staff are supervised

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POTENTIAL HAZARD	WHO WOULD BE HARMED	PRECAUTIONS IN PLACE	FURTHER ACTION NECCERSARY
Identify ALL Potential Hazards:	**Identify Groups of people that might be at risk?**	**List controls already in place:**	**Identify ANY Training or preparation needed prior to the show:**