



Thomas Whitty House, Silver Street, Axminster EX13 5AH

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www.axevaleshow.com

. . . a great weekend for all!

RISK ASSESSMENTS

Health & Safety legislation requires that all Exhibitors, Charities and Demonstrators who wish to exhibit at the Festival must complete a Risk Assessment. You are required to complete the Risk Assessment Form overleaf and return it with your Application Form and a copy of your Public Liability Insurance.

Using the guidelines below, please consider what risk there is to those setting up your stand and what risk there is to members of the public during the Festival. Outline on the form the steps you propose to take to minimise these risks. If, in your opinion, there is no risk, please print NO RISK and return the form.

HAZARD	Who might be harmed	Is more needed to control the risk?
<p>Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide:</p> <p>Slipping/tripping hazards</p> <p>Chemicals, e.g. battery acid</p> <p>Moving parts of machinery, e.g. blades</p> <p>Meeting people not known / in unfamiliar surroundings</p> <p>Pressure systems</p> <p>Vehicles</p> <p>Electricity</p> <p>Dust</p> <p>Fumes e.g. from generators, vehicle engines, furnaces</p> <p>Manual handling</p> <p>Noise</p> <p>Setting up/taking down displays</p> <p>Display stands collapsing</p> <p>Lifting operations</p> <p>Fire hazards e.g. combustible materials (rubbish, ignition sources, LPG, flammable substances, smoking, etc)</p>	<p>There is no need to list people by name – just think about groups of people doing similar work or who may be affected, such as:</p> <p>Staff</p> <p>Maintenance personnel</p> <p>Contractors</p> <p>People in adjacent sites</p> <p>Machine operators</p> <p>Cleaners</p> <p>Members of the public</p> <p>Pay particular attention to:</p> <p>People with disabilities</p> <p>Visitors</p> <p>Inexperienced staff</p> <p>Lone workers – they may be more vulnerable</p>	<p>For the hazards listed, do the precautions already taken:</p> <p>Meet the standards set by a legal requirement?</p> <p>Comply with a recognised industry standard?</p> <p>Represent good practice?</p> <p>Reduce risk as far as is reasonably practical?</p> <p>Have you provided:</p> <p>Adequate information, training or instruction?</p> <p>Adequate systems or procedures?</p> <p>If so, then the risks are adequately controlled, but you need to indicate on the form the precautions you have in place.</p> <p>Where the risk is not controlled, indicate what more you need to do (the action list).</p> <p>Means of escape – fire fighting equipment where specified in the Exhibitors Guide. Note – fire fighting equipment is provided in each marquee and the Festival has a Site Evacuation Plan.</p>

Axe Vale Festival Ltd. Registered in England & Wales - Company No. 6500554. Registered Charity No. 1130829
Registered Office (not for routine correspondence) - Thomas Westcott, Timberly, South Street, Axminster EX13 5AD

*The Axe Vale Show is a fundraising event organised by Axe Vale Festival Ltd
... raising funds for local organisations*

COMPULSORY RISK ASSESSMENT FORM FOR AXE VALE SHOW

Please complete using **BLOCK CAPITALS**.

This form must be submitted by all Exhibitors, Charities and Demonstrators.

YOU MUST INCLUDE A COPY OF YOUR PUBLIC LIABILITY INSURANCE

Company Name:	
Address:	
Name of person responsible:	
Signature:	
Date assessment undertaken:	

Hazard	Persons at risk	Controls to minimise risk

FIRE ASSESSMENT

Note: private generators are not permitted		
Will you have liquefied petroleum gas (lpg) on site? YES?NO		

Please make sure you also complete the Health & Safety Questionnaire