**2021 SCOTTISH GARDEN SHOW EXHIBITOR RISK & FIRE ASSESSMENT**

**If you do not have a Risk Assessment, this Form provides a Template for your use.**

**A list of common hazards is attached for guidance**

**PLEASE COMPLETE AND RETURN TO THE SHOW ORGANISERS BEFORE 1 MAY 2021**

**Completed by:-** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:-\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exhibitor Name & Contact details** | **Stand Activities** | **Hazards & Persons at Risk** | **Control Measures Required** | **Person Responsible** |
|  |  |  |  |  |

**ACTIVITY HAZARDS CHECKLIST**

This list may help you complete your risk assessment Please note the list is not exhaustive, and is for guidance only. You must consider the specific hazards associated with your activity or area, identify the control measures required, and ensure your staff are aware of their responsibilities

|  |  |
| --- | --- |
| Location of activity/ equipment  Safety fencing around equipment  Disclaimer notices displayed  Crowd control, barriers, marshals, maximum numbers, etc  Fire safety provisions  First aid requirements  Access for emergency vehicles  Staff training requirements  Supervision arrangements  Slip, trips, falls on same level  Falls from height  Falling / flying objects  Chemicals / harmful substances  Asphyxiation / drowning | Contact with moving machinery  Contact with stationary object  Overturning / collapse  Manual handling  Noise /vibration  Dust / fumes  Lighting  High / low temperatures  Confined spaces  Heat / explosion  Electricity  Adverse weather  Other hazards associated with the activity |