**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

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| --- | --- |
| Location of activity/ equipmentSafety fencing around equipmentDisclaimer notices displayedCrowd control, barriers, marshals, maximum numbers, etcFire safety provisionsFirst aid requirementsAccess for emergency vehiclesStaff training requirementsSupervision arrangements Slip, trips, falls on same levelFalls from heightFalling / flying objectsChemicals / harmful substancesAsphyxiation / drowning  | Contact with moving machineryContact with stationary objectOverturning / collapseManual handling Noise /vibrationDust / fumesLightingHigh / low temperaturesConfined spacesHeat / explosionElectricityAdverse weather Other hazards associated with the activity |