

RISK ASSESSMENT – FOR IMP CLUB OUTDOOR 1 DAY STAND

Below is a basic risk assessment template covering most foreseeable; hazards, risk levels, controls to mitigate risk

No.	What are the hazards?	Who might be harmed and how?	What are you doing already?	Action by who?	Action done when?
1	Collision / Fire / Fumes. Display Vehicles	Drivers/Passengers/Contractors/ Stand Staff/Event Staff/Venue Staff/Public	<input type="checkbox"/> Competent licenced drivers <input type="checkbox"/> Obey speed limit on site <input type="checkbox"/> Know where fire extinguishers are positioned locally <input type="checkbox"/> Care to be taken when moving vehicles to ensure public safety <input type="checkbox"/> Collect declaration forms from owners	Organisers	Before and during event
2	Injuries sustained from loading and unloading. Manual Handling	Contractors/ Stand Staff/ Event Staff/ Venue Staff	<input type="checkbox"/> All stand staff/volunteers are trained in manual handling <input type="checkbox"/> All staff/volunteers share loading and unloading workload evenly <input type="checkbox"/> Heavy, awkward and bulky items moved by trolley to minimise handling	Organisers	Before event
3	Electric Shock/Electrical Fire/Injury from Electrical Equipment	Contractors/Stand Staff/ Event Staff/Venue Staff/ Public	<input type="checkbox"/> All electrical equipment to be checked before use <input type="checkbox"/> All portable Imp Club electrical equipment to have a current PAT Certificate	Organisers	Before event
4	Slip/Trip Hazard. Cables/ Trailing leads	As above	<input type="checkbox"/> No electrical wires whatsoever will encroach onto walkways <input type="checkbox"/> All trailing leads and cables on stands will be taped down and/or covered in reinforced rubber matting/tracking	Organisers	Before event

Please tick the relevant boxes where applicable

Organisers: _____

Date: _____

Event: _____

Stand Name/number: _____