

### Example for RISK ASSESMENT FORM

<b>Contact Name</b>	You	<b>Company Name</b>	Yours	<b>Description on Stand/activity</b>	
<b>Risk Assessment carried out by</b>	You	<b>Signature of Assessor</b>	Yours	<b>Date Assessment undertaken</b>	Before 30/01/16 and returned with application
HAZARD	PERSONS AT RISK	CONTROLS TO MINIMISE RISK			FURTHER ACTION
Inclement Weather – High winds - Heavy rain - Thunderstorms	Stall holder and assistant General Public	Stall is set out in Marquee providing adequate protection for most weather conditions.			In extreme event goods and display would be dismantled and stored away to prevent damage
Fire	Stall holder and assistant General Public	No flammable materials or electricity will be used in the stall area. Organisers to provide general fire fighting equipment and marshals in the event of a fire on site.			Stall holder and assistant to familiarise themselves with organisers fire safety
Slipping /Tripping Hazards.	Stall holder and assistant General Public	The stall layout restricts members of the public to the open front of the stand area, which will be kept clear at all times. All stock on display is placed on dedicated display areas, i.e. shelving and tables within the confines of the stall area. Other stock and equipment will be stored in a restricted area at the back of the stall which is not accessible to the public			None required
Unstable exhibition stands	Stall holder and assistant General Public	The stall will be situated on level ground. The display shelving used is free standing and will be erected on level ground or set on wedges to ensure stability. The 'L' shaped arrangement ensures stability and the display cannot topple forward.			Public access to rear of the display shelving will be prevented.
Trailing tablecloths etc.	Stall holder and assistant General Public	Any table cloths will be positioned to avoid trailing on the ground and only used on low level tables			None required
Manual handling	Stall holder and assistant General Public	Display shelving and table will be transported in small sections and assembled on site. Goods are packed in small boxes in order to limit the weight to below 20 kg			None required

SAMPLE ONLY

When completed please return to Exeter Craft Festival c/o 9, Westcombe, Alphington, Exeter, EX2 8GH with application form