

**Example for RISK ASSESMENT FORM 2016**

<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
<b>HAZARD</b>		<b>PERSONS AT RISK</b>		<b>CONTROLS TO MINIMISE RISK</b>	
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.	
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.	
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	
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.	
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	
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	
				<b>FURTHER ACTION</b>	
				In extreme event goods and display would be dismantled and stored away to prevent damage	
				Stall holder and assistant to familiarise themselves with organisers fire safety	
				None required	
				Public access to rear of the display shelving will be prevented.	
				None required	
				None required	

**SAMPLE ONLY**

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