

Risk Assessment for Traders attending The Buses Festival at The British Motor Museum Sunday 19 August 2018.

Office use only Stand No:	Name
Address	
	Postcode
Telephone	Fax
Email	

Risk Assessment completed by:

Contact	Signature
Dated	Print Name

Under current legislation, The Management of Health and Safety at Work Regulations 1999 require all employers and self employed persons to "make a suitable and sufficient risk assessment posed by work activities and anyone affected by them, so far as is reasonably practicable"

This form has been designed for traders to complete a risk assessment for the exhibition/show.
Please tick as appropriate to your stand/area.

<p>1. Identify potential hazards on your stand:</p> <p><input type="checkbox"/> a) Slips/Trips & Falls</p> <p><input type="checkbox"/> b) Services – e.g. Water, Compressed Air, Electricity</p> <p><input type="checkbox"/> c) Machinery – e.g. Drilling, Grinding, Cutting</p> <p><input type="checkbox"/> d) Hazardous Substances – e.g. Gases, Chemical & Biological</p> <p><input type="checkbox"/> e) Manual Handling</p> <p><input type="checkbox"/> f) Vehicles</p> <p><input type="checkbox"/> g) Working at Height</p> <p><input type="checkbox"/> h) Other (please state) _____</p>

<p>2. Please identify persons that could potentially be harmed:</p> <p><input type="checkbox"/> Exhibitors <input type="checkbox"/> Contractors <input type="checkbox"/> Staff <input type="checkbox"/> Visitors</p>
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<p>3. Please identify control measures to reduce the risks:</p> <p><input type="checkbox"/> a) Slips/Trips & Falls hazards eliminated</p> <ul style="list-style-type: none"> <input type="checkbox"/> Carpet taped down securely <input type="checkbox"/> No trailing cables across stand or gangways <input type="checkbox"/> All display materials secured safely to stand <input type="checkbox"/> Good housekeeping – non slip surfaces, general cleanliness <input type="checkbox"/> Clear access & egress to stand and gangways <input type="checkbox"/> Other (please state) _____ <p><input type="checkbox"/> b) Services used for purposes they were intended and all relevant regulations complied with:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Water supply limited to portable containers <input type="checkbox"/> Electricity socket not overloaded & correct fittings used <input type="checkbox"/> Extension leads tested <input type="checkbox"/> Compressed air (no service available from BMM) tested as appropriate and serviced. <input type="checkbox"/> Other (please state) _____

4. Please identify control measures to reduce the risks (cont'd):

- c) Machinery
 - Fitted with suitable guarding to prevent access to hot surfaces, blades, grinders etc.
 - Working machinery production products & waste materials storage & handling process in place
 - Any necessary protective clothing & equipment supplied
 - Permit to work available (Hot work i.e. Naked flame permit must be obtained from BMM before use of this type of equipment/procedure)
 - Other (please state) _____
- d) Hazardous substances:
 - Suitable handling, waste & storage procedures & processes
 - Any necessary protective clothing & equipment supplied
 - Other (please state) _____
- e) Handling & lifting
 - Suitable for purpose equipment used
 - Manual handling processes
 - Any necessary protective clothing & equipment supplied
 - Exhibitors and staff suitably trained
 - Permit to work & licenses available
 - Other (please state) _____
- f) Vehicles
 - Minimal fuel and disconnect batteries for vehicles displayed inside
 - Drip trays placed under vehicle
 - Operatives/drivers must be familiar with vehicle
 - Vehicle to be locked
 - Vehicles not parked on access roads, zebra crossings or double hatch line areas
 - Other (please state) _____
- g) Working at height
 - Suitable fit for purpose equipment & protective clothing supplied
 - Trained personnel operating equipment & completing task
 - Suitable fit for purpose equipment used
 - Other (please state) _____
- h) Other
Please state details _____

5. Residual Risk with the above control measures in place

- Low
- Medium
- High

If Medium or High please complete section 5.

6. Additional Control Measures

- Add additional controls
- Eliminate risk completely
- Additional control measure (please state) _____

Please return forms to:

**Buses Festival 2018, Key Publishing Ltd, PO Box 100, Stamford PE9 1XQ
Or email julie.lawson@keypublishing.com**