



# Notes for Risk Assessment Form

www.wragbyshow.com

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**IMPORTANT:** The notes provided below should serve only as a guide for the completion of the Wragby Show Risk Assessment Form. It is entirely your responsibility to ensure that you complete the form in accordance with the specifications of your particular stand.

**The Wragby Show Committee is not responsible for the content or accuracy of your risk assessment.**

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1. Complete the Trade Information section. Ensure all details are legible and accurate.

2. Risk Assessment Steps

**Step 1: What are the Hazards?**

Think about the hazards that accompany your stand that could result in harm.

Example: Hot surfaces  
Sharp instruments  
Fumes / Chemicals  
Flammable substance  
Heavy objects etc

**Step 2: Who might be harmed and how?**

There is no need to name individuals, however think of the groups of people who potentially could be at risk.

Example: Members of the public  
Participants  
Staff working on the stand etc

**Step 3: What are you doing already?**

Think about the controls that are already in place to minimize risk. In particular identify the legal requirements you have already met.

Example: PAT testing done on electrical items  
Warnings signs  
Trained staff  
Guards/ Protectors over the moving parts etc

**Step 4: Is further action necessary?**

A simple YES/NO action.

**Step 5: If yes, what action is required?**

Identify what further action you need to take to ensure minimum risk to all persons accessing/attending your particular stand. If, through the risk assessment, you feel further staff training is required, then say so. Say what action you are going to take, and when it is going to be done by.

3. Do not forget to sign and date your risk assessment. Without this, the form cannot be used.

**Further notes for your guidance can be found on the Health and Safety Executive website**

**- [www.hse.gov.uk](http://www.hse.gov.uk) -**

**Alternatively, call their helpline number 0845 345 0055.**