

RISK ASSESSMENT FORM

Exhibitions: SPARKS EXPO and HIP!-EX 2010

Date: Wednesday 21st and Thursday 22nd April 2010

Show opening times: 9.30am– 3pm

Venue: The Grandstand at Newbury Racecourse, Newbury.

LIST OF HAZARDS	ADEQUATE CONTROLS	PROBABILITY RATING	PERSONS AT RISK
Equipment, stands, partitions and competition areas	Ensure area in and around stands and gangways are clear of items at all times	LOW	All in building
Trailing electricity cables	Contractors and exhibitor staff to ensure all cables are tucked away, kept tidy and do not form trip hazard	LOW	All in building
Items left in gangways during exhibitor set up and break down	Items will be mindfully removed as soon as possible and prior to the opening of the show to minimize hazard	LOW	All in building
Waste	Staff to routinely remove empty boxes/rubbish	LOW	All in building
Machinery and vehicle movement	No vehicles are to move during opening times of the show. Vehicles to be emptied of petrol/diesel to prevent fire hazard	LOW	All in building
Slips trips and falls	Ensure that edges of carpet are firmly secure. Staff on duty to mop up any spillages from café area	MEDIUM	All in building
Quiz game area (on first and third floor)	Mark with hazard tape when not in use. Area stewarded.	LOW	All on first floor of building
Apprentice competition (on second floor) involving non-live electrical and plumbing work going on during show	Mark with hazard tape when not in use. Area stewarded at all times. Tools and materials kept within taped areas.	MEDIUM	All on second floor of building

PROBABILITY RATING

HIGH: Probable to cause major injury

MEDIUM: Possible to cause minor injury. First Aid Treatment

LOW: Unlikely to cause any injury

Please note: There will be a trained first-aid person, provided by Newbury Racecourse, on-site at all times during the exhibition opening times.