



GARDENING SCOTLAND 2020  
29<sup>th</sup> - 31<sup>st</sup> MAY



Guidelines for Trade Stand Exhibitors, all of whom must complete the Risk Assessment Form.

Using the guidelines shown below please consider what risk there is to those building up trade stands and to visitors during the Show. Outline the steps you propose to take to minimise that risk in the table on the Form. Please copy this page if more space is required.

Hazard	Who might be harmed	Is more needed to control the risk
Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide:	There is no need to list individuals by name – just think about group of people doing similar work who may be affected, e.g.	For the hazards listed, do the precautions already taken:
<ul style="list-style-type: none"> <li>- Slipping/tripping hazards</li> <li>- Chemicals (e.g. battery acid)</li> <li>- Moving parts of machinery (e.g. blades)</li> <li>- Pressure systems</li> <li>- Vehicles (e.g. fork-lift trucks)</li> <li>- Electricity</li> <li>- Dust (e.g. from grinding)</li> <li>- Fumes (e.g. vehicle engines)</li> <li>- Manual Handling</li> <li>- Noise</li> <li>- Legionellosis (danger from man-made water systems including spa pools &amp; water features)</li> </ul>	<ul style="list-style-type: none"> <li>- Office staff</li> <li>- Maintenance personnel</li> <li>- Contractors</li> <li>- People sharing your work place</li> <li>- Operators</li> <li>- Cleaners</li> </ul> <p><b>Pay particular attention to:</b></p> <ul style="list-style-type: none"> <li>- Staff with disabilities</li> <li>- Visitors</li> <li>- Inexperienced staff</li> <li>- Lone workers – they may be more vulnerable</li> </ul>	<ul style="list-style-type: none"> <li>- Meet the standards set by legal requirement?</li> <li>- Comply with a recognised industry standard?</li> <li>- Represent good practice?</li> <li>- Reduce risk as far as reasonably practice?</li> </ul> <p><b>Have you provided:</b></p> <ul style="list-style-type: none"> <li>- Adequate information instruction or training?</li> <li>- Adequate systems or procedures?</li> </ul> <p>If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place.</p> <p>Where the risk is not adequately controlled, indicate what more you need to do (the 'action list').</p>
Fire Hazard e.g. combustible materials (rubbish, flammable substances, LPG etc.) and ignition sources (flames, smoking etc.)	As Above	<ul style="list-style-type: none"> <li>- Means of escape; fire detection and alarms. Firefighting equipment and fire evacuation plan.</li> </ul>

**N.B. Gas is not permitted within the Floral Pavilion.**

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RISK ASSESSMENT

(Further information can be found in the 'Risk Assessment Guidelines' document)  
Please complete using BLOCK CAPITALS

Company Name Responsible:	
Person:	
Date Assessment Undertaken:	
Signature of Assessor:	

Hazard	Who might be harmed	Are more measures needed to control the risk

Fire Assessment

<b>Liquefied Petroleum Gas</b> (LPG) on site (Please tick)	Yes <input type="checkbox"/> No <input type="checkbox"/>	

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