



**NORFOLK
HARFEST**

HARFEST 2018 RISK ASSESSMENT

You must complete a risk assessment for your stand to conform to our booking terms.
Information to help you is overleaf. Please complete in block capitals.

We also require proof of your **public liability** insurance – please ensure we have a copy that shows you are covered whilst at Norwich Cathedral (therefore including the period of set up and clear down)

Stand Name:	Date:
Address:	Signature:
	Tel No:
Contact (person responsible):	Mobile No:

PUBLIC LIABILITY Insured by:	Expiry date:	Copy enclosed: Y / N or to follow on renewal
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GENERAL	Hazard	Persons at Risk	Actions to Minimise Risk

FIRE ASSESSMENT	Hazard	Persons at Risk	Actions to Minimise Risk

GAS CYLINDERS LPG/Butane/Propane	Cylinders on site?	YES/NO	These <i>must</i> be suitably caged. Gas cannot be used in internal areas.
	Cylinder size:		

RISK ASSESSMENT INFORMATION

Using the following guidelines, please consider what risks there are to those building / dismantling / operating trade stands or catering facilities and to members of the public during HarFest. You should outline the steps you propose to take to minimise these risks overleaf, then sign and return the form to the office.

**** THERE IS NO SUCH THING AS 'NO RISK' ****

You are liable for the health & safety of your staff while on your site and for ensuring all staff are appropriately trained where necessary.

<p>Look for hazards which you could reasonably expect to result in harm under the conditions in your workplace (i.e. your stand area at HarFest)</p> <p>These are some examples to help you:</p> <p>- A hazard is something with the <i>potential</i> to cause harm e.g. substances, machines, methods of work</p>	<p>Bottled gas Chemicals Dangerous activities Dust Electricity Guy ropes Falls from height Finger traps Fire Floor surfaces Food allergies Food hygiene Fumes Heat Lifting Livestock on stand Moving machinery parts Noise Obstructions Steps/ramps Trip hazards Vehicles Waste materials</p>	<p>Example: Fire Hazard</p> <p><i>Combustible materials</i> (e.g. LPG bottles, rubbish, paper)</p> <p><i>Ignition sources</i> (e.g. smoking, faulty wiring)</p> <p>Example: Working at Height</p> <p><i>Working environment</i> (e.g. roofs, marquees, ladders etc)</p> <p><i>Weather</i> (e.g. wet/windy weather)</p>
<p>Think of the types of people potentially at risk e.g: (you do not need to list individual names)</p> <p>- Risk expresses the likelihood of harm from a particular hazard</p> <p>You should pay particular attention to:</p>	<p>Cleaners Contractors Maintenance staff Members of the public Operators Staff</p> <p>Disabled staff & visitors Inexperienced staff Lone workers Visitors</p>	<p>Example:</p> <p>Provide appropriate training / instruction / information</p> <p>Keep written records of such training</p> <p>Provide and use appropriate safety equipment</p>
<p>From the hazards listed, do the precautions you have taken:</p>	<p>Comply with recognised industry standards?</p> <p>Meet standards set by legal requirements?</p> <p>Represent good practice?</p> <p>Reduce risk as far as is reasonably possible?</p>	<p>- Fire detection and alarms / means of Escape / exit signage - Fire fighting equipment and evacuation plan - Safety equipment</p> <p>You should indicate the precautions you have in place</p> <p>Where the risk is not adequately controlled, indicate what more you need to do</p>