

RISK ASSESSMENT & FIRE RISK ASSESSMENT GUIDANCE

WHAT IS A RISK ASSESSMENT

A Risk Assessment is a document used to show you have identified potential hazards on your trade stand, assessed how serious a potential injury could be, assessed how likely it is that someone could be injured by that hazard and then detailed what steps you've taken to MINIMISE that risk. It's important to note we are not asking that there are no risks, only that you've take reasonable steps to identify and minimise them. Importantly if you say there are NO RISKS at all on your trade stand and someone injures themselves you are more likely to be held accountable by a court as you will not be seen to have made suitable efforts to assess potential hazards.

The following form has these key headings.

HAZARD

A HAZARD is anything, within reason, which could cause damage to people, property or the environment. An easel with a painting on could trap fingers if people touch it. A tractor parked on a slope could roll if someone disengages the handbrake etc.

RISK – The RISK is a combination of the severity of injury a hazard could cause against the likelihood of it happening. A good example is where a Hazard could be your marquee being struck by lightning, the severity of injury if this happened is major, but the likelihood of this happening is so incredibly low it makes the risk not even worth putting on a risk assessment, unless of course yours is the only marquee, on top of a hill, when heavy rain is forecast, and you've attached a 100ft high flag pole..... the likelihood is suddenly a lot higher, and perhaps is worth mentioning.

LIKELIHOOD FACTOR is rated as follows:

- HIGH - could happen anytime = Score 3
- MEDIUM - might happen sometime = Score 2
- LOW - unlikely to happen = Score 1

SEVERITY FACTOR is rated as follows:

- MAJOR - death or major injury as defined by RIDDOR 1995 (e.g. fracture) = Score 3
- SERIOUS - 'over 3 day' injuries as defined by RIDDOR 1995 = Score 2
- SLIGHT - injuries (less than 3 days) or not at all = Score 1

RISK RATING

Your RISK RATING comes from the combined score of LIKELIHOOD and SEVERITY. So if you identify a hazard which is very likely to cause injury/damage you'd score 3 points, if the potential severity of injury was death you'd again score 3 points, multiply these together and you have a risk rating of 9 points. In essence the higher the risk rating the more controls you should be putting in place to minimise that hazard.

BUT WHY COMPLETE A RISK ASSESSMENT

1. If someone comes onto your stall and injures themselves they can look to seek compensation from you. If you've made no effort to complete a risk assessment, or have simply put NO RISK across your form, a court would likely look at this as you not having made any effort to consider the welfare of people coming onto your stall. If however you have completed a risk assessment, and even if the injury is as a result of a hazard you had not identified in that risk assessment, a court is much more likely to look favourably on you as you've shown you've considered risks on your stall and taken steps to minimise them.
2. Once you have completed a risk assessment you can use it again and again at different events, simply "tweaking" and updating it as your stall changes, expands etc. As such this can save you time and hassle. Indeed if you already operate a risk assessment for your stand, we do not require you to transfer that information onto our form, we are happy to accept a copy of that risk assessment, so long as it is relevant to the setup you will be bringing to the show.
3. The Lincolnshire Agricultural Society has a duty to ensure the safety and well-being of all who attend the Lincolnshire Show, be they visitors, exhibitors or staff/volunteers. As such it forms part of our trade conditions that each stall holder must complete a risk assessment and submit it with their application form. Please complete the Risk Assessment Form in BLOCK CAPITALS, photocopying more sheets if you need to.

The Risk Assessment Form and any supplementary sheets must be returned with your application form.