

LSVR Risk & Fire Assessment
Guidance

Using the guidelines suggested below please consider what risks there are to those people setting up/ dismantling, manning and members of the public attending your stand.

Hazard

Look for hazards which you could reasonably expect to result in significant harm under the conditions in the workplace.

Who's at risk

List groups of people that might be affected

Control measure to minimise the risk

What control measures are in place to prevent the hazard you have listed

Examples of hazards

- Slipping & tripping
- Fire (from flammable material)
- Covid - 19
- Chemical (battery acid)
- Moving parts
- Working at height
- Ejection of materials
- Pressure systems
- Vehicles
- Electricity
- Dust
- Fumes
- Manual Handling
- Noise
- Poor lighting

Examples of who's at risk

- Operational staff
- Contractors
- People sharing your workspace
- Members of public

Examples of control measures

- Meet the standards set by legal reequipment
- Comply with recognised industry standard
- Represent good practise
- Reduce the risk as reasonably possible
- Have you provided adequate information, instruction or training adequate systems or procedures?
- If so, then risks are adequately controlled but you need to indicate the precautions you have taken

Further action

What more could you reasonably do for those risks which were not adequately controlled?

You will need to priority to those risks which may affect large numbers of people or could result in serious harm.

Principles for further action

- Removed risk completely
- Try a less risky option
- Prevent access to the hazard

Hazard	Who is at Risk	Controlled Measure	Further Action
Fire assessment – This section must be completed. Please indicate how you intend to control the fire risk on your stand, all trade stands must supply their own fire extinguisher. Please indicate if cooking will take place or if there are other sources of ignition on your stand			
Hazard	Who is at Risk	Controlled Measures	Liquefied petroleum gas: (LPG) on site Yes / No (please delete as appropriate)
			Vehicle to be kept on site Yes / No (please delete as appropriate)
			Type of fire extinguisher to be held on your stand (Water, Powder, foam, carbon dioxide) Fire blanket

Continuation sheet

Hazard	Who is at Risk	Controlled Measure	Further Action

I/We Confirm that there will be a suitable fire extinguisher on site in good working order, a responsible person will always be on the trade stand site throughout the opening hours and all member of stand owners will know how to safely operate the fire extinguisher located on my stand.

Name of individual / organisation	
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Signature	
Print Name	
Date assessment was carried out	

Both above parts are of this form must be fully completed. A form left blank or stating no risk, N/A, or none will be returned.

