

			
Risk assessment reference:	RHS Shows 2024	Version number:	Pd101

Risk assessment

Description of activity / area being assessed	Exhibitor Risk Assessment at Flower Show		
Manager responsible	Dr Paul Dibley	Signature & date	 19/1/24
Assessed by (name & role)	Dr Paul Dibley Partner	Signature & assessment date	 19/1/24

HAZARD		RISK LEVEL	OUTCOME	PERSONS AT RISK	MEASURES
1	Site/event related hazards	TBC	Accident or injury	Exhibitor	Liaise with event organiser to determine possible on-site hazards and presence of on-site first aid/medical support.
2	Transport, setting up and dismantling of equipment	Medium	Injury due to accident.	Exhibitor	Stow equipment securely during transport to avoid movement/breakage in case of heavy braking. Follow official directions. Use Banksman when reversing. Move items in manageable loads - avoid lifting over- heavy loads. Ensure table legs are locked in position.
3	Fire	Low	Burns, smoke inhalation	Exhibitor, general public	No smoking, no flammable substances or open flames within the marquee/hall. It is anticipated that the organisers will provide general fire fighting equipment and marshals in the event of a fire on site.
4	Severe weather: high winds, heavy rain, thunderstorms	Low	Marquee/gazebo or displays becoming unstable with risk of injury.	Exhibitor*, general public	If gazebo is being used, ensure gazebo is properly tied or weighted down and that any pegs and ropes are clearly visible. In extreme weather, displays should be packed away. In high wind, double check ropes and weights; dismantle gazebo if risk of becoming unstable.
5	Working in extreme weather	Low	Heat (sunburn/heat stroke) Cold (hypothermia) Mud (slipping)	Exhibitor	Have appropriate hot/cold drinks available. Wear/bring suitable clothing e.g.hat, sunblock, sunglasses, raincoat, warm fleece, wellies. If required, seek advice from on-site medical staff. Where judged necessary, cancel and dismantle the stall and return home.

6	Trolley Movements	Low	Injury due to accident	Exhibitor, general public	Only move trolleys when safe to do so.
7	Free standing displays	Medium	Tipping, blown or knocked over and hitting people	Exhibitor, general public	Secure all display signs with weights or pegs.
8	Slips, trips and falls	Medium	Injury due to accident.	Exhibitor, general public	. Avoid wires and cables that could be tripped over. Keep areas tidy and store boxes under tables.
9	Falling objects	Medium	Injury due to accident.	Exhibitor, general public	Ensure tables are stable on the ground before loading them with items. Ensure stacked items are stable.
10	Electrical	Low	Electric shock	Exhibitor, general public	No mains/generator powered equipment is to be taken or used on-site. Any display lighting to be battery operated.