



## Risk Assessment

### East of England Area

Risk Assessment for inside the venue, while some risks will be common there will be risks unique to a venue. We would recommend each exhibitor to take due diligence and care for ensuring the safety of club members, and visitors.

Risks are identified and classified as either Low Risk or High Low Risk. The assessment form must be referred to and new risks added when identified. All identified Risks, must be notified to any Officer or Representative for NAFAS East of England Area, and actions taken to reduce any risk.

The Table below provides an example of risks that you may encounter.

| HAZARD               | HR | LR | POSSIBLE RISK                      | ACTION TO REDUCE RISK  |
|----------------------|----|----|------------------------------------|--|
| Water spillage       | *  |    | Slips and Falls                    | Have policy in place for dealing with spillages. Have designated area for buckets containing plant material  |
| Plant material       | *  |    | Slips on foliage or plant material | Encourage tidy workstations, provide rubbish sacks. All walkways and exits must be kept clear of all rubbish and any discarded material  |
| Infection            | *  |    | Poisonous material                 | Club members aware of hazard from certain plants e.g., Euphorbia sap, Aconitum (all parts) ensure hand washing facilities are available. Make members of public aware not to touch exhibits.               |
| Electrical equipment | *  |    | Trips over cabling                 | Do not trail electric cables, Cover all cable on the ground. All Electrical equipment must be PAT tested   |
| Hot glue guns        | *  |    | Minor Burns                        | Keep a designated area for use of glue guns, encourage cold glue. Keep a pot of cold water on the workstation in case of burns. Electrical Glue Guns must be PAT tested                                    |
| Workboxes            |    | *  | Falls                              | Keep workstations tidy, keep workboxes out of thoroughfares. Hang up coats and keep handbags in a safe area to avoid trip hazard. All walkways and exits must be kept clear of any equipment at all times. |
| Scissors and knives  | *  |    | Cuts                               | Demonstrate safe use of knives, scissors and secateurs   |

|  |   |  |                        |  |
|--|---|--|------------------------|--|
| Spray paint and powders  | * |  | Breathing difficulties | Spray outdoors in a designated area, and use a mask and suitable protective clothing.                                |
| Tables, chairs, Free standing Structures, and bags of any kind inc; handbags | * |  | Trip Hazard            | Ensure all Tables, Chairs, Free Standing Structures are safely positioned and secure inc: handles on any type of bag |
| Kettles  | * |  | Scalds                 | Keep use of kettles to a designated area, kettle's PAT tested  |

HR - High Risk    LR - Low Risk

Date.....

Signature.....

Review date.....