

Risk Assessment Proforma

ALL EXHIBITORS PLEASE COMPLETE, COPY and RETURN ONE SET TO THE SHOW ORGANISER.

A copy MUST be made and be available on the stand during the show.

Any exhibitor wishing to operate machinery and skills/competition organisers MUST COMPLETE A SEPARATE COMPREHENSIVE RISK ASSESSMENT.

NOTE TO ALL:
Download this document
before filling out and saving

Contact Name	Mobile Number
Company Name	
Stand Description (e.g. Static display of chippers, college display, climbing equipment sales)	
Plot Number(s) Booked (FOR OFFICE USE ONLY)	

PLEASE ANSWER THE FOLLOWING QUESTIONS	YES / NO	Additional Information
I have read the Risk Assessment Guidance Notes and I will comply with the requirements stated within it.		
Machinery, equipment and/or techniques will be ACTIVELY DEMONSTRATED on the stand and a separate Risk Assessment has been submitted as attached.		If Yes, please ensure you submit your detailed Risk Assessment with your submission.
The stand is STATIC with no machinery or equipment being actively demonstrated at any time.		

Please complete the form below placing a 'Y' to indicate acceptance of the guidance provided in the Risk Assessment Guidance Notes. Place 'NA' where it is not applicable or 'A' to indicate that it applies but you have submitted an alternative or additional Risk Assessment which differs from the supplied guidance.

The Risk Assessment Guidance Notes **MUST be complied with for the following key hazard areas:**

The Risk Assessment Guidance Notes will be complied with for the following key hazard areas:	Y / A / NA	Additional Information
1. General Safety (Compliance with site rules whilst on site).		
2. Demonstration safety precautions.		Please submit your Risk Assessment to cover the proposed demonstration
3a. Tents/Marquee provided by the Arb Association inc. 'T' plots.		
3b. Tents Marquees erected by your own external contractor. (3b & 3c i-v).		Please download the Marquee/Tent/TDS form, complete and return to the AA at events@trees.org.uk
3c. Your own gazebo or awning (3c i-v) <3m square & 3m in height (3c i-v). (No need to submit an extra TDS form)		
3d. Display Vehicle or Trailer.		
4. Slips, trips and falls.		
5. Tables, Seating, Stands, Exhibits, Signs and Display Boards.		
6. Static non-demonstration Machines and Vehicles.		
7. Manual Handling.		
8. First Aid.		
9. Fire Safety and Smoking.		
10. Vehicle or Machinery Movement.		
11. Hazardous Substances (Flammable, corrosive, toxic etc).		
12. Cranes, Hoists (MEWPS), Forklifts and Grabs.		
13. Personal Protective Equipment.		

The Risk Assessment Guidance Notes **MUST** be complied with for the following key hazard areas *(continued)*:

The Risk Assessment Guidance Notes will be complied with for the following key hazard areas: (CONTINUED)	Y / A / NA	Additional Information
14a. Generators (note Petrol and LPG Generators are NOT permitted and diesel generators at the organisers discretion).		
14b. Electrical Equipment (Laptops etc.).		
15. Timber and Materials stacks.		
16. Set Up and Take Down of your exhibit.		
17. Vehicles, Machines and Equipment.		
18. Noise.		
19. Fumes, Dust, Smoke, Arisings and Rubbish.		
20. Working at Height, Ladders, Steps and Tree Climbing.		
21. Food, Catering and On-Stand Hospitality – Tea, Coffee, Soft Drinks, Biscuits and Crisps. (No cooking or food preparation).		
21a. Food or Catering – Food preparation, or cooking, or storage of prepared food.		
21b. Are you intending to offer alcohol from your stand? (If 'Y' please note that this MUST be in accordance with our Terms and Conditions).		
21c. Are you using Gas? (If Y note that ALL fixed installations in show trailers or vehicles MUST have a valid Gas Safety Certificate).		
22. Staging, scaffolding, frames or other built structures.		Please download the Marquee/Tent/TDS form, complete and return to the AA at events@trees.org.uk
23. Flags, Banners, tethered Balloons, Drones and Blimps.		If DRONE please tick <input type="checkbox"/>
Additional hazards have been identified in our Risk Assessment to those stated above and an additional Risk Assessment has been attached.		Compulsory for demonstrating exhibitors

Check the **Risk Assessment Guidance Notes** and ensure that where you have indicated compliance that you are able to do so. Failure to meet the agreed guidance may result in your stand being closed.

If you have answered **YES** to demonstrating equipment or machinery or **NO** to any of the guidance compliance **YOU MUST ATTACH** your comprehensive Risk Assessment. Failure to do so will forfeit your booking.

A detailed Risk Assessment **MUST** cover the set up, demonstration and take down of the exhibit and **MUST** identify Hazards, Risk and Control Measures. (see HSE guidance below).

Exhibitors may submit their additional Risk Assessment to events@trees.org.uk in Word, Excel or Adobe PDF format.

I the undersigned am authorised to complete this Risk Assessment and have done so to the best of my knowledge and understanding. If you are unable to insert a signature, a typed, digital name will be accepted as formal confirmation.

Signed

Date

PRINT NAME

Position in Company

NOTES:

Complete this booking form and email your application to events@trees.org.uk or post it to:

The Arboricultural Association, The Malthouse, Stroud Green, Standish, Stonehouse, Gloucestershire, GL10 3DL

Tel: 01242 522152 Email: events@trees.org.uk Web: www.trees.org.uk