

**RISK ASSESSMENT FORM**

**The Horbury Show**, Carr Lodge Park, Horbury organized by the Rotary Club of Horbury & Ossett Phoenix

**Name of Stallholder / Attraction operator.....**

RISKS IDENTIFIED (these are suggested risks. Change or add any others you identify)	WHO MIGHT BE AFFECTED?	SEVERITY OF RISK Assess the impact of the risk (refer to <b>Note 2</b> over page to complete this)	WHAT NEEDS TO BE DONE - to control the Risk?	WHO IS TO TAKE ACTION?	DATE COMPLETED
TRIPPING / FALLING					
NOISE from stall / attraction					
ERECTING / DISMANTLING OF STALL / ATTRACTION					
CHEMICAL HAZARDS at Stall / Attraction					
PARTICULAR HAZARD OF GOODS ON STALL					
WASTE HAZARDS from Stall / Attraction					
HOT / COLD LIQUIDS OR FOOD					
ANYTHING ON WMDC PROHIBITED LIST - See note 1 below					
FIRE HAZARD – anything combustible in or around the stall					

**Please see over page**

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**Do you have Public Liability Insurance?**      YES / NO      (please delete as appropriate)

**Please note:**

You **must** send us copies of (1) your insurance cover and (2) your completed risk assessment before the **15<sup>th</sup> May 2020** in accordance with the Show Terms

**Notes on completing the above form:**

1. Wakefield Metropolitan District Council has strict guidelines on events held on its land. Stalls / Attractions found to be in breach of these regulations will be asked to leave the Show site immediately.
  - a. No live animals (for example goldfish) to be offered as prizes
  - b. To ensure public safety it has been determined by the Council that closed Air Supported Structures are not permitted in this Authority. Structures such as “Moonwalk”, “Astrobounce” and similar types are amongst those determined by the Council to be closed Air Supported Structures. All open Air Supported Structures must be securely tied down and not less than 2m from any other structure.
  - c. Any inflatable or ride must have a current, valid test / safety certificate
  - d. A full copy of the Councils terms are at: <http://www.wakefield.gov.uk/Documents/culture-museums/events/terms-conditions-for-holding-events-on-council-land.pdf#search=terms%20and%20conditions%20for%20events%20on%20council%20land> (if this link does not work search on [www.wakefield.gov.uk](http://www.wakefield.gov.uk) for terms and conditions for holding events on council land)

2. Risks are classified as **High**, **Medium** or **Low** according to the **relative seriousness** of something happening (the impact of the Risk). You should therefore record **H**, **M** or **L** in the **Severity of Risk** column over the page.

Risks are then categorized according to **how likely** each is to occur e.g.:

1. **No or Very Low** likelihood (less than 5% chance)
2. **Low** Likelihood (less than 20% chance)
3. **Medium** Likelihood (less than 50% chance – i.e. fairly likely to happen)
4. **High** Likelihood (between 51% and 80% chance – i.e. more likely to occur than not)
5. **Very High** Likelihood (above 80% chance – i.e. almost certain to occur)

Therefore if you classify a risk as having a High Impact but believe it has a Low likelihood of happening you would put **H 2** in the **Severity of Risk** column;

If you classify a risk as having a Low Impact but believe it has a Medium likelihood of happening you would put **L 3** in the **Severity of Risk** column