

<b>32SIG/LSP Risk Assessment 2018</b>						
<b>Hazards</b>	<b>Who may be affected</b>	<b>What measures are in place</b>	<b>Further necessary action</b>	<b>By whom</b>	<b>By when</b>	<b>Done?</b>
Tables	Members of branch/ SIG/public	Tables must be checked during setup to ensure they are properly erected (Any boxes placed under or near table must be checked so that they will not dislodge table)	SIG/branch members to be vigilant for any risk associated with the tables	SIG/branch members	ongoing	ongoing
Chairs	Members of branch/ SIG	Chairs must be checked that they are in good repair, any defective chairs must be returned to the event organisers/centre staff	SIG/branch members to be vigilant for any risk associated with the chairs	SIG/branch members	ongoing	ongoing
Handling of any heavy/ bulky items	Members of branch/ SIG	Heavy/bulky items do not currently form part of the branch/SIG's display, and when there is an opportunity to add a heavy and/or bulky item to the display, a dynamic risk assessment will be carried out. (permanent changes to display may require updating risk assessment)	A dynamic risk assessment will be carried out to determine that a heavy and/or bulky item can be carried without risk of injury	SIG/branch members	Before any heavy and/or bulky items are put on display	Pending addition of heavy and/or bulky item to branch/SIG display

Source of heat/flame	Members of branch/ SIG/public	All sources of heat/flame must be identified and reported promptly to event organiser/centre staff	SIG/branch members to be vigilant for any risk associated with any heat/flame	SIG/branch members	ongoing	ongoing
Access and egress from display area	Members of branch/ SIG	All access points to the area behind the display area must be kept clear of bags/boxes and the nearest fire exit identified during setup	SIG/branch members must remain vigilant to ensure access and egress remains clear at all times	SIG/branch members	ongoing	ongoing
Trip hazards	Members of branch/ SIG/public	The floor of the venue must be inspected before setup to ensure that it is in good condition. Any uneven floor areas must be cordoned off	SIG/branch members to remain vigilant to ensure that any trip hazards are identified and promptly removed	SIG/branch members	ongoing	ongoing
	Members of branch/ SIG/public	Areas behind the display must be kept clear to avoid trip hazards				
	Members of branch/ SIG/public	All branch/SIG members must wear flat/sensible shoes				
	Members of branch/ SIG/public	Trailing table cloths must not make contact with the ground in such a way as they might become a trip hazard				
	Members of branch/ SIG/public	Under-the-table sales boxes must be kept away from aisles so as to prevent trip hazards				

Model making materials	Members of branch/ SIG/public	Model making materials, such as glues/knives/paints, are to be stored away safely away from members of the public and children	SIG/branch members to be vigilant to ensure any harmful equipment/materials remain safely stored and out of reach of children	SIG/branch members	ongoing	ongoing
Shelving	Members of branch/ SIG/public	Any shelving must be checked as it is being assembled to check that it is in a good state of repair, any defective shelving must not be used and either repaired or disposed of accordingly	SIG/branch members to remain vigilant to ensure shelving is safe throughout the display	SIG/branch members	ongoing	ongoing
	Members of branch/ SIG/public	Shelving must not be placed towards the forward edges of the display where it may be knocked by a member of the public				
	Members of branch/ SIG/public	SIG/branch members must ensure that they take extra care when shelving is set up - see trip harards				

