



English Electric Lightning SIG Risk Assessment

Date of Risk Assessment: 23rd February 2017

What are the hazards?	Who might be harmed and how?	What measures are in place	Further action necessary	Action by whom	Action by when	Done
Tables	Members of the SIG, members of the public.	Tables must be checked during setup to ensure that they are correctly erected. Any boxes placed under or near table must be checked so that they will not dislodge the table.	SIG leader or SIG member to remain vigilant for any risk associated with the table.	SIG leader/ SIG member	ongoing	ongoing
Chairs	Members of the SIG.	Chairs must be checked that they are in good repair. Any defective chairs must be returned to the event organiser to centre staff.	SIG leader or SIG member to remain vigilant for any risk associated with the chair.	SIG leader/ SIG member	ongoing	ongoing



What are the hazards?	Who might be harmed and how?	What measures are in place	Further action necessary	Action by whom	Action by when	Done
Handling of any bulky or heavy items	SIG members.	<p>Heavy or bulky items do not currently form part of the SIG's display. When there is an opportunity to add a heavy and/ or bulky item to the display a dynamic risk assessment will be carried out.</p> <p>Any permanent change to the display may lead to a change in risk assessment.</p>	A dynamic risk assessment will be carried out to determine that a heavy or bulky item can be carried without risk of injury.	SIG leader/ SIG member	Before any heavy or bulky items are put on display.	Pending addition of bulky item to the SIG display
Sources of heat or flame	Members of the SIG or other displaying groups, members of the public.	All sources of heat or flame must be identified and reported promptly to event organiser or centre staff.	SIG leader or SIG member to remain vigilant for heat or flame risk	SIG leader/ SIG member	ongoing	ongoing
Access and egress from display area	SIG members or other displaying groups.	All access points to behind the table must be kept clear of bags or boxes and the nearest fire exit/ exit noted during setup.	SIG leader and SIG members to remain vigilant to ensure the egress remains clear all times.	SIG leader/ SIG member	ongoing	ongoing



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<p>Trip hazards</p>	<p>Members of the SIG or other displaying groups, members of the public.</p>	<p>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.</p> <p>Areas behind the display must be kept clear to avoid trip hazards.</p> <p>All SIG members must wear sensible, flat shoes.</p> <p>Trailing table clothes must not make contact with the ground in such a way as they might become a trip hazard.</p> <p>Under the table sales boxes must be kept away from aisles so as to prevent trip hazards.</p> <p>Under the table boxes must not protrude too far into the aisle so that they present a trip hazard.</p>	<p>SIG leader and SIG members to remain vigilant to ensure that any trip hazards are identified and promptly removed.</p>	<p>SIG leader/ SIG member</p>	<p>ongoing</p>	<p>ongoing</p>



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Model making materials	Members of the SIG or other displaying groups, members of the public.	Model making materials such as glue, knives or paint are to be stored safely away from members of the public, out of the reach of children.	SIG leader and SIG members to remain vigilant to ensure any harmful equipment or materials remain safely stored and out of the reach of children.	SIG leader/ SIG member	ongoing	ongoing
Shelving	Members of the SIG or other displaying groups, members of the public.	<p>Any shelving must be checked as it is being assembled to check that is in a good state of repair. Any defective shelving must not be used and either repaired or disposed of according.</p> <p>Shelving must not be place towards to forward edges of the display where it may be knocked over by a member of the public.</p> <p>SIG members must ensure that they take extra care when shelving is setup - see trips hazards.</p>	SIG leader and SIG members to remain vigilant to ensure that shelving is safe throughout the display.	SIG leader/ SIG member	ongoing	ongoing

Risk Assessment review date: 31st December 2017