

SaPAR Event Risk Assessment Document

Name and nature of event	
Date(s) of event	
Location of event	
Name of Responsible Person and Risk Assessor	

List is not exhaustive, if other risks/controls emerge, detail in space provided, Ditto breaches or incidents.

During Set Up & Dismantling			
Risk Type	Control Measures	Tick as Complete or mark N/A	Notes if applicable
Pop-up shelter	Erection / collapse of pop-up requires no less than four/six people under clear instruction to include which part can be held etc. Consider use of tie-downs and weights.		
Flag poles	Make sure they are erected away from other people and tied firmly to the legs of the pop-up at more than one point along their length.		
Tables/chairs	Legs fully extended and locked in position. Table tops locked		
Motorcycles	Keep movement to a minimum with engines turned off. Consider escorting bikes if area crowded. Do not leave keys in ignition		
Stand Equipment	Keep items in one area until stand organised/planned. Then placed out of the way of walk areas or in clear view on tables, fastened where appropriate to stop movement. Display units assembled correctly.		
Others: please specify			

During the Event			
Risk Type	Control Measures	Tick as Complete or mark N/A	Notes if applicable
People	First aider on stand and/or Access to first aid kit or first aid support at event		
Motorcycles on display	Use main stand where fitted or ensure side stand will stay in down position. Do not allow movement of bikes during show opening times. Sitting on bikes only allowed under supervision and with owner's consent OR "no sitting on this bike" signs used		
Stand Equipment	Secured as required to stop/resist movement if not already done during set up (e.g. day gets windy). Reviewed on a regular basis during the event		
Fire risk (indoors)	Escape route off stand kept clear of bikes/tables etc Fire extinguisher and fire exits located. Motorcycle fuel taps turned off where possible		
Fire risk (outdoors)	Escape route off stand kept clear of bikes/tables etc Alternative routes away from stand. Generator fuel not kept on stand. Motorcycle fuel taps turned off where possible No smoking within stand or near bikes		
Others: please specify			