## **RISK ASSESSMENT**

Event:	Dates: to:
Venue:	This Assessment is undertaken on behalf of:
Hall:	RA Undertaken by:
Stand Number:	Date RA Undertaken:
Hand Signature:	Company stamp :

X

Manager

Legal: All identified hazards and their control measures must be followed by the company for which this document is intended failure do so can result in legal prosecution. **DOCUMENT NOT VALID WITHOUT STAMP AND SIGNATURE** 

Hazards	Consequences	Who is at Risk	P x S = R	Controls	P x S = R Action Level
Identify Hazards	What could result from the hazard?	Who might be harmed?	Risk	Is the risk adequately controlled?	What is the Residual Risk?
Identify hazards on the stand area during the build up, open and breakdown periods	First aid injury – minor cuts sprains, bruises  3 day injury – broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric)  Major injury – head injury, loss of consciousness, broken bones, dislocations, respiratory problems  Single death of one person  Multiple death/serious injury  Death and or serious injury to many people	- Exhibitors - Contractors - Organizers - Visitors - Staff - Young/new inexperienced staff - Disabled - Children - New and expectant mothers - Elderly visitors	P x S = R  P = Probability S = Severity R = Risk level  See table below	Consider hierarchy of controls  - Eliminate  - Substitute  - Reduce  - Isolate  - Control  - PPE  - Discipline  Do the controls  Comply with industry standards?  Meet legal requirements?  Represent best practice?  Reduce risk as far as is reasonably practicable?	Risk level with control measures in place  Action Level H = High, Immediate action required M = Medium, Justify and review each event day L = Low, no action required  See table below

Probability (P)	Severity (S)	Calc	ulati	ion of Risk	(R)	Action Level			
5 >75% 4 50 - 75% 3 25- 50% 2 1- 25% 1 < 1%	5-Multi death/ injury 4-Single death 3-RIDDOR major 2-RIDDOR 3 day 1-Minor/First Aid	Probability	4	5 – High 4 – Low 3 – Low 2 – Low 1 – Low	10 – High 8 – High 6 - Medium 4 - Low 2 – Low 2	15 – High 12 – High 9 - High 6 - Medium 3 – Low 3	20 – High 16 – High 12 – High 8 – High 4 – Low 4	25 - High 20 – High 15 – High 10 – High 5 – High	LOW – no action required  MED – justify /review for each event day

	4 I
	HIGH –immediate action/ further controls
	needed

Hazard	Consequences	Who is at Risk	Р	S	R	Controls	P	S	R	Action Level	Person responsible for action
Manual Handling (unloading of stand elements)	Back injury limb crush muscle strain	Stand staff Surrounding contractors	3	3	9	Staff trained in correct lifting techniques Trolleys to be used/ show lifting contractor employed to lift items to stand area	2	3	6	Medium	Stand supervisor
Working at height (use of ladder to construct stand)	Injury due to fall from height or injury due to being height by something falling from height	Stand staff Surrounding contractors	3	3	9	Elements built at ground level and only lifting to height when ready to be installed Suitable ladders/ working platforms used Suitable harness for staff or equipment used Hard hats worn by staff working below	2	3	6	Medium	Stand supervisor
Use of electrical tools	Cutting Injury, fall over cable, electrocution	Stand staff Surrounding contractors	3	4	12	Staff trained in use of tools Cordless tools used wherever possible Reduce distance cables are used across the stand Equipment recently tested Power breakers used	2	4	8	High	Stand supervisor
Falling Objects	All Site Personnel	Stand staff Surrounding contractors	2	3	6	No Personnel permitted below installation area whilst work in progress.	1	2	2	low	Stand Supervisor
Small Tool / Plant injuries	All Site Personnel	Stand Staff Surrounding Contractors	2	2	4	All equipment to be checked before use and periodically, only trained operatives to use.	2	1	2	Low	Stand supervisor

Eye Injuries	All Site Personnel	Stand Staff surrounding Contractors	3	3	9	Eye protection to be worn for cutting or grinding work.	3	2	6	medium	Stand Supervisor
Dust	All site personnel	Stand staff surrounding contractors	2	3	6	Goggles and masks to be Worn.	1	2	2	Low	Stand Supervisor
Back Strain	All Site Personnel	Stand staff surrounding contractors	2	2	4	Not attempt to be made to lift heavy or awkward items	2	1	2	Low	Ask for advice or assistance
Foot / Hand Injuries	All Site Personnel	Stand staff surrounding contractors	3	3	9	Safety boots to be worn where necessary, Power tools to be used by trained personnel	3	2	6	Medium	Ask for advice or Assistance
Working at height	All Site Personnel	Stand staff surrounding contractors	3	3	9	All personnel working at height must be assisted by a colleague	3	2	6	Medium	Site Foreman to Monitor
Platform	All Site Personnel	Stand staff surrounding contractors	3	2	6	All Platform edging to be rounded to prevent a trip hazard and minor injury's	2	1	2	Low	Site Foreman to monitor

Hazard	Consequences	Who is at Risk	Controls	Action Level	Person responsible for action
					Contractors
					Project Manager
					All Workers
					Contractors
					Project Manager
					All Workers
					Contractors
					Project Manager
					All Workers
					Contractors
					Project Manager
					All Workers
				1	_
					Contractors
					Project Manager
					All Workers