

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 Identify hazards on the stand area during the build up, open and breakdown periods	What could result from the hazard? 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	Who might be harmed? - Exhibitors - Contractors - Organizers - Visitors - Staff - Young/new inexperienced staff - Disabled - Children - New and expectant mothers - Elderly visitors	Risk P x S = R P = Probability S = Severity R = Risk level See table below	Is the risk adequately controlled? 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?	What is the Residual Risk? 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)	Calculation 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	5	5 – High	10 – High	15 – High	20 – High	25 - High	LOW – no action required
			4	4 – Low	8 – High	12 – High	16 – High	20 – High	
			3	3 – Low	6 - Medium	9 - High	12 – High	15 – High	
			2	2 – Low	4 - Low	6 - Medium	8 – High	10 – High	
			1	1 – Low	2 – Low	3 – Low	4 – Low	5 – High	MED – justify /review for each event day
				1	2	3	4	5	

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
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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

