Risk Assessment – Shell Scheme Stands

Show Name:	Venue:
Show dates:	Exhibitor Company:
Contractor Company:	Risk Assessment Completed by:
Stand Number:	Date of completion:

Identify Hazards	What could result from the hazard?	Who might be harmed?	Is the risk adequately controlled?
Identify hazards on the stand area during the build-up, open and breakdown periods	**Trivial injury not requiring treatment e.g.** minor cuts and bruises **Minor injury requiring treatment e.g.** broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric) **Major injury not life changing e.g.** head injury, loss of consciousness, broken bones, dislocations, respiratory problems. Usually, an injury from which full recovery is possible. **Death or very serious life changing injury to one person e.g.** loss of limb, paralysis or life changing injury from which full recovery is unlikely. **Death or very serious life changing injury to more than one person**	- Exhibitors - Contractors - Organizers - Visitors - Staff - Disabled - Children - Elderly visitors	Consider hierarchy of controls - Eliminate - Substitute - Reduce - Isolate - Control - PPE - Discipline

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 injury 2-RIDDOR 7 day 1-Minor/First Aid	**Probability** 5	5 –	10 – High	15 – High	20 – High	25 - High	LOW – no action required MED – justify /review for each event day HIGH –immediate action/ further controls needed
		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 – Medium	
			1	2	3	4	5	
			Severity					

Risk Assessment

Hazard	Consequences	Who is at Risk	Controls	Action Level	Person responsible for action
Manual handling (unloading and assembling), graphics, and furniture	*Back strain, limb crush, muscle strain*	*Stand contractors*	*Staff trained in correct lifting techniques, use of trolleys and mechanical aids, subcontractors responsible for all handling*	*Medium*	*Stand manager*
Working at height (installing the wall and higher graphics)	*Injury due to fall, being hit by falling objects*	*Stand contractors*	*Only use trained personnel, use of secured ladders/platforms, elements built at ground level before installation, hard hats required for workers below*	*Medium*	*Stand manager*
Slips, trips, and falls (cables, packaging materials, tools left unattended)	*Minor to major injuries due to falls*	*Stand contractors, Stand staff, visitors*	*Keep work area tidy, use cable covers, immediate disposal of packaging, clear walkways*	*Medium*	*Stand builders*
Traffic movement in loading bay (vehicles unloading materials)	*Collision, crush injuries*	*Stand contractors, delivery staff*	*Banksman to assist with vehicle movement, high-visibility clothing, designated walkways*	*Medium*	*Stand builders*
Catering – coffee, tea, other items	*Burns and scalds, allergic reactions, etc*	*Stand staff Visitors*	*Where catering is served on the stand the chance of spills causing scalding or burns* *Serving samples or hospitality to visitors – ensure allegens are clearly shown*	*Medium*	*Stand Manager*
Cuts from final stand dressing	*Cuts and minor bleeding*	*Stand staff*	*Pre-prepare all materials to reduce the need to prepare items onsite*	*Medium*	*Stand manager*

Completed By: