RISK ASSESSMENT GUIDELINES

A Risk Assessment must be undertaken to identify any "significant" risks, prior to the exhibition, identifying the hazards present onsite and ways in which you will minimize and control those hazards. A Risk Assessment should address the following:

Step 1- Look for the hazards
Step 2 - Decide who could be harmed and how
Step 3 - Evaluate the risks
Step 4 - Record the findings
Step 5 - Review your findings

Guidance Notes on how to complete your Risk Assessment Form

A Risk Assessment should be a careful and studied examination of your activities ensuring that your build up, the open period and breakdown are achieved safely, and nothing occurs that could cause harm to any person. The following guidelines will assist you to make a basic Risk Assessment of your activities. If you are building a large or complicated stand, or are involved in unusual activities during the exhibition, you may need to seek the assistance of a qualified Health and Safety Advisor.

Note 1 – list the hazards:

A hazard is anything that has the potential to cause harm i.e. a workman or member of staff falling from a ladder, dropping tools, moving large and heavy loads etc. In addition, it is MANDATORY to list down required controls to protect the staff from Covid-19 during build-up and breakdown as per government and venue regulations.

Note 2 – who could be harmed?

In this section you must include everyone who could be injured as a result of such activities, i.e. the workman, other exhibitors, porters moving furniture, visitors etc.

Note 3 – how likely is it to happen?

Your actual assessment of the risks, which should take into account the likelihood of the risk occurring and the severity of its outcome. If a Risk is considered highly likely to occur with severe consequences, the activity causing the risk must not be undertaken (as it is too dangerous), an alternative method of completing the task must be considered. Risks with mid severity and likelihood will need control measures to reduce the risk.

Note 4 – what control measures need to be implemented?

Record what steps you have taken to ensure nothing dangerous occurs. Your entry may read something like "Use of trained and qualified staff only, rope and post area to restrict area, ensure staff trained in manual handling etc." (These examples are guidelines only).

Note 5 – notify your findings to all relevant people!

You are legally responsible for any person working for you and their actions, or inactions. You must ensure that any contractors you use are competent and will work in a safe manner, by requesting copies of their documentation such as risk assessments, method statements, health and safety policy, insurance documents, reference letters, accident statistics etc.

The following Hierarchy of Control Should be followed.

1. **Eliminate** – Can The hazard be removed completely? This is the most effective method.
   Example: trailing cables on the floor. To eliminate the hazard, we have to remove the trailing cable.
2. **Reduce** – Can the risk be reduced at source? Is there a safer alternative?
   Example: used of thinner base paint, which is harmful, to replace by a water base paint.
3. **Isolate** – Can the Hazard be enclosed or contained?
   Example: provide a guard on a dangerous part of the machine.
4. **Control** – Can people be kept away from hazard?
   Example: Provide guard rail to the scaffold. Provide handrail to the staircase.
5. **Personal Protective Equipment (PPE)** – Can something be provided to the workers to lessen the injury effect of accidents aware of the hazard?
   Example: Helmets, Hand Gloves, ear defenders for noisy area.
6. **Discipline** – Ensuring that procedures and rules are being followed and taking action to discipline employee. It can Also mean that employee is self-disciplined to work safely.

Information Classification: General

RISK ASSESSMENT		
Event: *(Event Name)*	**Event Dates:** *(including Build-up & Breakdown)*	**Risk Assessment Completed**: (*yes/no)*
Venue: *(Event Location)*	**Risk Assessment Undertaken by**: *(The employee who will be responsible for the construction and breakdown of your stand)*	**Distribution:** *(Who has received a copy of the Risk Assessment)*
Stand & Hall Number: *(What is the stand number and hall where the stand is being build)*	**Signed on Behalf of:**	**Emergency Name &Telephone Numbers:** *(Mobile numbers of the main contact person on-site)*

Hazard Identification	Consequences	Initial risk rating			Controls Implemented	Revised risk rating				Person Responsible
EXAMPLE: DO NOT COPY! Manual Handling	Back/Limb Injuries	3	3	H	Ensure staff are briefed on proper lifting methods and exhibition environment If heavy lifting to be undertaken, contract lifting contractor to assist Co-ordinate/schedule/plan activities and stand build Ensure appropriate equipment provided/available – e.g. trolley etc., as necessary Allow plenty of time for build-up of stand to prevent rushing Ensure staff have appropriate protective equipment (appropriate footwear etc.)	2	2	M	M	Stand Health and Safety Manager Stand Staff

Severity						
5	L	M	H	H	H	H
4	L	M	H	H	H	H
3	L	L	M	H	H	H
2	L	L	M	M	H	H
1	L	L	L	L	M	M
0	L	L	L	L	L	L
	0	1	2	3	4	5

Likelihood

Severity
Rating 0 = No injury or illness
Rating 1 = First Aid injury or illness
Rating 2= Minor injury or illness
Rating 3 = 3-day injury or illness
Rating 4 = Major injury or illness
Rating 5 = Fatality, disabling injury etc.

Likelihood
Rating 0 = Zero to very low
Rating 1 = Very unlikely
Rating 2 = Unlikely
Rating 3 = Likely
Rating 4 = Very likely
Rating 5 = Almost certain

NOTES:
Further Controls.
Risks to be monitored each day as follows:
Build-up/Breakdown:
Open:

Information Classification: General