**Risk assessment template for non-complex stands**

A Risk Assessment should be prepared by the **STAND CONTRACTOR** to accompany your stand building plans. Plans will not be accepted without a comprehensive assessment. **There is a guide to completing risk assessments on the final page.**

**Please either complete the form below or supply your own suitable version.**

|  |  |
| --- | --- |
| **EXHIBITION** |  |
| **VENUE** |  |
| **YOUR COMPANY NAME** |  |
| **STAND NUMBER AND HALL(S)** | Hall 2A |
| **CONTRACTOR NAME (if applicable)** |  |
| **RESPONSIBLE PERSON(S)** |  |

**Risk Assessment Template Page 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HAZARDS** | **CONSEQUENCES** | **WHO IS AT RISK** | **RISK LEVEL** | **CONTROLS** | **ACTION LEVEL** |
| **Identify the hazards.** | **What could result from the hazards?** | **Who might be harmed?** | **Calculate the level of Risk:** | **What controls can be implemented to reduce either the probability or severity of the risk?** | **Re-calculate the Risk Level (PxS=R) and determine the Action Level:** |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |
| **4.** |  |  |  |  |  |
| **5.** |  |  |  |  |  |
| **6.** |  |  |  |  |  |

NB. Add more rows if you identify more risks

**Risk Assessment Template Page 3**

**Risks to be monitored each day – for action levels of medium or above**

|  |  |  |  |
| --- | --- | --- | --- |
| **HAZARD** | **MONITORED BY** | **FREQUENCY OF MONITORING** | **WHO IS RESPONSIBLE?** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

**Declaration**

*To the best of my knowledge the information provided is correct and the control measures we have in place will minimise any risk to an acceptable degree.*

|  |  |
| --- | --- |
| **Completed by:** | **Date:** |
| **Organisation:** | |

|  |
| --- |
| **Signed:** |

**NB All stands will be passed subject to onsite inspection.**

**Please return this form by 09 Jan 2025**

**Risk assessment template guide**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HAZARDS** | **CONSEQUENCES** | **WHO IS AT RISK** | **RISK LEVEL** | **CONTROLS** | **ACTION LEVEL** |
| **Identify the hazards.**  List the hazards:  NB - Below is a list of potential areas that hazards may arise from:  Adverse weather  Complex structure  Compressed air  Dust/fumes  Electricity  Falling objects  Fall from height  Fire  Gas/LPG Hazardous substance  Special effect  Stored energy  Use of lifting equipment  Use of vehicles  Use of work equipment  Equipment/machinery  Explosion  Extreme temperature  Noise  Radiation  Slip/fall  Water features | **What could result from the hazards?**  List the results:  NB - Consider the likely effects which could lead to any of the following:  First aid injury  RIDDOR 3 day injury Serious injury – Usually an injury from which full recovery is likely.  Death or very serious Injury to one person - Life changing injury from which full recovery is unlikely.  Death or very serious injury to more than one person. | **Who might be harmed?**  List everyone who might be harmed by each hazard:  Example  • Organiser’s staff  • Venue staff  • Exhibitors  • Contractors  • Young/new  inexperienced  staff  • Disabled  • Children  • New and expectant mothers  • Trespassers  • Pedestrians  and drivers  around the  venue  • Local  inhabitants | **Calculate the level of Risk:**  To calculate the risk level, use the formula below, where:  Probability (1-5)  X  Severity (1-5)  =  Risk  (between 1-25)  PxS = R | **What controls can be implemented to reduce either the probability or severity of the risk?**  NB - Consider the risk control hierarchy:   * Eliminate * Substitute * Reduce * Isolate * Control * PPE * Discipline | **Once the controls have been considered and recorded, re-calculate the Risk Level (PxS=R) and determine the Action Level, where:**  **High 8+ =** Immediate action required  **Medium 5-7 =** Justify and review each event day  **Low 1-4 =**  No further action required |

**Guide to Risk Assessments**

It is a legal requirement for every employer to undertake a Risk Assessment (RA) for every task, including exhibiting at an exhibition. A Risk Assessment will be required from all space only exhibitors.

**Undertaking a Risk Assessment**

**Step 1. Consider the hazards -** within the halls and Venue as well as on the exterior (loading bays, slip roads) that could conceivably cause significant harm.

**Some examples:**

* What plant, equipment and materials will be used?
* Will work over head height be undertaken?
* How much noise and dust will there be?
* Will there be vehicle movements and lifting?
* What fumes will there be?
* Are the exhibits or displays dangerous?
* Is there a need for late working?
* Are datasheets available?
* Consider all possible fire risks that could occur at any time? Focus on build up and breakdown

**Decide who could be harmed and how** **- some examples:**

Employees, contractors, visitors, venue staff, organising staff, lone workers

**Step 2. Assess the risks**

For simple processes you could measure the risk of the hazard as Low, Medium or High however it is generally advised to assess both the probability or **likelihood** and **severity** of the risk.

|  |  |
| --- | --- |
| **Likelihood** | **Severity** |
| 1. Very Unlikely | 1. Minor/First Aid |
| 2. Unlikely | 2. RIDDOR\* 3-Day |
| 3. Likely | 3. RIDDOR\* Major Injury |
| 4. Very Likely | 4. Death or very serious injury to one person |
| 5. Almost Inevitable | 5. Death or serious injury to many persons |

Risk is then calculated as **likelihood x severity = risk** (between **1** and **25**).The actions required for each risk is determined by action level table below, where:

* **1-4 Low No action required**
* **5-7 Medium Justify/review process or hazard**
* **8+ High Immediate action/further controls needed**

**Step 3. Develop controls**

* Can the hazard be eliminated completely?
* Can the hazard be substituted by a safer method or product?
* Can the hazard be reduced by different working?
* Can protective measures be taken or can the hazard be isolated?
* What measure can be put in place to control the hazard?
* Consider Personal Protective Equipment (PPE) to protect individuals.
* Can training be offered to staff to help them work more safely?

Then consider:

How much does it cost to implement the controls? Is it most practicable to implement? How much does it reduce the risk by? Can risk be further reduced by a different method of control? Does it comply with current legislation and regulation?

**Step 4. Implement the controls**

* Write them down in your RA.
* Record measures taken to control risks.
* Communicate them to groups identified in Step 1.
* Implement the controls onsite

**Step 5. Monitor and review findings**

Shortly after the show, review your risk assessment and record any accidents, unforeseen risks and the effectiveness of the measures taken to include in future RAs. You should also review you RA if there is a significant change in persons or process or a change in the law governing any works covered in the RA.

**NB All stands will be passed subject to onsite inspection.**