



WORLD RETAIL CONGRESS

Show Open Risk Assessment

ALL EXHIBITORS (BOTH SHELL AND BESPOKE STANDS) MUST CONDUCT A RISK ASSESSMENT. EXHIBITORS WITH FIVE OR MORE EMPLOYEES HAVE TO RECORD THE SIGNIFICANT FINDINGS OF THEIR RISK ASSESSMENT.

This form must be sent by 5th April to:

tashika.udi-thomas@wrbm.com

YOUR DETAILS	
Exhibitor Company Name:	Stand No:
Name:	Mobile No:
Address:	Town:
Country:	Date Completed:
Email Address:	

Instructions for completing your Risk Assessment:

- **Section A**
 - Please tick the risks that are relevant to your stand, and what you will have on your stand.
 - A minimum of 3 risks is required; anything less and the form will not be accepted as complete.
 - This section is to be filled in for all activity of your stand that may pose a risk.
- **Section B**
 - Please complete this section if there are any other risks that are relevant to your stand which are not mentioned in section A

RISK ASSESSMENT SECTION A – SELECT RISKS RELEVANT TO YOUR STAND

TASK / ACTION	HAZARD	PERSONS AT RISK	RISK LEVEL <i>High Medium Low</i>	CONTROL MEASURES <i>Precaution measures that are required: (include current/existing control measures).</i>	LIKELIHOOD <i>High Medium Low</i>	SELECT <i>Mark X</i>
This task can create this Hazard	This Hazard affects these people	Exhibitors Contractors Visitors	The Risk Level must always be higher than the Likelihood (one level only)	The control measures ensure the likelihood levels are lower than the Risk Levels by safety measures put in place.	The Likelihood levels should be lower than the Risk levels (one level only)	
Unloading of Packaging	Trips over discarded packaging.	E, C	High	Remove all packaging as it's produced.	Low	
Unloading items / marketing materials / brochures	Back strain from lifting	E, C	High	Staff will be trained in manual handling and a trolley will be used where necessary	Low	
Working at height	Materials and tools dropped on the people below	E,C, all others	Medium	Ensure people stay away from the area and provide personal protective equipment for all staff at risk (hard hats, high vis)	Low	
IT Equipment (laptop, TV, etc.)	Trips over power cables	E, C, all others	High	Ensure all wires are taped down using hazard tape	Low	
Electrics	Electric shock	E, C, all others	Medium	All liquids to be kept away from electrics, and any spills will be cleaned up immediately	Low	
Displaying brochures	Fall and cause someone to trip	E,C, all others	High	Use a literature rack to display	Low	
Displaying brochures on literature rack	Fall over and injure someone	E,C, all others	High	Ensure it is secure before loading brochures	Low	
Pull-up banner	Fall over and injure someone	E,C, all others	High	Ensure it is secure before leaving it	Low	
Pull-up banner	Trips, slip	E,C, all others	High	Pull-up banner not to be placed in the walk-way or entrance to stand	Low	
Attaching graphics to shell scheme walls	Damage to the walls	Other	Medium	Ensure the recommended tools in the exhibitor's manual are used (e.g. Velcro, double sided tape etc.)	Low	

