



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.

| 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 | |
| Attaching graphics to shell scheme walls | Fall over | E, C | Medium | Use a step ladder to put up graphics and ensure someone is there to help | Low | |
| Working onsite | Ergonomic hazards | E, C | High | All staff to take frequent breaks and drink plenty of water | Low | |

