***CES – RISK ASSESSMENT – LOOK GOOD LIVE, COVENTRY***

***DATE: 3 OCTOBER 2022 CARRIED OUT BY: JANE DICKINSON***

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| **HAZARDS** | **WHO IS AT RISK** | **PREVENTION MEASURES** | **WHAT ELSE CAN BE DONE** | **ACTIONED BY WHOM?** |
| Covid-19 | Everyone – Staff & Visitors | Follow daily sanitisation procedure & try to keep social distance where possible. Follow government guidelines | Wear a mask if preferred, take a daily test when symptons occur. Sanitise hands & spaces regularly | All staff |
| Tripping over trailing cables | All staff members & visitors | Tidy up cables with cable ties | Keep all cables away from walkways | All staff |
| Tripping  | All staff members & visitors | Ensure walkways are clear at all times – especially during set up/set down |  | All staff |
| Spillages  | All staff members & visitors | Clean up spills straight away and dry floor/surface | Take extra care with open bottles/containers | All staff – supervisor to monitor |
| Inhalation of Chemicals | Staff demonstrating products | Wear masks if required – ensure room is ventilated, close lids when product not in use | Keep this work to one area of the stand | All staff – supervisor to monitor |
| Unloading/loading boxes from lorries | All staff | Move boxes correctly (see handling/lifting plan). Use protective gloves provided | Empty boxes quickly and break down to flatten boxes for storage | All staff |
| Fire caused by flammable liquids | All staff | Keep flammable liquids away from heat, direct sunlight and electrical equipment – clean up spills immediately | Store in a cool, dark area | All staff |