| TASK | HAZARDS | WHO IS AT RISK | RISK LEVEL | PRESENT  MEASURES | MITIGATION MEASURES |
| --- | --- | --- | --- | --- | --- |
| Set up - carrying / moving heavy items from vehicle to stand and setting up stand display | Tripping  Strains  Moving Vehicles | Stand Staff  Other Exhibitors | Low | Manual handling training for staff | Use of trolleys to move heavy items.  Frequent breaks to minimise fatigue.  Clear walkways of any rubbish.  Share weight of heavy items between two people. |
| Daily Running of Stand | Tripping  Fatigue  Crowding | Stand Staff  Customers | Low | Ensure stand is kept clean and tidy, stock is securely stored away.  Rubbish is cleared frequently.  Staff are given regular breaks.  Customers are helped quickly to avoid a queue. | A minimum of two members of staff on the stand at any one time.  All stock is tidied frequently. |
| Break Down - carrying / moving heavy items from stand to vehicle | Tripping  Strains  Moving Vehicles | Stand Staff  Other Exhibitors | Low | Manual handling training for staff | Use of trolleys to move heavy items.  Frequent breaks to minimise fatigue.  Clear walkways of any rubbish.  Share weight of heavy items between two people. |