| 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 | TrippingStrainsMoving Vehicles | Stand StaffOther 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 | TrippingFatigueCrowding | Stand StaffCustomers | 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 | TrippingStrainsMoving Vehicles | Stand StaffOther 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. |