# Look Good Live for exhibitors / contractors at the Coventry Building Society Arena

|  |  |  |
| --- | --- | --- |
| **Section 1 - about the work being done, who is doing it, what is being done and the assessor undertaking this review** | | |
| 1. **Exhibitor’s name and contact details:**   **Gelina Cosmetics** | 1. **Stand number and brief description of structure and fittings being used during exhibition.**   H58 – shell scheme, provided by Look Good Live.  We will be bringing 3 small kallax units and kallax boxes to store our products in. 2 small chairs.  2 Pull Up Roller Banner 800mm x 2000mm | 1. **Person reviewing this Risk Assessment**   **Angelina Ellis** |
| **Contractors name and contact details**  **(if applicable) N/A** | 1. **Date that this Risk Assessment was reviewed**   **19.10.2022** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 2 - the Risk assessment for the build and use of the exhibition stand** | | | |
| 1. **Hazards that may cause harm** | 1. **Who may be affected?**   **(You need to check your own staff / contractors to see if they may have increased risks due to personal circumstances)** | 1. **Controls that are used to reduce risk**   **(You need to check these are valid and in place)** | 1. **Additional measures that need to be done**   **(Completed by you before the event or at set up / exhibition)** |
| Accidents, incidents, and injuries including sudden illness | Stand build staff and contractors  Exhibition staff and visitors | * Report and Accidents and incident to site staff immediately. | Basic first aid kit available behind the stand |
| Spray bottle of water may be a potential slip hazard if spilt. | Exhibition staff and visitors | * Ensure any spills are cleaned up immediately. | Spray bottle only to be used by staff. |
| Covid | Exhibition staff and visitors | * Hand sanitisers available to use on the stand for everyone | Our staff will do a lateral flow test each morning before the show. Any signs of feeling unwell during the show, do another test – follow government guidance if positive. |
| Dropping items on feet | Stand build staff and  Exhibition staff | * Wearing of safety footwear or suitable footwear on the stand where there is a risk of foot injury – especially during build and fitting and dismantling / destocking |  |
| Potential trip hazards | Stand build staff and Exhibition staff | * Ensure all walkways and floor around the stand are kept clear. |  |
| Allergic reaction to our products | Exhibition staff and visitors | * Wash immediately | Product ingredient list available |
| Cross contamination whilst testing our products. | Exhibition staff and visitors | * Only use single use disposable applicators, do not re-dip the applicator into the tube once this has touched a visitor’s skin. Throw away immediately in the bin provided | Sanitize hands frequently |