

Risk assessment Look Good Live 2022: E20, E22 and E28

Tasks	Hazards	Who is at risk?	Risk level	Mitigation measures required:
Working in unfamiliar environments for exhibition/event	Inadequate action due to procedures and unfamiliar facility.	Exhibitors and Staff	Low	Staff to be given guidelines on evacuation and fire procedures specific for event
Manual Handling of Boxes, Boards and products. Re Stocking in stores	Lifting heavier items than capable. Sprains, Strains, Bruising and crushes	Exhibitors and Staff	Low	Trolley to be provided, staff trained in lifting techniques. Contact with lifting contractor when required. Two People lifting practices.
Working at height whilst installing fixtures and fittings to stands	Fall from Height, Crush Injury	Exhibitors and Staff	Low	Specialist Contractors to install majority of stand, structure to be approved. Dressing done using suitable step ladders (NOT FURNITURE) and training provided.
Event Working Environment	Potential Rubbish, materials in aisles, trailing wires, stands fittings. Hazards resulting in Trips, Slips and falls	Exhibitors and Staff	Low	Stand Manager ensures staff has received Health & Safety awareness. Cleaning services provided by the organizer. Stacking of products and materials is done correctly.
Stand Security	Thefts, Abusive/Angry persons	Exhibitors and Staff	Low	secure products and storage on stand. Staff briefed on keeping minimal only display. Staff awareness of dealing with difficult visitors/persons. Made aware of the nearest position of
Securing cables from equipment, to wall plug sockets	Trip over trailing wires	Exhibitors & Visitors	Low	Equipment trolleys are positioned close to the wall to ensure nobody walks over cables.
Stepping into store room on stand to gain access	Climbing over the high section could result in tripping over or banging leg	Exhibitors, contractors & sub-contractors	Low	Making sure the area is clear before entering.
Using heat styling tools/appliances	Burns	Stand staff and visitors.	Low	Appliances to be placed in heat proof bags or containers when not being demonstrated and unplugged for safety.