**Risk Assessment (Mandatory for Space Only)**

Guidelines:

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| **Identify Hazards**Identify hazards in the halls/rooms and on the perimeter roads that could reasonably be expected to result in significant harm  | **What could result from the hazard?****First aid injury** – minor cuts sprains, bruises**RIDDOR 3 day injury** – broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric)**Serious injury** – head injury, loss of consciousness, broken bones, dislocations, respiratory problems. Usually an injury from which full recovery is likely.**Death or very serious Injury to one person -** Loss of limb, paralysis or life changing injury from which full recovery is unlikely.**Death or very serious injury to more than one person** | **Who might be harmed?*** Staff and sub contract staff
* Exhibitors
* Contractors
* Organizers
* Visitors
* Venue Staff
* Disabled
* Elderly
 | **Risk**P = ProbabilityS = SeverityR = Risk level**P x S = R** | **Is the risk adequately controlled?**Consider hierarchy of controls* Eliminate
* Substitute
* Reduce
* Isolate
* Control
* PPE
* Discipline

Do the controls…………Comply with industry/legal standards?Represent best practice?Reduce risk as far as is reasonably practicable? | **What is the Residual Risk?****Action Level**H = High, Immediate action requiredM = Medium, Justify and review each event dayL = Low, no action requiredSee table below |

**Key**

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| **Probability (P)** | **Severity (S)** | **Calculation of Risk (R)** | **Action Level** |
| 5. Almost inevitable4. Very likely3. Likely2. Unlikely1. Very unlikely | 5. Multi death or very serious injury4. Single death or very serious injury3. Serious injury 2. RIDDOR 3 day1. Minor/First Aid |  | LOW – no further controls required |
| MED – justify /review for each event day |
| HIGH –immediate action/ further controls needed |

**Risk Assessment Form** **(You may use your own template)**

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| **Company (as on contract):****Contact Name:****Stand No:****Mobile Number:****Email Address:** | **Tenancy Dates:** 5th-7th October 2020**Build:** 5th October 2020**Open:** 6th-7th October 2020**Breakdown:** 7th October 2020 – from 5pm | **Event:****PayExpo 2020** |
| **Venue:****Business Design Centre (BDC)** |
| **Halls in use:** |
| **Risk assessment undertaken by:** | **Person in Charge:** | **Distribution:** *(e.g. Event Management Team, Floor Managers, Contractors, Venue)* |
| **Signed:** **Date:**  | **Signed:** **Date:**  |

| **Hazard** | **Consequences** | **Who is at Risk** | **P** | **S** | **R** | **Controls** | **P** | **S** | **R** | **Action Level** |
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**Risks to be monitored each day as follows: (These will normally be those risks rated Medium after Controls are in place.)**

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| **Hazard** | **Monitored by** | **Frequency** |
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| **Hazard** | **Monitored by** | **Frequency** |
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