**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 = Probability  S = Severity  R = 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 required  M = Medium, Justify and review each event day  L = Low, no action required  See table below |

**Key**

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| **Probability (P)** | **Severity (S)** | **Calculation of Risk (R)** | **Action Level** |
| 5. Almost inevitable  4. Very likely  3. Likely  2. Unlikely  1. Very unlikely | 5. Multi death or very serious injury  4. Single death or very serious injury  3. Serious injury  2. RIDDOR 3 day  1. 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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