

FORM 12:
RISK ASSESSMENT
(Mandatory for RAW SPACE ONLY)

Return Form to:

Hall 5

Kevin Sng

Email: kevin.sng@clarionevents.com

Hall 6,7 and 8

Chloe Cai

Email: chloe.cai@clarionevents.com

Risk Assessment (Mandatory for Raw Space/Custom Booth only) DEADLINE: 10 October 2023

Guidelines:

| Identify Hazards | What could result from the hazard? | Who might be harmed? | Risk | Is the risk adequately controlled? | What is the Residual Risk? |
|--|---|---|--|--|--|
| Identify hazards in the halls/rooms and on the perimeter roads that could reasonably be expected to result in significant harm | <p>First aid injury – minor cuts sprains, bruises</p> <p>RIDDOR 3 day injury – broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric)</p> <p>Serious injury – head injury, loss of consciousness, broken bones, dislocations, respiratory problems. Usually an injury from which full recovery is likely.</p> <p>Death or very serious Injury to one person - Loss of limb, paralysis or life changing injury from which full recovery is unlikely.</p> <p>Death or very serious injury to more than one person</p> | <ul style="list-style-type: none"> Staff and sub contract staff Exhibitors Contractors Organizers Visitors Venue Staff Disabled Elderly | <p>P = Probability S = Severity R = Risk level</p> <p>P x S = R</p> | <p>Consider hierarchy of controls</p> <ul style="list-style-type: none"> Eliminate Substitute Reduce Isolate Control PPE Discipline <p>Do the controls..... Comply with industry/legal standards? Represent best practice? Reduce risk as far as is reasonably practicable?</p> | <p>Action Level</p> <p>H = High, Immediate action required M = Medium, Justify and review each event day L = Low, no action required</p> <p>See table below</p> |

Key

| 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 | Prob | 5 | 5.M | 10.H | 15.H | 20.H | 25.H | LOW – no further controls required |
| | | | 4 | 4.L | 8.H | 12.H | 16.H | 20.H | |
| | | | 3 | 3.L | 6.M | 9.H | 12.H | 15.H | MED – justify /review for each event day |
| | | | 2 | 2.L | 4.L | 6.M | 8.H | 10.H | |
| | | | 1 | 1.L | 2.L | 3.L | 4.L | 5.M | |
| | | | | 1 | 2 | 3 | 4 | 5 | Severity |



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Risk Assessment Form

(You may use your own template)

| | | |
|--------------------------------|---|-----------------------------------|
| Logo: | Build-up: 11-13 November 2023 Open: 14-16 November 2023 Tear-down: 16 November 2023, 5.00pm onwards | Show: Enlit Asia 2023 |
| | | Venue: ICE Jakarta, Indonesia |
| | | Halls in use: Hall 5,6,7 and 8 |
| Risk assessment undertaken by: | Person in Charge: | Distribution: |
| Signed: Date: | Signed: Date: | |



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