



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

Return Form to:

Hall 5

Christina Yeap

Email: christina.yeap@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	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	<ul style="list-style-type: none"> Staff and sub contract staff Exhibitors Contractors Organizers Visitors Venue Staff Disabled Elderly 	P = Probability S = Severity R = Risk level $P \times S = R$	Consider hierarchy of controls <ul style="list-style-type: none"> 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?	Action Level H = High, Immediate action required M = Medium, Justify and review each event day L = Low, no action required See table below

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	
			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						
									MED – justify /review for each event day
									HIGH –immediate action/ further controls needed



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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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[illegible]



Arizona
Utility Week

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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.)

[illegible]