



Risk Assessment

If you are building your own stand, please complete this as the Contractor. **All sections must be completed as detailed as possible.** The aim is to identify medium and high risk activities and reduce these to lower risk levels. Consider the exhibition hall to be a construction site whilst it is in build up and breakdown

Contractor Contact Name:	Exhibiting Name:	Date:
Company Name:	Stand Number:	Signature:

Task / Subject:	Hazard(s):	Who's at risk:	Risk level:	Precautions or Control Measures required:	Revised level after controls:	Further measures/Comments:
		Exhibitors, Contractors, Sub-contractors, Visitors, Organisers, Venue Staff, Young/new/inexperienced staff, General public, Disabled, Lone Workers, Children, Other (specify).	Low, medium High	(State existing measures if adequate)	Low, medium High	
Working at Height ladder work for example						
Manual Handling lifting and moving heavy items						

<p>Slips / Trips / Falls</p> <p>trailing cables, waste, equipment, items falling, clean working area</p>					
<p>Electrical</p> <p><i>all electrical equipment must be PAT tested to ensure it is safe to use, no unqualified staff permitted to work on any live electrical items,</i></p>					
<p>Fire</p> <p>no flammable materials on site, NO smoking on site, areas kept clear, electrical safety</p>					
<p>Tools</p> <p>type of tools used and safe use</p>					
<p>Environment</p> <p>any impact works may have on it i.e. dust, noise, fumes – ventilation and extract</p>					
<p>COSHH</p> <p>control of hazardous substances</p>					

<p>PPE</p> <p>personal protective equipment i.e. safety shoes, helmet, goggles, hi visibility clothing, – observe venue and show policy</p>						
<p>Working Machinery</p> <p>describe barriers / surrounds in place, safety mechanisms</p>						
<p>Live Demonstrations & Stand activities</p> <p>Public Liability insurance required</p> <p>must be supervised at all times with a named individual with responsibility included on a specific Risk Assessment with contact details. Please describe barriers / surrounds in place, safety mechanisms</p>						
<p>Display Vehicles</p> <p>delivery details, fuel, access routes, positioning, 24hr contact – detailed RA required</p>						