

Exhibitor Risk Assessment

Please use the below to help guide you on completing your Risk Assessment.

HAZARD	WHO IS AFFECTED?	LEVEL OF RISK	CONTROL MEASURES
<p>List hazards which you will expect to encounter on-site. Use the following examples as a guide:</p> <ul style="list-style-type: none"> ▪ Slipping or tripping hazards (e.g. poorly maintained floors or aisles) ▪ Fire (e.g. from flammable materials) ▪ Chemical and hazardous substances (e.g. cleaning fluids) ▪ Moving parts of machinery (e.g. blades) ▪ Working at height (e.g. ladders) ▪ Vehicle displays ▪ Electricity (e.g. wiring) ▪ Fumes (e.g. machinery) ▪ Manual handling ▪ Noise ▪ Temperatures ▪ Water features 	<p>Indicate the groups of people or individuals who could be harmed and how. Examples of groups:</p> <ul style="list-style-type: none"> ▪ Your staff ▪ Contractors or suppliers ▪ Cleaners ▪ Visitors ▪ Pregnant women ▪ Those with disabilities ▪ Inexperienced & new staff ▪ Lone workers ▪ Organisers ▪ Venue staff 	<p>Calculate the level or risk by multiplying the Probability by the likely Severity.</p> <p>Probability (P)</p> <p>5: Certain 4: Likely 3: Possible 2: Unlikely 1: Rare</p> <p>Severity (S)</p> <p>5: Death 4: Life Changing Injury 3: RIDDOR / Major Injury 2: Non-RIDDOR / Significant injury 1: Minor injury</p> <p>Calculation of Risk (R): P x S</p> <p>1 - 5: LOW (L) Acceptable risk, but monitor regularly</p> <p>6 - 11: MEDIUM (M) Acceptable risk, but monitor frequently</p> <p>12 - 18: HIGH (H) Implement immediate changes or further controls</p> <p>19 - 25: UNACCEPTABLE (U) Cease action immediately</p>	<p>After evaluating the risks, now indicate what precautions or actions you will carry out to lower the risk. For example:</p> <ul style="list-style-type: none"> ▪ Can you remove the risk entirely by not doing the activity? ▪ Can you reduce the activity required? ▪ Can equipment be tested before bringing on to site, and prior to each use? ▪ Are all employees trained and competent in the required task(s)? ▪ Do those undertaking the task(s) need any Personal Protective Equipment? ▪ Are all staff informed of the risks and the control measures required?

Exhibitor Risk Assessment

Event:	Event Dates:	Venue/Location:
Company Name:	Stand Number:	Date Risk Assessment Undertaken:
Risk Assessment Undertaken By:	Telephone Number:	Email:

HAZARD	WHO CAN BE HARMED?	HOW?	INITIAL RISK LEVEL (P x S)			CONTROL MEASURES	UPDATED RISK LEVEL (P x S)		
			Probability	Severity	Risk		Probability	Severity	Risk

Probability (P)	Severity (S)	Calculation of Risk (R): P X S	
5: Certain	5: Death	1 - 5	LOW (L): Acceptable Risk, but monitor regularly
4: Likely	4: Life Changing Injury	6 - 11	MEDIUM (M): Acceptable Risk, but monitor frequently
3: Possible	3: RIDDOR / Major Injury	12 - 18	HIGH (H): Implement immediate changes / further controls
2: Unlikely	2: Non-RIDDOR / Significant injury	19 - 25	UNACCEPTABLE (U): Cease action immediately
1: Rare	1: Minor injury		