

Risk Assessment Guide

Hazard	Who is affected?	Level of risk	Precautions/ Action	Further Action
<p>List hazards which you will expect to encounter on-site.</p> <p>Use the following examples as a guide:</p> <ul style="list-style-type: none"> ▪ Slipping/Tripping hazards (eg poorly maintained floors or stairs) ▪ Fire (eg from flammable materials) ▪ Chemicals & Hazardous substances (eg cleaning fluids) ▪ Moving parts of machinery (eg blades) ▪ Working at height eg platforms, tower scaffolds etc) ▪ Vehicles ▪ Electricity (eg wiring) ▪ Fumes (eg machinery) ▪ Manual Handling ▪ Noise ▪ Temperatures ▪ Water Features 	<p>Indicate the groups of people or individuals who could be harmed and how.</p> <p>Examples of groups of people:</p> <ul style="list-style-type: none"> ▪ Office staff ▪ Maintenance staff ▪ Contractors ▪ People sharing your stand/space ▪ Cleaners ▪ Visitors ▪ Pregnant women ▪ Staff/visitors with disabilities ▪ Inexperienced and new staff ▪ Lone workers ▪ Foreign staff/visitors ▪ Overtime workers ▪ Organisers ▪ Venue staff 	<p>Indicate the level of risk to who or what?</p> <p>Levels of risk:</p> <ul style="list-style-type: none"> ▪ High ▪ Medium ▪ Low 	<p>After evaluating the risks, now indicate what precautions/ actions you have already taken or intend to carry out.</p> <p>For example:</p> <ul style="list-style-type: none"> ▪ Are all employees adequately trained or informed? ▪ Erect warning signs where there is overhead work being carried out ▪ Ensure waste is removed promptly ▪ Ensure machinery, ladders etc, are tested before bringing on to site <p>Do the precautions:</p> <ul style="list-style-type: none"> ▪ Adhere to rules/organisers manual ▪ Have local authority approval if necessary? ▪ Comply with industry standards 	<p>Can any of the risks be reduced further?</p> <p>If applicable, list what further precautions/ actions you can take?</p>

Risk Assessment Template

Event:	Event Dates	Venue/Location:		
Company Name	Stand Number:	Contracted Stand Builder:		
Contractors Details:				
Stand Manager:	Telephone Number:	Email:		
Hazard	Who is affected?	Level of risk	Precautions/ Action	Further Action