

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/Tripping hazards (e.g. poorly maintained floors or aisles)Fire (e.g. from flammable materials)Chemicals & Hazardous substances (e.g. cleaning fluids)Moving parts of machinery (e.g. blades)Working at height (e.g. ladders)Vehicle displaysElectricity (e.g. wiring)Fumes (e.g. machinery)Manual HandlingNoiseTemperaturesWater Features | <p>Indicate the groups of people or individuals who could be harmed and how.</p> <p>Examples of groups:</p> <ul style="list-style-type: none">Your staffContractors/SuppliersCleanersVisitorsPregnant womenThose with disabilitiesInexperienced and new staffLone workersOrganisersVenue staff | <p>Calculate the level or risk by multiplying the Probability by the likely Severity.</p> <p>Probability (P)</p> <p>5: Certain 4: Probable 3: Even Chance 2: Possible 1: Remote</p> <p>Severity (S)</p> <p>5: Multiple Deaths / Life Changing Injuries 4: Single Death / Life Changing Injury 3: RIDDOR Major Injury 2: Significant injury 1: Minor injury / First Aid</p> <table><tr><th colspan="3">Calculation of Risk (R): P X S</th></tr><tr><td>1 - 5</td><td>LOW (L)</td><td>Acceptable risk</td></tr><tr><td>6 – 11</td><td>MEDIUM (M)</td><td>Acceptable risk but monitor daily</td></tr><tr><td>12 – 18</td><td>HIGH (H)</td><td>Implement immediate changes & further Controls</td></tr><tr><td>19 – 25</td><td>UNACCEPTABLE (U)</td><td>Cease action immediately</td></tr></table> | Calculation of Risk (R): P X S | | | 1 - 5 | LOW (L) | Acceptable risk | 6 – 11 | MEDIUM (M) | Acceptable risk but monitor daily | 12 – 18 | HIGH (H) | Implement immediate changes & further Controls | 19 – 25 | UNACCEPTABLE (U) | Cease action immediately | <p>After evaluating the risks, now indicate what precautions/ actions you will carry out to lower the risk.</p> <p>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? |
| Calculation of Risk (R): P X S | | | | | | | | | | | | | | | | | | |
| 1 - 5 | LOW (L) | Acceptable risk | | | | | | | | | | | | | | | | |
| 6 – 11 | MEDIUM (M) | Acceptable risk but monitor daily | | | | | | | | | | | | | | | | |
| 12 – 18 | HIGH (H) | Implement immediate changes & further Controls | | | | | | | | | | | | | | | | |
| 19 – 25 | UNACCEPTABLE (U) | Cease action immediately | | | | | | | | | | | | | | | | |

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 |
| | | | | | | | | | |
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| Probability (P) | Severity (S) | Calculation of Risk (R): P X S | | | |
|-----------------|---|--------------------------------|------------------|--|--|
| 5: Certain | 5: Multiple Deaths / Life Changing Injuries | 1 - 5 | LOW (L) | Acceptable risk | |
| 4: Probable | 4: Single Death / Life Changing Injury | 6 - 11 | MEDIUM (M) | Acceptable risk but monitor daily | |
| 3: Even Chance | 3: RIDDOR Major Injury | 12 - 18 | HIGH (H) | Implement immediate changes & further Controls | |
| 2: Possible | 2: Significant injury | 19 - 25 | UNACCEPTABLE (U) | Cease action immediately | |
| 1: Remote | 1: Minor / First Aid | | | | |