**Exhibitor Risk Assessment**

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

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| **HAZARD** | **WHO IS AFFECTED?** | **LEVEL OF RISK** | **CONTROL MEASURES** |
| List hazards which you will expect to encounter on-site. Use the following examples as a guide:* 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 displays
* Electricity (e.g. wiring)
* Fumes (e.g. machinery)
* Manual Handling
* Noise
* Temperatures
* Water Features
 | Indicate the groups of people or individuals who could be harmed and how.Examples of groups:* Your staff
* Contractors/Suppliers
* Cleaners
* Visitors
* Pregnant women
* Those with disabilities
* Inexperienced and new staff
* Lone workers
* Organisers
* Venue staff
 | Calculate the level or risk by multiplying the Probability by the likely Severity.**Probability (P)**5: Certain4: Likely3: Possible2: Unlikely1: Rare**Severity (S)**5: Death 4: Life Changing Injury3: RIDDOR / Major Injury2: Non-RIDDOR / Significant injury1: Minor injury **Calculation of Risk (R): P x S** 1 – 5: LOW (L) Acceptable risk, but monitor regularly6 – 11: MEDIUM (M) Acceptable risk, but monitor frequently12 – 18: HIGH (H) Implement immediate changes / further Controls19 – 25: UNACCEPTABLE (U) Cease action immediately | After evaluating the risks, now indicate what precautions/ actions you will carry out to lower the risk.For example:* 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?
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**Exhibitor Risk Assessment**

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| **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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