

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	