

# RISK ASSESSMENT FORM

- Please return the completed form to the Event Organiser or to your Venue Planner.
- The deadline to return this form is 2 weeks prior to the start of build-up. Forms received after this date may not be processed.
- Please complete the Risk Assessment Form if you will be using any hazardous equipment/substance or building any structures other than standard exhibition stands.
- Please type when you complete this form (handwritten forms will not be accepted).

Event name \_\_\_\_\_ Event date(s) \_\_\_\_\_

Exhibitor / Organiser name \_\_\_\_\_ Hall(s) \_\_\_\_\_

Contractor name \_\_\_\_\_

Company address \_\_\_\_\_

City and country \_\_\_\_\_ PO Box / Postcode \_\_\_\_\_

Contact person \_\_\_\_\_ Designation \_\_\_\_\_

Telephone \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

## Date of Risk Assessment Undertaken

Risk Assessment undertaken by \_\_\_\_\_

Date of assessment \_\_\_\_\_

Contact number \_\_\_\_\_

Signed \_\_\_\_\_



# RISK ASSESSMENT DEFINITION

Identify Hazards	What could result from the hazard?	Who might be harmed?	Risk	Is the risk adequately controlled?	What is the Residual Risk?
Identify hazards that could reasonably be expected to result in significant harm	<p>First aid injury – minor cuts sprains, bruises</p> <p>3 day injury – broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric)</p> <p>Serious injury – head injury, loss of consciousness, broken bones, dislocations, respiratory problems. Usually an injury from which full recovery is likely Death or very serious Injury to one person - Loss of limb, paralysis or life changing injury from which full recovery is unlikely Death or very serious injury to more than one person</p>	<ul style="list-style-type: none"> <li>• Organiser’s staff</li> <li>• Venue staff</li> <li>• Exhibitors</li> <li>• Contractors</li> <li>• Young/new inexperience staff</li> <li>• People of determination</li> <li>• Children</li> <li>• New and expectant mothers</li> <li>• Trespassers</li> <li>• Pedestrians and drivers around the venue</li> <li>• Local inhabitants</li> </ul>	<p>result from</p> <p>P = Probability</p> <p>S = Severity</p> <p>R = Risk level</p> <p><math>P \times S = R</math></p>	<p>Consider hierarchy of controls</p> <ul style="list-style-type: none"> <li>• Eliminate</li> <li>• Substitute</li> <li>• Reduce</li> <li>• Isolate</li> <li>• Control</li> <li>• PPE</li> <li>• Discipline</li> </ul> <p>Do the controls: Comply with industry standards?</p> <p>Meet legal requirements?</p> <p>Represent best practice?</p> <p>Reduce risk as far as is reasonably practicable?</p>	<p>Action Level</p> <p>H = High, Immediate action required</p> <p>M = Medium, Justify and review each event day</p> <p>L = Low, no action required</p> <p>See table in footer</p>

# RISK ASSESSMENT EXAMPLE

HAZARD	CONSEQUENCES	WHO IS AT RISK	P	S	R	CONTROLS	P	S	R	ACTION LEVEL
Lighting	Insufficient Lighting, leading to accidents with machinery, slips, trips, falls and impact injuries with moving plant	Staff Exhibitors Contractors Venue staff Crew	2	4	8	Venue will operate on half lights during build up and break down and full lights during the open period. H/S will monitor during the build up/break down and will switch additional lights on if required. Request for lighting to be part of late working procedure during the open period.	1	4	4	Low
Manual Handling	Muscular/ Skeletal Injuries	Staff Exhibitors Contractors Venue staff Crew	3	3	9	Competent trained lifting contractor on site. Trolley Porter service available on build up and break down. All contractors advised to wear Safety Footwear. H/S officer to monitor and advise accordingly	1	3	3	Low

PROBABILITY (P)	SEVERITY (S)	CALCULATION OF RISK (R)						ACTION LEVEL	
5. Almost inevitable	5. Multi death or very serious injury	PROBABILITY	5	5.M	10.H	15.H	20.H	25.H	LOW - no further controls required
4. Very likely	4. Single death or very serious injury		4	4.L	8.H	12.H	16.H	20.H	
3. Likely	3. Serious injury		3	3.L	6.H	9.H	12.H	15.H	MED - justify/review for each event day
2. Unlikely	2. RIDDOR 3 day		2	2.L	4.H	6.H	8.H	10.H	
1. Very unlikely	1. Minor/First Aid		1	1.L	2.H	3.H	4.H	5.H	HIGH - immediate action/ further controls needed.
				1	2	3	4	5	
			SEVERITY						