RISK ASSESSMENT - Example Layout

EXHIBITION NAME:	**ASSESSORS NAME & TITLE:**	**CONTACT NO:**
SHOW PERIOD ***Build, Open, Breakdown (tick applicable)***	**COMPANY:**	**EMAIL ADDRESS:**
STAND NUMBER:	**ASSESSOR SIGNATURE:**	**DATE:**

Identify Hazards:	What could result from Hazard:	Identify Who's at risk:	Risk level:	Is the risk adequately controlled? Identify safety precautions/control Measures): ***NB: If the existing control measures are adequate, set them out. If more precautions need to be taken then prioritise the 'High/Very High Risk' hazards and implement their control measures first.***	Residual Risk:
Identify hazards associated with stand construction, dismantle & management e.g. *vehicle movements, lifting, manual handling, ground floor/low level working, overhead constructions, rigging installations, working at height, use of tools, electrical installations, raising & lowering stand build, raised floors, catering, product/exhibit demonstrations, items of special risk, trailing cables, working hours/staff tiredness/welfare, vehicle displays* Fire Risk assessment. Identify sources of ignition, e.g. *smoking, hot works, electrics* and fuel, e.g. *waste, flammable fumes, stand dressings*	***List ALL here – but only the major ones. 'None' is usually insufficient.*** Consider the likely effects of each hazard which could lead to any of the following:- *First aid injury* *RIDDOR 3 day injury (normally full recovery is likely)* *Death or very serious injury to one person (life changing/recovery unlikely)* *Death or very serious injury to more than one person* Fire Risk assessment Consider ; *explosion, fire, smoke in halation, panic, fire damage* also leading to the above list	***Identify Groups of people:*** *Organiser staff* *Venue staff* *Exhibitors* *Contractors* *Sub-contractors* *Visitors* *Young, New or inexperienced staff* *Disabled/Lone Workers Children* *New and expectant Mothers* *Trespassers* *Pedestrians & drivers around the venue* *Local inhabitants* *Other (name)*	P=Probability S=Severity R=Risk level P x S = R **OR** High Medium Low **Action level** **H=High**. Immediate action required **M=Medium**. Justify and review each show day **L=Low**. No action required	Consider hierarchy of controls:- *Eliminate* *Substitute* *Reduce* *Isolate* *Control* *PPE* *Discipline* Do the controls….. *Comply with industry standards?* *Meet legal requirements?* *Represent best practice?* *Reduce risk as far as is reasonably practicable?*	P x S = R Action level
Example: Manual handling	Back strain	Contractors,Sub contractors, staff	**3 x 2 = 6 Medium**	Staff trained in correct manual handling procedures. Loads over x require 2 persons. Lifting aids available as required……..	2 x 1 = 2 Low

Probability (P)	Severity (S)	Calculation of Risk (R)	Action Level
5>Almost inevitable 4 Very likely 3-Likely 2 Unlikely 1<Very unlikely	5-Multi death or very serious injury 4-Single death or very serious injury 3-Serious injury 2-RIDDOR 3 day 1-Minor/First Aid	Probability x Severity = Risk	1-4 Low, no further controls required 5-14 Medium, justify & review 15+ High, immediate action, further controls needed

RISK ASSESSMENT - Example Layout

Identify Hazards:	What could result from Hazard:	Identify Who's at Risk:	Risk level:	Is the risk adequately controlled? Identify Safety Precautions / Control Measures:	Residual Risk: