



## **RISK ASSESSMENT**

## **FORM 2**

Each exhibitor must undertake a Risk Assessment prior to the exhibition, identifying the hazards present on-site and ways in which these hazards can be controlled. You can also include on your risk assessment any Covid-19 prevention measures you are putting in place on your stand, for example ensuring surfaces are cleaned with anti-bacterial spray or wipes as required throughout the show.

**This form needs to be submitted to the Organisers if there is any construction planned on your stand, and any possible hazards identified (e.g. demonstrations, flammable materials, etc). You must keep a copy with you on-site at the show.**

- Step 1            Look for the hazards (include build-up/open days/breakdown)
- Step 2            Decide who could be harmed (eg. stand staff, visitors, etc)
- Step 3            Evaluate the risks (low/medium/high)
- Step 4            Record the findings
- Step 5            Review your findings (including measures to remove or lower the risk as much as possible)

**Overleaf is a sample Risk Assessment layout.**

Exhibiting Name.....Stand Number.....

Contact.....

Signature .....Date.....

**RISK ASSESSMENT TEMPLATE****FORM 2**

	<b>Build-up</b>	<b>Open Days</b>	<b>Breakdown</b>
<b>List Hazards</b>			
<b>Consequences</b>			
<b>Who is at Risk</b>			
<b>Controls</b>			
<b>Action Level (High, Med, Low)</b>			