

**This form template is a guide only, to assist you with   
completing your own Risk Assessment for the show.**

**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.

**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**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Build-up** | **Open Days** | **Breakdown** |
| **List Hazards** |  |  |  |
| **Consequences** |  |  |  |
| **Who is at Risk** |  |  |  |
| **Controls** |  |  |  |
| **Action Level (High, Med, Low)** |  |  |  |