

**RISK ASSESSMENT \_\_\_\_\_\_\_**

Every 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.

**Your risk assessment needs to be submitted to the Organisers in advance of the show – please email to jo.scotting@impact-exhibitions.com.**

Any exhibitor with items that require extra precautions such as machinery, vehicles, chemical substances, etc., will need to include these in their Risk Assessment Form for their stand. Please refer to the Risk Assessment section in the exhibitor manual for guidance.

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 Risk Assessment template. Please use additional sheets as necessary.**

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

Contact...........................................................................................................................................

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

**RISK ASSESSMENT TEMPLATE FORM 1**

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