**RISK ASSESSMENT**

**TO BE COMPLETED BY ALL COMPANIES EXHIBITING AT SFFA, RPBA, SCTA, MPA & F2G 2022**

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| This Risk Assessment (RA) covers the activities of all exhibiting company staff, including temporary staff, (excludes contracting staff or the RA for building the stand as this will be dealt with separately by the Organisers and the Contractors) during the Build-up, Open Period or Breakdown of the exhibition. Failure to submit the Risk Assessment will mean that exhibiting staff will not be able to gain access to the stand until it is completed.  **A Risk Assessment is the most effective way of documenting, assessing, and controlling risks and under Health & Safety legislation is an absolute legal requirement.** | | |
|  | **Build-up:** 20 – 21 June 2022  **Open:** 22 – 24 June 2022  **Breakdown:** 24 June 2022 | **Venue:** Suntec Singapore  **Halls:** 403 - 405  **Exhibiting Company Name:** enter text  **Stand Number:** enter text |
| **Risk Assessment undertaken by:** | **Print**  Click or tap here to enter your name. | **Signature - by ticking this box you confirm that you have the authority to complete this RA in relation to the stand in question and have considered all potential hazards/risks**  **Date:** Select today’s date |
| **Distributed to:** | **Organisers:** | **Staff:** |
| **Assumptions:** | Completing this Risk Assessment does not guarantee there will be no accidents on your stand but planning and reviewing actions will reduce the risks of an accident happening or the severity of the accident if it does. Any controls within this Risk Assessment related to measures mitigating the possible transmission of COVID-19 will continually reviewed and updated in line with Government Guidance/ Safe Management Measures (SMM) for MICE events at the time of the exhibition. | |
| **Emergencies:** | Measures and reactions to immediate life-threatening emergencies (such as Fire or Security Emergencies) take precedence over biosecurity controls. All teams will be briefed to this effect. | |
| **Scope:** | This risk assessment only covers the event activities for which the Exhibitor is directly responsible, i.e. their stand. | |

**Examples – you may not employ all the controls listed or there might be additional controls you plan to use:**

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| **Identify Hazard** | **What could result from the Hazard** | **Who is at Risk** | **Level of Risk before Controls** | **Controls to Manage the Risk** | **Level of Risk after Controls** |
| Lifting Heavy Items | Back or other injury | Exhibiting Staff | Medium | * Provide training * Provide trolleys * Monitor contents when packing boxes so they are not overloaded * Employ Services of Lifting Contractor | Low |
| Transmission of COVID-19  *(Based on current SMM guidelines as of May 2022, to be reviewed and updated in accordance with latest guidelines)* | Staff and visitors could contract the disease | Exhibiting Staff & Visitors | High | * Ensure all staff are registered in advance and provided with all relevant information in relation to measures put in place by the organisers and ***(company name)*** * If travelling on Public Transport, sanitise hands before and after, wear a mask at all times and stay 1m distance from other travellers where possible * All staff to follow Safe Entry Checks upon accessing the hall * During Build-up use as few staff as possible to dress the stand * Provide hand sanitisers and masks and ensure staff use them throughout build up and open period * All booth staff indoors will be masked and SMM guidelines of safe distancing will be encouraged (but not mandatory) between individuals or groups in all settings. * Stand designed to allow safe distancing for business conversations where possible * Ensure all visitors are wearing a mask before allowing them on stand * Cleaning Schedule to ensure all surfaces are sanitised regularly | Low |
| Food Sampling | Food Poisoning | Visitors | High | * See separate Food Sampling Risk Assessment (HACCP) |  |

**Exhibiting Name:** Click or tap here to enter text. **Stand Number:** Click or tap here to enter text. **RISK ASSESSMENT pg 1**

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| **Have you considered…** | | | | | | | |
| Working at height – using a step ladder | | Falling objects from shelves | | | | Use of sharp objects on the stand | |
| Trailing wires | | Staff tiredness | | | |  | |
| **Exhibiting Name:** Click or tap here to enter text. **Stand Number:** Click or tap here to enter text. **RISK ASSESSMENT pg 2** | | | | | | | |
| **Identify Hazard** | **What could result from the Hazard** | | **Who is at Risk** | **Level of Risk before Controls** | **Controls to Manage the Risk** | | **Level of Risk after Controls** |
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