


RISK ASSESSMENT

TO BE COMPLETED BY ALL COMPANIES EXHIBITING AT HRC & PUB 2024

<p>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.</p>		
	<p>Build-up: 21 – 24 March 2024 Open: 25 – 27 March 2024 Breakdown: 27 – 29 March 2024</p> <p><i>Varies depending on show and location.</i></p>	<p>Show: HRC & PUB 2024 Venue: ExCel, London Hall: North Hall Exhibiting Name: enter text Stand Number: enter text</p>
<p>Risk Assessment undertaken by:</p>	<p>Print</p> <p>Click or tap here to enter your name.</p>	<p>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 <input type="checkbox"/></p> <p>Date: Select today's date</p>
<p>Distributed to:</p>	<p>Organisers: <input type="checkbox"/></p>	<p>Staff: <input type="checkbox"/></p>
<p>Assumptions:</p>	<p>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.</p>	
<p>Emergencies:</p>	<p>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.</p>	
<p>Scope:</p>	<p>This risk assessment only covers the event activities for which the Exhibitor is directly responsible, i.e. their stand.</p>	

Please now complete the below table with your own risks for your stand.

An **example** of this could be:

Hazard: Lifting - **Result from hazard:** Back or other injuries - **Who's at risk:** exhibiting staff - **Level of risk:** Medium - **Control Manage:** Training, trolleys, lifting contractor etc - **Level of risk after:** Low

Identify Hazards	What could result from the hazard?	Who might be harmed?	Level of Risk <i>(before action is taken)</i>	Controls to Manage the Risk	Level of Risk <i>(after Action is taken)</i>
enter hazard	enter risks that could result from the hazard	who might be harmed	e.g. low, medium or high	how will you manage/ reduce the risks?	e.g. low, medium, or high
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