



RISK ASSESSMENT



THIS RISK ASSESMENT
COVERS:

Build Up Period

Open Period

Breakdown Period

**** To be completed by ALL Exhibitors and returned by 19 April 2024*
(please note this is not to be completed by contractors, only exhibitors)***

STAND TYPE: SHELL SCHEME EXHIBITOR

SPACE ONLY EXHIBITOR

SPACE ONLY SELF-BUILT EXHIBITOR

STAND NUMBER: enter here

EXHIBITING COMPANY: enter here

EVENT: MAFS 2024

VENUE: NEC Birmingham, Hall 6 & 20

RA undertaken by: enter your name

DATE: select today's date

Health & Safety Representative (onsite): name of nominated H&S rep
working on the stand

Who will have a copy of your RA: e.g. all stand staff, H&S officer, Organisers

Mobile/ Onsite Contact Number: contact number onsite

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

A Risk Assessment is the most effective way of documenting, assessing and controlling risks and under Health & Safety legislation is an absolute legal requirement.
Completing a Risk Assessment does not mean that you are guaranteeing that there will not be any accidents on your stand but simply that by taking the time to think
through your actions in advance and on an on-going basis, you will be able to reduce the risks of an accident happening or the severity of the accident if it does.

**Below is a list of common hazards that occur during build-up and breakdown as well as open period. This is not an exhaustive list but is meant to give
examples and act as a guide to help you consider the risks for your build and breakdown activities. Please complete the following page with your specific
Risk Assessment.**

Delivery of stand fitting materials (by trolley, by hand, by forklift)

Lifting heavy items

Working at height (use of ladders or scaffold towers)

Working machinery / electrical appliances of any kind e.g. power tools

Use of sharp equipment e.g. saw

Skilled / Unskilled labour

Hot Works of any kind

Any other hazard not identified above which could be a risk

Tiredness / working hours

PLEASE ENSURE ALL PORTABLE APPLIANCES BEING USED ONSITE HAVE BEEN PAT TESTED

I confirm that all staff working onsite are aware of the venue Emergency Procedures (available in the Exhibitors Manual as well as the Contractor Manual) and have been provided with copies of the MAFS 2024 Site Rules and Site Location Plan which shows the locations of the First Aid Centre and the Organisers Offices



Identify Hazards	What could result from the hazard?	Who might be harmed?	Level of Risk (before action is taken)	Controls to Manage the Risk	Person (s) responsible	Level of Risk (after Action is taken)
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?	enter name	e.g. low, medium, or high
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