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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A logo for a company  Description automatically generatedA logo for a company  Description automatically generated**  **RISK ASSESSMENT** | | | | | | | | | | | | | | | |
| **THIS RISK ASSESMENT COVERS:** | | | **Build Up Period** | | | | | **Open Period** | | | | **Breakdown Period** | | | |
| ***\* To be completed by ALL Exhibitors and returned by 8th March 2024***  ***(please note this is not to be completed by contractors, only exhibitors)*** | | | | | | | | | | | | | | | |
| **STAND TYPE:** | **SHELL SCHEME EXHIBITOR** | | | | **SPACE ONLY EXHIBITOR** | | | | | | **SPACE ONLY SELF-BUILD 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 | |
| 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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| 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 | |
| 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 | |
| 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 | |
| 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 | |