

For a guide to completing a risk assessment, please see 'Risk Assessment in 5 steps'

Exhibition: <exhibition name>	Date RA Undertaken: <date you complete your risk assessment, and any subsequent updates>	Event Dates: <period for which the risk assessment applies>
Venue: <where the event takes place>	RA Undertaken by: <print, date and sign>	Notes: <any additional observations>

Hazards	Consequences	Who is at risk	P x S = R	Controls	Person Responsible
Identify Hazards Identify hazards in the halls and on the perimeter roads that could reasonably be expected to result in significant harm	What could result from the hazard? 1: First aid injury: minor cuts, sprains, bruises 2: up to 7day absence from work (non0 RIDDOR reportable): broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric) 3: Over 7 day absence from work (RIDDOR reportable) major injury: head injury, loss of consciousness, broken bones, dislocations, respiratory problems 4: Death or very serious injury to one person: loss of limb, paralysis or life changing injury from which full recovery is unlikely 5: multiple death/serious injury Death and or serious injury to many people	Who might be harmed? This needn't be individuals, but groups of people -Organisers -Visitors -Exhibitors -Contractors -Venue Staff -Disabled Visitors -New and expectant mothers -Elderly visitors	How to calculate the level of risk P = Probability S = Severity R = Risk level $P \times S = R$ *Use the matrix in the footer of the following pages to calculate the risk level	Is the risk adequately controlled? Consider hierarchy of controls <ul style="list-style-type: none"> • Eliminate • Substitute • Reduce • Isolate • Control • PPE • Discipline Do the controls: <ul style="list-style-type: none"> -Comply with industry standards? -Meet legal requirements? -Represent best practice? -Reduce risk as far as is reasonably practicable? 	Who is responsible for monitoring the control measures? This may be individuals, or groups of people

Hazard	Consequences	Who is at risk	P	S	R	Controls	Person Responsible
Trailing leads from display box and computer laid over carpet	Slips Trips and Falls causing sprains and minor cuts. Damage to equipment and time lose to Staff sickness	Employees Public	3	2	6	Cable runs to be made under floor. Cables to be in cable Bridging that is secured to floor. Cable to be secured to floor at edge of stand using table, daily checks undertaken	Stand staff
Standing on chairs and cabinets to hang graphic display and other work at height. Leaning out and overbalancing.	Falls from height causing sprains and minor cuts	Employees	2	3	6	All employees to use the Step Ladders supplied. H&S Manager to ensure that Step Ladders are available, on site and serviceable.	Stand staff Health & Safety representative for stand

Probability (P)	Severity (S)	Calculation of Risk (R)					Action Level	
5 Almost inevitable 4 Very Likely 3 Likely 2 Unlikely 1 Very Unlikely	5 Multi death/injury 4 Single death 3 RIDDOR major injury 2 RIDDOR 3 day 1 Minor/First Aid	Prob	5.M	10.H	15.H	20.H	25.H	LOW no action required
			4.L	8.H	12.H	16.H	20.H	
			3.L	6.M	9.H	12.H	15.H	
			2.L	4.L	6.M	8.H	10.H	
			1.L	2.L	3.L	4.L	5.M	
		1	2	3	4	5	MED justify/review for each event day	
		Severity						HIGH immediate action/further controls needed

Hazard	Consequences	Who is at risk	P	S	R	Controls	Person Responsible
Serving tea and coffee on stand	Scalding, burns, slips, trips, falls	Employees Public	3	2	6	Serving area to be kept clean at all times Appropriate serving wear to be used to insulate hot liquids Keep serving area away from stand perimeter	Stand staff Health & Safety representative for stand Caterer
Unloading of Exhibition magazine and promotional material and storage on stand. Movement of display equipment	Manual handling, injuries, strains. Crushing injuries from dropped equipment	Employees	1	2	3	Gloves and safety boots to be used where required. All staff to be trained in manual handling techniques. Oversize and weight items to be handed by approved fork lift contractor.	Stand staff Health & Safety representative for stand

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