

The aim of a Risk Assessment is not to list every possible hazard but to identify any hazard that may present a significant risk.

Once identified, think about how the hazard can be controlled and therefore risk reduced. A Risk Assessment is where you record the hazards identified, the control measures that you will put into place to reduce the level of risk, and importantly, who is responsible for monitoring those control measures.

A Risk Assessment is not just a paper exercise designed to eliminate risk, but a living document that should be updated and amended to reflect changes in work practices, new processes and materials.

Below is a step-by-step guide to completing a Risk Assessment, which can be used in conjunction with the form included in the 'Checklist' in the Exhibitor Zone, or to create your own template.

Step One Look for the hazards

1.1 Look only for hazards which you could reasonably be expected to result in significant harm under the conditions in your workplace, as a guide, consider:

- Slipping/tripping hazards (e.g. poorly maintained floors or stairs)
- Fire (e.g. from flammable materials)
- Chemicals (e.g. battery acid)
- Moving parts of machinery (e.g. blades)
- Work at height (e.g. the mezzanine floors)
- Pressure systems (e.g. steam boilers)
- Vehicles (e.g. fork-lift trucks)
- Electricity (e.g. poor wiring)
- Dust (e.g. from grinding)
- Fumes (e.g. welding)
- Manual handling
- Noise
- Poor lighting
- Low temperature

Step Two Decide who might be harmed and how

2.1 There is no need to list individuals by name – just think about groups of people doing similar work or who be affected, for example;

- Office staff
- Maintenance personnel
- Contractors
- People sharing your workplace
- Operators
- Cleaners
- Members of the public

Pay particular attention to:

- Visitors (think about who could be included in this demographic; young people, elderly people, pregnant women, disabled people?)
- Staff
- Inexperienced staff
- Lone workers

Step Three Evaluate the risks

3.1 Decide whether the existing precautions are adequate or whether more should be done for the hazards listed.

Do the precautions already taken:

- Meet the standards set by a legal requirement?
- Comply with a recognized industry standard?
- Represent good practice?
- Reduce risk as far as reasonably practicable?

Have you provided:

- Adequate information, instruction or training?
- Adequate systems or procedures?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. (You may refer to procedures, company rules, etc.)

Where the risk is not adequately controlled, indicate what more you need to do (your control measures).

Step Four Record your findings

4.1 This means writing down the significant hazards and conclusions. Examples might be 'Electrical installations: insulation and earthing checked and found sound' or 'Fume from welding: local exhaust ventilation provided and regularly checked'.

You must also tell your employees about your findings.

4.2. Suitable and sufficient – not perfect! Risk assessments must be suitable and sufficient. You need to be able to show that:

- A proper check was made
- You asked who might be affected
- You dealt with all the obvious significant hazards, taking into account the number of people who could be involved
- The precautions are reasonable
- The remaining risk is low

Step Five Review your assessment

5.1 Review your assessment and revise it if necessary. Sooner or later you will bring in new machines, substances and procedures which could lead to new hazards. If there is any significant change, add to the assessment to take account of the new hazard. Don't amend your assessment for every trivial change, or still more, for each new job, but if a new job introduces significant new hazards of its own, you will want to consider them in their own right and do whatever you need to keep the risks down. In any case, it is good practice to review your assessment from time to time to make sure the precautions are still working effectively.

5.2 We require a written risk assessment from all Exhibitors/ Contractors.