

RISK ASSESSMENT

TASK:	Working at Exhibitions	DATE OF ASSESSMENT:	03.09.2021
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RISK ASSESSMENT START DATE:	20.09.2021	RISK ASSESSMENT REVIEW DATE:	01.12.2021
RISK ASSESSMENT FINISH DATE	24.09.2021	RISK ASSESSMENT NUMBER:	ECO-129

What are the Hazards?	Who might be harmed and how?	Control Measures	Additional control measures required	Action by Whom?	Action by When?	Done
Manual Handling	Ecotec Staff have the potential to damage soft tissue/back/arms etc. with incorrect manual handling techniques while lifting boxes and setting up the stand.	<p>All staff to be fully trained in correct lifting methods. Awkward lifts may require more than 1 Operative.</p> <p>Lifting Equipment to be provided where loads are too heavy for manual handling.</p> <p>Any mechanical manual handling equipment must be tested and certified by the Lifting operations and Lifting Equipment Regulations (LOLER) 1998</p>	No further action required at present.			
Slips, Trips and Falls	Ecotec Staff/Exhibition Visitors have the potential for damage caused by slipping, tripping and falling over cables, boxes and spilt liquids.	<p>Cables to be secured above or below display stand and not trailed across the floor. Cables to be routed safely and using walkover ramps where appropriate.</p> <p>Ensure that all boxes and other trip hazards are stored in a safe place away from the public and other members of staff.</p> <p>All spills must be contained and cleared up as soon as possible using the correct spillage recovery methods. Appropriate signage must be placed in the vicinity of the spill to warn Exhibition users of any hazards.</p>	No further action required at present.			
Unstable and falling demonstration stands	Ecotec Staff/Exhibition Visitors have the potential for damage caused by being struck by unstable and falling demonstration stands.	<p>All stands to be secured to a solid surface or be weighed down by ballast to prevent the stand from toppling over.</p> <p>Any stand or exhibition equipment that cannot be secured safely must be kept away from the public and other exhibition users. Items at high level to be placed safely and securely.</p>	No further action required at present.			

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Public interaction during exhibition demonstration	Ecotec Staff/Exhibition Visitors have the potential for damage caused by interaction and poor safety practices during a demonstration	All staff involved in the demonstration must follow safe working practices. Safety screens, if applicable, will be placed between the work area and the public.	No further action required at present.			
Materials and equipment used in demonstrations.	Ecotec Staff/Exhibition Visitors have the potential for damage caused by use of materials and equipment used during the exhibition	All operatives to keep all tools out of the reach of the public and only used tools that they have been trained to use and are competent in using.	No further action required at present.			
Risk of fire caused by hot or faulty display lighting	Ecotec Staff/Exhibition Visitors have the potential for damage caused by fire including burns, smoke inhalation, electrocution and fatalities. Potential infrastructure and environmental damage.	Lighting to be kept at a safe distance from public reach and away from all combustible materials. All Ecotec staff must be aware of the fire policy and emergency procedures. All electrical equipment to be PAT tested annually and checked for damage and wear and tear before use. Checks to be made to ensure all cables and trailing sockets are supported safely and not hanging from the cables unsupported. Ensure all points of disconnection are accessible at all times. RCD's to be used when connecting into mains supply. Only use equipment provided if you have been trained to do so – Provision and Use of Work Equipment Regulations (PUWER) 1998.	No further action required at present.			

Traffic Management	Potential for Ecotec Staff to suffer injury caused by vehicle movement or being struck by vehicle movement	All staff to follow the designated walkways. When entering a vehicle area staff must make themselves aware of the hazards and take necessary precautions and follow all event staff instructions. No reversing without a banksman. Observe all signs and speed limits.	No further action required at present.			
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