



Risk Assessment

DATE: 08/07/24

CLIENT: ASTUTE PEOPLE

SHOW: RWM

STAND NO: EM-130

VENUE: THE NEC, BIRMINGHAM

NATURE OF WORKS: INSTALLATION AND REMOVAL OF EXHIBITION STAND

CONTRACTOR : DW EXHIBITIONS LTD
UNIT 4B, BRADLEY PARK, HIGH HOLBORN ROAD, RIPLEY, DERBYSHIRE, DE5 3NW

CONTACT: RICHARD DAVIES – 07917 005651

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Process	Hazard	Risk	Level of risk	Controls to be introduced in order to reduce risk	Risk level after controls
General	Hazards specific to the site and identified by the Client.	Minor	Low	Ensure all site operatives adhere to the site procedures as documented by the Client. Induction and health and safety training to be given to operatives by the main contractor/client	Low
Safety of third parties	Tripping, Cuts and lacerations unsecured materials	Minor injury to persons	Low	Ensure the area of works is clean and tidy and no rubbish is left in gangways Ensure other contractors on site are briefed on the works.	Low
Working at heights	Falling dropping items	Minor to fatal	high	Ensure you use the correct equipment to reach the height you need to be using tower scaffold and stepladders	low
Using hand tools	Tools left lying around on site	Tripping over, cuts, broken bones, sprains	low	When not in use all hand tools must be stored safely under cover so as to prevent deterioration and to avoid a tripping hazard. All operatives are fully qualified/trained in the use of all hand tools.	Low
Cabling/wiring and materials	Power surge. Power failure Electrical shock, injury or death. Fire	Electrical shock, injury or death. Fire	Med	Any electrical work on site must be carried out by a qualified NICEIC Edition electrician and certificated when connected. Site must be electrically isolated before work commences. No working on live electrics. Any products or lights that are simply plugged in will be applied by a competent/experienced person.	Low

Loading/unloading equipment	Strain to operatives Damage to property	Falling equipment leading to injury to operatives, station staff and public.	Low	Ensure that all equipment is transported to/from site/vehicle in a safe manner. Via the Main access doors All members of the designworks Exhibitions Ltd will be briefed prior to installation maintenance, as to the exact method of transportation from vehicle to site area. Which following a careful assessment of the area will involve the manual lifting & use of rubber wheeled trolleys	Low
Site debris	Other Contractors/employees		low	All site debris will be bagged & disposed of off-site.	
Deliveries	Temporary passes	Minor to serious	high	All temporary pass holders will be briefed on regulations behavior & conduct whilst on site.	
Evacuation Points and First Aid	Delay to treatment Failing to evacuate from area of danger Obstructing exists	Minor to fatal	Low to high	All operatives are to be aware of the evacuation points & procedure. The nearest casualty ward is the A&E hospital at All members of the installation crew will be provided with mobile telephones in case of emergency and have been made aware of the contact number for local hospital along with accident reporting procedure whilst on site. All operatives will ensure that no emergency exits or signs are obstructed.	Low
Fire	Flamable elements	Minor	Low	stand materials will meet BS476 parts 6/7 class 1 in terms of fire spread	

Distribution and amendments to information

This risk assessment will be issued to the following:-

Company	Name
	Richard Davies
DW Exhibitions Ltd	Joanne Walker

Any requests for amendments to this risk assesment should be forwarded to the author at the address listed above.

All operatives working on site will be given a copy of this risk assessment and will be required to read it in the presence of their supervisor. They will each sign a separate record stating that they have been issued with, understand and will comply with the contents of this risk assessment. This issue list will be retained by the project manager.

DW Exhibitions Ltd has a minimum of £5million Public Liability Insurance cover.

Document prepared by: Joanne Walker

Date: 1/3/24