

WHY IS IT NEEDED?

The purpose of this form is to help exhibitors think through the safety issues associated with their activities at the show so the event is not marred by incidents, accidents, hospital visits, investigations, insurance claims, prosecutions etc.

Health and safety law requires assessing risks at places of work. Identifying and assessing the **risks** they create is essential and you need to assess the risks to your own staff and others who may be affected, such as contractors and visitors to the exhibition.

Risk Assessment is nothing more than a careful look at what you do during build up, show days and breakdown of your exhibit that could harm people. This will allow you to consider whether you have taken sufficient precautions or need to take more. Once you have decided that there are risks you are required to take protective/ preventative measures. Remember:

- a hazard is anything which has the potential to cause harm;
- risk is the chance of harm actually being done (a measure of the danger associated with an activity)

Assessing the risks however is not an end in itself — **it is what you do to control the risks that is important and your knowledge of the operation of your stand is essential in controlling the risk and preventing accidents.**

All exhibitors that have not supplied their own risk assessment must complete this form.

STEP ONE — LOOK FOR HAZARDS AND LIST THEM

Consider those hazards that may/will occur during the construction, operation and breakdown of your stand/demonstration that could result in injury to volunteers, staff, customers or anyone else on site. You may also find it helpful to ask your staff what they think.

Examples might be:

- Bad weather — rain, groundwater, poor visibility, high wind
- Chemicals — cleaning materials, other substances etc
- Compressed gases — for demonstrations etc
- Electricity — temporary installations, wiring etc
- Environmental health — on-stand catering hygiene etc
- Falling objects — from structures, exhibits falling over etc
- Fire — from flammable materials, catering equipment etc
- Fumes — from engines, substances etc
- Moving parts — guarding requirements
- Obstacles at head height — cross beams etc
- Slipping — slippery surfaces, vehicle steps etc
- Working at height — structures, platforms etc

There may be other potential hazards not listed above that are specific to your particular circumstances.

EXHIBITOR RISK ASSESSMENT

STEP TWO — DECIDE WHO MIGHT BE HARMED AND HOW

It is unnecessary to list individuals, only the type of people who may be harmed and how many, for example:

Employees - Other exhibitors – Visitors – Contractors - Delivery drivers - Maintenance staff - Volunteers

Please pay particular attention to those people who may be more vulnerable:

Disabled - Lone workers - Non-English-speaking persons – Young Persons - Inexperienced staff – New/Expectant mothers

STEP THREE — EVALUATE THE RISKS AND CONTROL THEM

Consider whether you have already taken precautions to control the risks that have been identified by providing:

- Adequate information, instruction or training (site safety regulations to contractors etc)
- Adequate systems or procedures (method statements etc)

Also consider whether the precautions:

Eliminate the hazard altogether by:

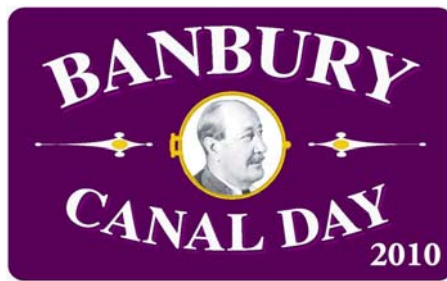
- Meeting the standards set by legal requirement or with a recognised industry standard
- or
- Reducing the risk so far as is reasonably practicable

STEP FOUR — WHAT FURTHER ACTION IS NECESSARY TO CONTROL RISK?

Consider what action could reasonably be taken to manage identified risks that are deemed not to be adequately controlled, if possible in the following order:

- Remove the risk completely
- Look for a lower risk option
- Prevent access to the hazard (eg use a temporary safety barrier during construction)
- Organise work to reduce exposure to hazard
- Issue personal protective clothing/equipment
- When you have decided what to do, record your findings below, making sure that what you say is realistic, achievable and effective. You should also tackle the most serious problems first.

Please ensure this form is completed and returned with your application form and public liability



Exhibitors Name	
Address: -	
Tel:	Fax:
Contact Name:	Position:
Description of Exhibit and Location Describe the type of stand/stall (where applicable) together with the exhibits on display and any other demonstration, feature or accommodation	
The exhibit will take the form of:	
Step 1 - Look for potential hazards and list them	
Step 2 - Decide who may be harmed and how	
Step 3 - Evaluate the risks and control them	
Step 4 - What further action is necessary to control the risk	