**Risk Assessment**

**ALL EXHIBITORS (both shell and space stands) MUST conduct a risk assessment. Exhibitors with five or more employees have to record the significant findings of their risk assessment.**

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| YOUR DETAILS | |
| Company Name: | Stand No: |
| Name: | Mobile No: |
| Address: | Town: |
| Country: | Date Completed: |
| Email Address: | |

**Instructions for completing your Risk Assessment:**

* **Section A**
  + Please tick the risks that are relevant to your stand, and what you will have on your stand.
  + A minimum of 3 risks is required; anything less and the form will not be accepted as complete.
  + This section is to be filled in for all activity of your stand that may pose a risk.
* **Section B**
  + Please complete this section if there are any other risks that are relevant to your stand which are not mentioned in section A

**Please note you do not need to submit your Risk Assessment, however you will need to bring a copy of it to the show. You may also be required to send further details concerning the risk(s) and your stand may be visited on site to check the risk(s).**

**Space Only stands must submit their risk assessments, along with a method statement and stand plans to** [info@essentialevents.co.uk](mailto:info@essentialevents.co.uk) **by Friday 1st September.**

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| **RISK** **ASSESSMENT SECTION A – SELECT RISKS RELEVANT TO YOUR stand** | | | | | | |
| **TASK / ACTION** | **HAZARD** | **PERSONS AT RISK** | **RISK LEVEL**  *High*  *Medium*  *Low* | **CONTROL MEASURES**  *Precaution measures that are required: (include current/existing control measures).* | **LIKLIHOOD**  *High*  *Medium*  *Low* | **SELECT**  *Mark X* |
| This task can create this Hazard | This Hazard affects these people | Exhibitors  Contractors  Visitors | The Risk Level must always be higher than the Likelihood (one level only) | The control measures ensure the likelihood levels are lower than the Risk Levels by safety measures put in place. | The Likelihood levels should be lower than the Risk levels (one level only) |  |
| Unloading of Packaging | Trips over discarded packaging. | E, C | High | Remove all packaging as it’s produced. | Low |  |
| Unloading items / marketing materials / brochures | Back strain from lifting | E, C | High | Staff will be trained in manual handling and a trolley will be used where necessary | Low |  |
| Working at height | Materials and tools dropped on the people below | E, C, all others | Medium | Ensure people stay away from the area and provide personal protective equipment for all staff at risk (hard hats, high vis) | Low |  |
| IT Equipment (laptop, TV, etc.) | Trips over power cables | E, C, all others | High | Ensure all wires are taped down using hazard tape | Low |  |
| Electrics | Electric shock | E, C, all others | Medium | All liquids to be kept away from electrics, and any spills will be cleaned up immediately | Low |  |
| Displaying brochures | Fall and cause someone to trip | E,C, all others | High | Use a literature rack to display | Low |  |
| Displaying brochures on literature rack | Fall over and injure someone | E,C, all others | High | Ensure it is secure before loading brochures | Low |  |
| Pull-up banner | Fall over and injure someone | E,C, all others | High | Ensure it is secure before leaving it | Low |  |
| Pull-up banner | Trips, slip | E,C, all others | High | Pull-up banner not to be placed in the walk-way or entrance to stand | Low |  |
| Attaching graphics to shell scheme walls | Damage to the walls | Other | Medium | Ensure the recommended tools in the exhibitor’s manual are used (e.g. Velcro, double sided tape etc.) | Low |  |
| Attaching graphics to shell scheme walls | Fall over | E, C | Medium | Use a step ladder to put up graphics and ensure someone is there to help | Low |  |
| Working onsite | Ergonomic hazards | E, C | High | All staff to take frequent breaks and drink plenty of water | Low |  |
| Drinks on stand (tea / coffee) | Boiling water spills and burns someone | E, C, all others | Medium | Only staff are to prepare drinks in an area away from people | Low |  |
| Drinks on stand (tea / coffee) | Drink spills and causes someone to trip | E, C, all others | Medium | All spills to be cleaned up immediately | Low |  |
| Fire risk | Fire casued from material on stand | E, C, all others | High | All materials to be fire resistant | Low |  |

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| **RISK ASSESSMENT SECTION B – SELECT RISKS RELEVANT TO YOUR stand** | | | | | | |
| **TASK / ACTION** | **HAZARD** | **PERSONS AT RISK** | **RISK LEVEL**  *High*  *Medium*  *Low* | **CONTROL MEASURES**  *Precaution measures that are required: (include current/existing control measures).* | **LIKLIHOOD**  *High*  *Medium*  *Low* | **SELECT**  *Mark X* |
| This task can create this Hazard | This Hazard affects these people | Exhibitors  Contractors  Visitors | The Risk Level must always be higher than the Likelihood (one level only) | The control measures ensure the likelihood levels are lower than the Risk Levels by safety measures put in place. | The Likelihood levels should be lower than the Risk levels (one level only) |  |
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