

If you are building your own stand, please complete this form

Contractor contact name:	Company name:
Event name:	Date:
Stand number:	Signature:

Task/subject:	Hazard(s):	Who is at risk? Exhibitors, contractors, sub-contractors, visitors, organisers, venue staff, young/new/inexperienced staff, general public, disabled, lone workers, children, other (specify)	Risk level: Frequent severity, max loss & probability	Precautions or Control Measures required: (State existing measures if adequate)	Comments
Working at height					
Manual handling					
Slips/Trips/Falls					
Electrical					

Task/subject:	Hazard(s):	Who is at risk? Exhibitors, contractors, sub-contractors, visitors, organisers, venue staff, young/new/inexperienced staff, general public, disabled, lone workers, children, other (specify)	Risk level: Frequent severity, max loss & probability	Precautions or Control Measures required: (State existing measures if adequate)	Comments
Fire					
Tools					
PPE & Hand Sanitisation					

Add further information to describe the following if relevant:

Live demonstrations	
Display vehicles	

EXPLANATION RISK ASSESSMENT

A risk assessment is where you think through the building work described in your stand plans and method statement and try to identify any tasks that will involve some risk. Then you should list those risks, who is exposed to the risk, how severe the risk is, then state control measures (that you will ensure are implemented), to reduce that risk to a more acceptable level. For example:

Task

Installation of a fascia at 4m high.

Risk

Working at height / risk Level: Medium

Who is at risk?

Contractor / staff member / any visitor in the vicinity

Control measures

Genie lift to be employed to raise the fascia into the correct position (with the fascia fixed to the genie during the lifting process). The connections will be completed by trained staff, using a class one ladder. All ladders will be footed by a colleague while in use to improve the stability.

Residual Risk

Low

PLEASE NOTE:

If something really is of low risk, then it probably does not need to be covered in the assessment. The aim of this process is for the contractor/exhibitor involved to identify any medium and high risk activities and to reduce these to low risk. (Through the application of pre-determined control measures).