**Risk Assessment Template (Please read the below guidance and example and complete for your booth/stand)**

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| **Identify Hazards**  **A hazard is something with the potential to cause harm. Risk is the likelihood of this harm being realised.**  **Identifying hazards is simply the process of asking yourself what could go wrong. Consider the different categories of risk – physical, chemical, biological, ergonomic. Risks might range from Manual Handling to demonstration of equipment to trip hazards. Consider the different risks posed by the build up and breakdown periods of the exhibition and the open period.**  **See the HSE’s useful guide 5 steps to Risk Assessment for additional information.** | | | **What could result from the hazard?**  **First aid injury** – minor cuts sprains, bruises  **3 day injury** – broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric)  **Major injury** – head injury, loss of consciousness, broken bones, dislocations, respiratory problems  **Single death**  Death of one person  **Multiple death/serious injury**  Death and or serious injury to many people | | | **Who might be harmed?**   * Stand staff * Organisers’s/ * Visitors * Contractors * Young/new inexperienced staff * Disabled * Children * New and expectant mothers * Elderly visitors | | | | **Risk**  P = Probability  S = Severity  R = Risk level  P x S = R | | **Is the risk adequately controlled?**  Consider hierarchy of controls   * Eliminate * Substitute * Reduce * Isolate * Control * PPE * Discipline   Do the controls…………  Comply with industry standards?  Meet legal requirements?  Represent best practice?  Reduce risk as far as is reasonably practicable? | | | | | **What is the Residual Risk?**  **Action Level**  H = High, Immediate action required  M = Medium, Justify and review each event day  L = Low, no action required  See table in footer | | | | |
| **Hazard** | | **Consequences** | | | **Who is at Risk** | | **P** | **S** | **R** | | **Controls** | | | **P** | **S** | **R** | | **Actn Lvl** | | **Person responsible for action** |
| **Example:**  **Manual Handling** | | **Back/limb injuries** | | | **Staff on stand**  **Contractors**  **Others working nearby** | | **3** | **3** | **H** | | **Ensure staff are briefed on proper lifting methods and exhibition environment**  **If heavy lifting to be undertaken, contract lifting contractor to assist**  **Co-ordinate/schedule/plan activities and stand build**  **Ensure appropriate equipment provided/available – eg trolley etc, as necessary**  **Allow plenty of time for build up of stand to prevent rushing**  **Ensure staff have appropriate protective equipment (appropriate footwear etc)** | | | **2** | **2** | **L** | | **L** | | **Stand Health and Safety Manager**  **Stand staff** |
|  | |  | | |  | |  |  |  | |  | | |  |  |  | |  | |  |
|  | |  | | |  | |  |  |  | |  | | |  |  |  | |  | |  |
| **Probability (P)** | **Severity (S)** | | | **Calculation of Risk (R)** | | | | | | | | | **Action Level** | | | | | |
| 5 >75%   1. 50 - 75% 2. 25- 50% 3. 1- 25%   1 < 1% | 5-Multi death/ injury  4-Single death  3-RIDDOR major inj  2-RIDDOR 3 day  1-Minor/First Aid | | |  | | | | | | | | | LOW – no action required | | | | | |
| MED – justify /review for each event day | | | | | |
| HIGH –immediate action/ further controls needed | | | | | |

**Risk Assessment**

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| **Event:** | **Supporting Health and Safety Information completed/obtained: (attach to this document and bring onsite)**  **(eg H&S Policy, contractor risk assessment, method statement, H&S policy)** | **Date RA Undertaken** |
| **Venue:** | **RA Undertaken by** | **Distribution:**   * **All staff working on stand** * **Health and Safety Director/Manager** |
| **Stand Health and Safety Representative** | **Signed: …………………………………**  **(person undertaking assessment)**    **Signed…………………………………**  **(company director)** |
| **Contractor Health and Safety Representative** |