

TO BE SUBMITTED BY ALL EXHIBITORS

Risk Assessment Template (for guidance only) Exhibitors may provide a risk assessment in their own template if preferred

How to complete your Risk Assessment Form

All Risk Assessments should be a careful and studied examination of your activities ensuring that your build-up, the open period and breakdown are achieved safely and nothing occurs which could cause harm to any person. The following guidelines will assist you to complete a basic Risk Assessment of your activities. If you are building a large or complicated stand, or are involved in unusual activities during the event, you may need to seek the assistance of a qualified Health and Safety Professional. Producing a suitable Risk Assessment is a legal requirement.

1. HAZARD

A hazard is anything that has the potential to cause harm, i.e. a workman falling from a ladder, dropping tools, moving large and heavy loads, trip hazards, fumes, chemicals, etc.

2. CONSEQUENCES

Please list all the likely consequences of the hazard i.e. what the accident could be, type of injury, level of damage, etc

3. WHO IS AT RISK

In this section you must include everyone who could be injured as a result of such activities i.e. the contractors, organisers, venue staff, other exhibitors, porters, visitors, etc

4. PROBABILITY, SEVERITY, RISK CALCULATION & FURTHER ACTION LEVEL

Probability (P)	Severity (S)	Calculation of Risk (R)						Action Level	
5 – Almost Inevitable	5 – Multiple Death/Injury	Probability	5	5M	10H	15H	20H	25H	LOW – No further action
4 – Very Likely	4 – Single Death		4	4L	8H	12H	16H	20H	
3 – Likely	3 – RIDDOR Major Injury		3	3L	6M	9H	12H	15H	MED – Review each show day
2 – Very Unlikely	2 – RIDDOR 3 Day Injury		2	2L	4L	6M	8H	10H	
1 – Negligible	1 – Minor First Aid		1	1L	2L	3L	4L	5M	HIGH – Immediate action. Further controls needed
				1	2	3	4	5	
			Severity						

5. CONTROLS

You will need to record what steps you have taken to ensure that nothing dangerous occurs. Your entry may read something like ‘Use of trained and competent staff only, rope and post area to restrict access, ensure staff trained in manual handling, etc’ *(These are guidelines only)*.

You are legally responsible for any person working for you and their actions or inactions. You must ensure that any contractors you use are competent and will work in a safe manner. This you may do through requesting copies of their Health and Safety Policy. For smaller companies, who may not have such documents, you should request copies of their public liability and employees’ insurance documents, letters of reference, etc. If they cannot supply such documentation you would be wise not to use them. Details of such checks should be entered in this box.

6. FINAL PROBABILITY, SEVERITY, RISK CALCULATION & FURTHER ACTION LEVEL

You must then re-assess the Probability, Severity and Risk after all of the controls are implemented. If the risk level is still high then you must look if it is necessary to continue the activity, or reassess the controls.