# RISK ASSESSMENT TEMPLATE

When organising an event, you have a duty of care to delegates, volunteers and colleagues. The larger your event, the more important health and safety is. As best practice it should still be considered for small scale events as well. Part of your duty of care may include planning in case of emergency and taking reasonable steps to prevent injury or harm to anyone at events.

Carrying out a risk assessment might seem like a daunting task, however, it doesn’t have to be. It is about being conscientious and applying common sense. The risk assessment belowcan be used as a template if you have not undertaken a risk assessment before.

*You should use this as a minimum standard and add to it as required (especially column 4) after considering who is working with you and contractors.*

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| **Section 1 - about the work being done, who is doing it, what is being done, and the assessor undertaking this review** | | |
| 1. **Exhibitors name and contact details:** | 1. **Brief description of structure and fittings being used during exhibition:** | 1. **Person reviewing this Risk Assessment:** |
| **Contractors name and contact details:** | 1. **Date** |

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| **Section 2 - the Risk assessment for the build and use of the exhibition stand** | | | |
| 1. **Hazards that may cause harm** | 1. **Who may be affected** | 1. **Controls that are used to reduce risk** | 1. **Additional measures that need to be done** |
| Accidents, incidents and injuries including sudden illness |  |  |  |

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| Bomb or terrorist threat and general evacuation requirement |  |  |  |
| Cuts from and sharp edges stands and platforms, tools and paper cuts etc |  |  |  |
| Car exhibits |  |  |  |
| Chemicals and cleaning agents |  |  |  |

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| Compressed gases e.g. helium |  |  |  |
| Dropping items on feet |  |  |  |
| Electrical hazards - during build and breakdown |  |  |  |
| Electrical hazards - during exhibition |  |  |  |
| Ergonomic hazards such as standing for long periods |  |  |  |
| Falling objects (from roof gantry) |  |  |  |

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| Fire |  |  |  |

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| Health hazards and disease (colds, flu etc) |  |  |  |
| Manual handling hazards during build process such as stand delivery erection |  |  |  |
| Manual handling hazards during exhibition such as marketing material delivery, water bottles |  |  |  |
| Scalds / burns from hot water and drinks |  |  |  |
| Slip and trip hazards during build and breakdown |  |  |  |

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| Slip and trip hazards during exhibition |  |  |  |
| Theft of personal or company property |  |  |  |
| Toppling or instability of stand furniture or equipment |  |  |  |
| Waste and environmental hazards |  |  |  |
| Welfare matters on site such as food and drink, toilets, fatigue and stress |  |  |  |
| Work at height – step ladders |  |  |  |

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| Working near vehicles and loading bays  - Crushing and falling objects from vehicles and FLT  - Falling from the loading bay or vehicles during loading operations |  |  |  |
| Theft of personal or company property |  |  |  |

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| Toppling or instability of stand furniture or equipment | Staff  Exhibition staff and visitors | * *.* |  |
| Waste and environmental hazards | Stand build staff and contractors Venue Staff  Exhibition staff |  |  |
| Welfare matters on site such as food and drink, toilets, fatigue and stress | Stand build staff and contractors Venue Staff  Exhibition staff |  |  |
| Work at height – step ladders | Stand build staff and contractors Venue Staff |  |  |