

# RISK ASSESSMENT – Guidelines

It is a legal requirement that every employer, and all self-employed people, undertake a Risk Assessment. Please refer to [www.HSE.gov.uk](http://www.HSE.gov.uk).

Exhibitions and Events are deemed as hazardous environments and all Companies must assess the risks to workers and others, who may be affected by their work business. This will enable them to identify the measures they need to take to comply with Health and Safety law.

As such, a Risk Assessment must be carried out for both the **build-up** and **dismantling** of the stand (to be carried out by the stand builder e.g. Contractor, Exhibitor) **AND** for the management of the stand and **open period** of the show (to be carried out by ALL exhibitors, regardless of size or complexity).

**Shell Scheme Exhibitors;** Have to produce a Risk Assessment for their activities onsite and the stand. This may include; items of special risk, fire, Equality Act, raised floors, slips/trips, displays and demonstrations. The erection of shell scheme will be covered by the shell scheme contractor's assessment.

**Space Only Exhibitors;** Have to produce a Risk Assessment for their activities onsite and once the stand is in use. This may include; fire, exhibits, displays and demonstrations, slips/trips, raised floors, Equality Act, catering, Items of special risk such as water features/vehicles, travel distance etc. See template form for guidance.

Space exhibitors must also provide a Risk Assessment and Method Statements for the safe erection and dismantling of their stands, although this may be submitted on their behalf by their appointed stand builder.

**Stand builders/Contractors;** are experts in their own field and must produce a show specific Risk Assessment and Method Statement for their activities onsite and the construction and dismantling of stands.

As a guide, the Risk Assessment should include the following:

<b>Exhibition / Event name:</b>	<b>Exhibition/Event</b>	<b>Exhibitor / Stand name:</b>	<b>Exhibitor/Feature name</b>
<b>Location &amp; Task:</b>	<b>Venue, Hall &amp; Tasks</b>	<b>Stand number:</b>	<b>Stand number</b>
<b>Assessed by:</b>	<b>Name of Assessor</b>	<b>Date Assessed:</b>	<b>Date assessment undertaken</b>
<b>Relevant standards:</b>	<b>Detail of applicable legal, industry &amp; best practice standards the assessment has been written to include.</b>		
<b>Review date:</b>	Month/year or sooner if there are reasons to believe the assessment is no longer valid or there are significant changes in the matters to which it relates		
<b>Scope of Risk assessment:</b>	<b>Range (inc date) and extent of Risk assessment</b>		
<b>Number and description of employees involved in the activities covered by this assessment:</b> <b>Confirm number of workers on the stand and their activities.</b>			

## Risk Rating system

Risks are rated a) with existing control measures in place and b) once additional recommendations are implemented. Severity of harm most likely to arise from the hazard and likelihood of the potential incident are estimated:

Severity (S)	Likelihood (L)	Calculation of Risk (R)	Action Level
5-Multi death or very serious injury 4-Single death or very serious injury 3-Serious/Major injury or worse 2-Timelost Injury/RIDDOR 3 day 1-Minor or no injury/First Aid	5-Almost inevitable 4-Very likely 3-Likely/frequent 2-Possible/occasional 1-Unlikely/infrequent	Severity x Likelihood = Risk	1-4 Low, no further controls required 5-14 Medium, justify & review 15+ High, immediate action, further controls needed

The priority of actions arising from the assessment depends on the overall risk rating.

Risk rating table:

		Likelihood			
		1	2	3	
Severity	1	1	2	3	<b>Risk Rating:</b> 6 or 9=High priority 3 or 4=Medium priority 1 or 2=Low priority
	2	2	4	6	
	3	3	6	9	

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Task	Hazard	Persons at Risk	Existing measures to control risk	Risk Rating	Additional control measures required
Identify Tasks/hazards associated with stand construction, dismantle & management etc.	What hazard could result from the task? Consider the likely effects of each hazard. List major ones. 'NONE' is insufficient for a Space only stand	Identify who is at Risk	Is the risk adequately controlled? Identify safety precautions / control Measures):  NB: If the existing control measures are adequate, set them out. If more precautions need to be taken then prioritise the 'High/Very High Risk' hazards and implement their control measures first	Severity x Likelihood =Risk Rating	If additional precautions are required, detail them here
<p><i>Vehicle movements, lifting, manual handling, ground floor/low level working, overhead constructions, rigging installations, working at height, use of tools, electrical installations, raising &amp; lowering stand build, raised floors, catering, product/exhibit demonstrations, items of special risk, trailing cables, working hours/staff tiredness/welfare, vehicle displays</i></p> <p><u>Fire Risk assessment.</u> Identify sources of ignition, e.g. smoking, hot works, electrics and fuel, e.g. waste, flammable fumes, stand dressings</p>	<p><i>First aid injury RIDDOR 3 day injury (normally full recovery is likely) Death or very serious injury to one person (life changing/recovery unlikely) Death or very serious injury to more than one person</i></p> <p><u>Fire Risk assessment</u> Consider ; explosion, fire, smoke in halation, panic, fire damage</p>	<p><i>Organiser staff Venue staff Exhibitors Contractors Sub-contractors Visitors Young, New or inexperienced staff Disabled/Lone Workers Children New and expectant Mothers Trespassers Pedestrians &amp; drivers around the venue Local inhabitants Other (name)</i></p>	<p><b>Consider hierarchy of controls:-</b></p> <p><i>Eliminate Substitute Reduce Isolate Control PPE Discipline</i></p> <p><b>Do the controls.....</b></p> <p><i>Comply with industry standards? Meet legal requirements? Represent best practice? Reduce risk as far as is reasonably practicable?</i></p>	<p><b>S=Severity L=Probability R=Risk level (S x L = R)</b></p> <p><b>Action level</b></p> <p>H=High. Immediate action required</p> <p>M=Medium. Justify and review each show day</p> <p>L=Low. No action required</p>	
<b>Example:</b>  Manual handling	Back strain	Contractors,Sub contractors, staff	Staff trained in correct manual handling procedures. Loads over 'x' require 2 persons. Lifting aids available ..	2 x 3 = 6 Medium	
<b>Signed:</b>	Please sign			<b>Date:</b>	Please date
<b>Ongoing monitoring/management required:</b>					
<b>Action plan</b>					
<b>Activity/premises element/Issue</b>	<b>Further action required</b>	<b>Action by Whom</b>	<b>Action by When</b>	<b>Initials and date completed</b>	