

**RISK ASSESSMENT – Template**

<b>Section 1 - about the work being done, who is doing it, what is being done and the assessor undertaking this review</b>		
<b>a. Organisers name and contact details:</b>	<b>b. Event Name and brief description of structure and fittings being used during exhibition:</b>	<b>c. Person reviewing this Risk Assessment:</b>
<b>Contractors name and contact details: (if applicable)</b>		<b>d. Date that this Risk Assessment was reviewed:</b>

<b>Section 2 - the Risk assessment for the build-up, Open &amp; Break of the exhibition</b>			
<b>1. Hazards that may cause harm</b>	<b>2. Who may be affected</b>	<b>3. Controls that are used to reduce risk</b>	<b>4. Additional measures that need to be done at site</b>
Accidents, incidents and injuries including sudden illness	Stand build staff and contractors, Venue Staff, Exhibition staff and visitors	•	•
Bomb or terrorist threat and general evacuation requirement	Stand build staff and contractors, Venue Staff, Exhibition staff and visitors	•	•
Cuts from and sharp edges stands and platforms, tools and paper cuts etc	Stand build staff and contractors, Venue Staff, Exhibition staff and visitors	•	•

Chemicals and cleaning agents	Stand build staff and contractors, Exhibition staff, Venue Staff	•	•
Dropping items on feet	Stand build staff and contractors, Exhibition staff, Venue Staff	•	•
Electrical hazards - during build and breakdown	Stand build staff and contractors, Venue Staff	•	•
Electrical hazards - during exhibition	Exhibition staff and visitors, Venue Staff	•	•
Ergonomic hazards such as standing for long periods	Exhibition staff, Venue Staff	•	•
Falling objects (from roof gantry)	Stand build staff and contractors, Venue Staff	•	•
Fire	Stand build staff and contractors, Exhibition staff and visitors, Venue Staff	•	•
Health hazards and disease (colds, flu etc)	Exhibition staff, Venue Staff	•	•
Manual handling hazards during build process such as stand delivery erection	Stand build staff and contractors, Venue Staff	•	•
Manual handling hazards during exhibition such as marketing material delivery, water bottles	Exhibition staff, Venue Staff	•	•
Scalds / burns from hot water and drinks	Exhibition staff and visitors, Venue Staff	•	•
Slip and trip hazards during build and deconstruction	Stand build staff and contractors, Venue Staff	•	•
Slip and trip hazards during exhibition	Exhibition staff and visitors, Venue Staff	•	•

Theft of personal or company property	Stand build staff and contractors, Venue Staff, Exhibition staff	•	•
Toppling or instability of stand furniture or equipment	Stand build staff and contractors, Venue 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	•	•
Working near vehicles and loading bays  - Crushing and falling objects from vehicles and FLT - Falling from the loading bay or vehicles during loading operations	Stand build staff and contractors, Venue Staff	•	•